



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 20CRS02-07-1338

MEMORANDUM CIRCULAR NO. 2020- 17

TO : ALL PSA REGIONAL DIRECTORS/OICs
ALL PSA PROVINCIAL OFFICERS/OICs
ALL CITY/MUNICIPAL CIVIL REGISTRARS/OICs

SUBJECT : Strict Implementation of the Decentralized Copy Annotation Process (DeCAP)

DATE : 14 July 2020

On 16 January 2020, the National Statistician and Civil Registrar General (NSCRG) issued Memorandum Circular No. 2020-04 which provides the guidelines to be observed in the implementation of the DeCAP. Under the said Memorandum, to cater requests for copy issuance of annotated civil registry documents affected by administrative corrections such as Republic Act No. 9048, Republic Act No. 10172, and Supplemental Report for not more than two (2) omitted entries, the City/Municipal Civil Registrars have the following options:

1. Submit the affected civil registry documents, through a separate monthly report, to the concerned PSA Provincial Statistical Office (PSO) having territorial jurisdiction over them and, thereafter forward the same to the Regional Statistical Services Office (RSSO) for DeCAP processing; or
2. Directly endorse the affected civil registry documents for annotation to the PSA Regional Serbilis Outlet in person, or through their designated liaison officers, or by means of private courier services.

In this connection, despite the full implementation of the DeCAP, requests for copy issuance of annotated civil registry documents affected by the above-mentioned administrative corrections are still directly filed at the PSA Civil Registration Service (CRS)-Central Office.



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With this, effective **01 August 2020**, the PSA CRS-Central Office will no longer cater requests for copy issuance of annotated civil registry documents affected by administrative corrections such as Republic Act No. 9048, Republic Act No. 10172, and Supplemental Report for not more than two (2) omitted entries except those coming from the City/ Municipal Civil Registrars of the National Capital Region.

Nevertheless, the PSA CRS-Central Office will still accept the processing of the documents subject for annotation under the following transactions:

1. Supplemental reports of more than two (2) omitted entries which require the approval of the NSCRG;
2. Combo annotations or civil registry documents that are required to be processed for two or more annotations where one or more annotations are not yet decentralized by the PSA Central Office;
3. Documents subject for annotation of which the PSA RSSO cannot access in the Electronic Annotation System database such as transactions for referral to the Legal Service, with previously annotated erroneous document in the database, among others;
4. Processes on which it has not yet been decentralized by the PSA Central office (i.e., court decrees, legal instruments)
5. Documents for processing within the territorial area of jurisdiction but several island provinces may be involved where the submission emanating from them to the Regional Serbilis Outlet may be impractical due to distance and inaccessibility; and
6. Other documents for processing as may have been directed by the NSCRG.

For your strict compliance.



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

MLM/FSS/MBG/RDF