



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. CRMD-2020-09-1210

**MEMORANDUM CIRCULAR NO. 2020- 27**

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

SUBJECT : Digitization of the Registry Books

DATE : 11 September 2020

Some Local Civil Registry Offices (LCROs) are inquiring whether the registry books for various documents subject of civil registration may be digitized, replacing the hard books in their care and custody, claiming that it can minimize human error during transcription processes, revision and tampering, as well as damage against natural and man-made disasters.

While the Office of the Civil Registrar General encourages the LCROs to adopt and develop technologies to further, and better their responsibilities in keeping, maintaining and preserving in their respective offices various registry books by digitizing their civil registry documents in their care and custody, however, it is still advised that these offices still keep, maintain and preserve such books. This is in consonance with Section 4 of Act No. 3753 (*Law on Registry of Civil Status*) and Rule 7 of OCRG Administrative Order No. 1, Series of 1993 (*Implementing Rules and Regulations of Act No. 3753 and Other Laws on Civil Registration*) where the civil registrars are mandated to keep, maintain and preserve in a secured place in his/her office the Registry Books. Please be reminded that the books making up the civil register and all records relating thereto shall be considered public documents and shall be *prima facie* evidence of the facts contained therein which must be secured in the office of the civil registrar and can only be removed from such secure location only upon order of a competent court. However, the LCROs and other interested parties may use the digitized records as an alternative or tertiary source of reference only as the original registered documents will serve as the primary or principal source of reference, and the entries in the registry books as the secondary source of reference.



Management  
System  
ISO 9001:2015  
  
www.tuv.com  
ID 9108640991



CRS Bldg., PSA Complex, East Ave., Diliman, Quezon City, Philippines 1101  
Telephone: (632) 8938-5267  
www.psa.gov.ph

Reference No. CRMD-2020-09-1210  
Subject: Digitization of the Registry Books  
11 September 2020

For your guidance, and strict compliance.



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

*MLM/FSS/MBG/SRADA*