



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 19CRS00-011433

MEMORANDUM CIRCULAR NO. 2019- 30

TO : ALL PSA REGIONAL DIRECTORS/OFFICERS-IN-CHARGE

SUBJECT : Guidelines on Authority Vested to Social Workers in Processing and Applying for Copy Issuance of Certificate of Live Birth (COLB) for Minors

DATE : 12 December 2019

In relation to report from the Department of Social Welfare and Development (DSWD), that there are some Philippine Statistics Authority (PSA) Regional Offices with CRS Outlets that does not allow Local Government Unit (LGU) social workers to file application for copy issuance of civil registry documents of children or foundling under the care of the latter, if social workers cannot present the pro forma or template of Authorization, duly signed by the DSWD Regional Director, where the social worker is situated. Hence, this clarificatory guidelines are being issued:

- A. Social Workers under DSWD and handles Civil Caring Agencies (CCAs)
1. PSA clarified that CCAs social workers could secure or file application for copy issuance of Certificate of Live Birth (COLB) of minors under their care, to facilitate things, it was agreed that the DSWD will issue Authorization to the CCAs signed by the concerned DSWD Regional Director.
 2. To avoid trafficking of person and abuse of the said Authorization, such Authorization will be issued and signed by the DSWD Regional Director on a per child basis.
- B. Social Workers under the Local Government Units (LGU)
1. For social workers of the LGU that handles children/foundling under the CCAs or Residential Care Facilities (RCFs), for them to secure or file application or copy issuance of Certificate of Live Birth (COLB) for minors, they also need to present the Authorization.
 2. Authorization in this case will have to be signed by the Local Chief Executive/Mayor or head of the LGU, on a per child basis, using the Authorization pro forma or template provided by DSWD. (DSWD Memo issued on 11 October 2018)

Both social workers of CCAs and LGUs are allowed to file for other civil registry documents such as Certificate of Marriage and Certificate of No Marriage



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(CENOMAR) as necessary and if only related to facilitate the issuance of a Certificate Declaring a Child as Legally Available for Adoption (CDCLAA).

Attached is a copy of the pro forma Authorization for easy reference.

For your guidance and strict compliance.



CLAIRE DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General



MLM/FSS/JFB