



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Ref. No. 20CRS02-03-1040

**MEMORANDUM CIRCULAR NO. 2020-09**

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS (C/MCRs) and  
SHARIA CIRCUIT REGISTRARS

SUBJECT : Interim Guidelines on the Process of Delayed Registration of  
Civil Registry Documents Due to the Implementation of Enhanced  
Community Quarantine

DATE : 25 March 2020

The PSA recognizes that business transactions before the Local Civil Registry Offices (LCRO's) and Sharia Circuit Courts all over the country are hampered especially on the process of registering civil registry documents due to the implementation of the Enhanced Community Quarantine (ECQ) in Luzon and other parts of the country. In order to guide the C/MCRs and Sharia Circuit Registrars on the process of delayed registration of civil registry documents, the following guidelines must be observed:

1. For voluminous registrations coming from hospitals, funeral parlors, lying-in clinics, solemnizing officers, and other authorized institutions, stringent requirements for delayed registration must be relaxed;
2. PSA enjoins all concerned Local Chief Executives and Local Civil Registrars to process the delayed registration of vital events within this ECQ period with waived payments;
3. As to recording of the civil registry documents in their respective Registry Books pertaining to the date of registration, the actual date when these documents are received and registered by the C/MCR and Sharia Circuit Registrar shall be entered in the Registry Books. The annotation "*Delayed Registration*" should be indicated in the remarks portion of the civil registry document and of the Registry Book.
4. Regular submission of registered civil registry documents for the month of March 2020 at the LCROs and Sharia Courts to their respective PSA Provincial Statistics Office will be extended up to the end of April 2020.

Vital events that occurred prior to the declaration of Luzon-wide ECQ but were not yet reported and registered with the concerned C/MCR and Sharia Circuit Registrars must observe the regular process of registration, thus, the requirements of delayed registration pursuant to the existing rules and regulations on civil registration shall be followed.

For strict compliance.

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

MLM/FSS/MBG/RDF



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