



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Ref. No. 19CRS-11-2037

MEMORANDUM CIRCULAR NO. 2019- 28

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS/OICs
ALL PHILIPPINE FOREIGN SERVICE POST
OFFICIALS AND STAFF

SUBJECT : Guidelines on How to Process Supplemental Report in cases of Report of Birth, Marriage, and Death if the Concerned Person is already in the Philippines

DATE : 13 November 2019

The PSA is mandated to carry out, enforce and administer civil registration functions in the country as provided for in Act 3753, the Law on Registry of Civil Status. In relation to this mandate, the Agency is required to process corrections in the civil registry documents and these include application for supplemental report for birth, death, and marriage to supply information inadvertently omitted when the document was registered.

As a rule, application for Supplemental Report is filed before the Local Civil Registry Office where the vital event occurred together with the Affidavit for Supplemental Report for approval and processing except when there are more than two omitted information wherein all papers related thereto shall be forwarded to the Office of the Civil Registrar General for approval. In case the vital event occurred abroad and the applicant is also residing abroad, application for Supplemental Report shall be filed before the Philippine Foreign Service Post where the vital event was reported.

However, many persons whose vital event occurred abroad are already residing in the Philippines. In this regard, they are not required to file their application for Supplemental Report before the Philippine Foreign Service Post where their vital event was reported or the Department of Foreign Affairs. Instead, to simplify the procedure pursuant to the provisions of Republic Act No. 11032 or *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, they may proceed directly to Philippine Statistics Authority to file their application.

For strict compliance.

CLAIRE DENNIS S. MAPA, Ph.D.
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MLM/FSS/MBG/RDF



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