



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 19CRS00-9031

MEMORANDUM CIRCULAR NO. 2019-22

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS
OFFICER-IN-CHARGE

SUBJECT : Revised Guidelines for Late Registration of Undocumented Filipinos in Sabah

DATE : 03 June 2019

The Philippine Statistics Authority (PSA) team along with the Department of Foreign Affairs (DFA) went to Sabah from June to August this year for a special mission of conducting an on-site civil registration activity that include copy issuance and verification for delayed registration of undocumented Filipino workers at the palm plantation including their beneficiaries.

PSA facilitated the late registration process on-site in Sabah. Likewise, PSA shall also mobilize and engage PSA Regional or Provincial offices in Sulu, Tawi-Tawi and Zamboanga City wherein majority of the registrants were born.

In view of the special operation, the following guidelines are established which relaxed existing process and requirements on delayed registration:

1. Registration procedures for the special mission shall be established pursuant to NSO Memorandum Circular 2013-02 (Guidelines in the Delayed Registration of Undocumented Filipinos in Sabah) with modified requirements to address the current conditions of the undocumented children born to Filipino parent/s.
2. Priority registrants are undocumented Filipino workers and their beneficiaries who are either born in the Philippines or in Sabah. Verification is made based on the Memorandum of Agreement (MOA) between PSA and DFA.
3. For those who were born in the Philippines, a Certificate of Live Birth (COLB) will be prepared by the PSA team and will be forwarded to the respective local civil registrars of the place of birth following guidelines on out-of-town registration.
4. For those who were born in Sabah, a Report of Birth (ROB) will be prepared by Kuala Lumpur -Philippine Embassy (KLPE) and will be reported to the DFA Manila, Office of Consular Affairs.

5. Basic requirements are as follows:

- a) Four (4) copies of the accomplished Certificate of Live Birth (COLB) if born in the Philippines and four (4) copies of accomplished Report of Birth (ROB) if born in Sabah;



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- b) Affidavit of Two (2) Disinterested Persons.
6. **If to be registered in Sulu, Tawi-tawi or Zamboanga city and other cities/municipalities in the Philippine under the out-of-town registration, basic requirements must be supplemented by the following:**
- a) Statutory Declaration; if of age
 - b) Joint Affidavit of Parents; Affidavit of Mother/Affidavit of Father; if minor as the case maybe;
7. **If to be registered in Sabah, the following are the additional requirements:**
- a) Affidavit of employment or ID from previous/current employer indicating the name, date and place of birth used for employment(as per employer's record), if parents of the undocumented child, or if the undocumented registrants themselves are employed in Sabah at the time of registration;
 - b) Certification from leaders of Filipino-Sabah communities where the affected undocumented Filipino worker or the concerned undocumented child or worker resides, certifying that the concerned individual is known in the community as such, indicating the name and other information about the identity and facts of births.
8. PSA will consolidate all papers/requirements submitted for delayed registration and will cause the endorsement and transmittal to the concerned local civil registrars for registration. Accomplished COLB will be encoded using the PhilCRIS program.
9. PSA enjoins all concerned/affected Local Chief Executives and Local Civil Registrars to effect the requirements for delayed registration indicated herein with waived payments for delayed registration and related transactions of those undocumented children and workers who are born in the Philippines. PSA will mobilize concerned PSA field offices and local civil registrars to implement the operation under the special mission to Sabah.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

For your information and guidance.



CLAIRE DENNIS S. MAPA, Ph.D.
Undersecretary
National Statistician and Civil Registrar General

cc:

*Office of the Consular Affairs (OCA), DFA Manila
Office of the Undersecretary for Migrant Worker's Affairs (OUMWA), DFA
Philippine Embassy in Kuala Lumpur (KLPE)*

