



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 20CRS01-3854

**MEMORANDUM CIRCULAR NO. 2020-31**

**TO :** PSA REGIONAL DIRECTORS/ OUTLET MANAGER (OM), OUTLET SUPERVISORS (OS), UNISYS OFFICIAL CONCERNED, TEAM LEADS, AND ASSOCIATES OF CIVIL REGISTRY SYSTEM (CRS) OUTLETS NATIONWIDE

**SUBJECT :** Guidelines in the Processing of Requests of Members of the Family of Overseas Filipino Workers (OFWs) Affected by COVID-19 Pandemic

**DATE :** 08 October 2020

Align with Special Order No. 2020-08NS-601 designating the members of the Technical Working Group to cater the need for civil registry documents of the family members of Overseas Filipino Workers (OFWs) affected by the Coronavirus disease 2019 (COVID-19) Pandemic, the following guidelines shall be implemented:

1. There shall be a window and/or a person-in-charge in all Civil Registry System (CRS) Outlet that shall be assigned to attend to the needs of the family members of OFWs;
2. The assigned personnel shall be responsible in facilitating the acceptance and release of their requested civil registry documents;
3. While requests of family members of OFWs shall be given priority, the PSA policy on the presentation and/or submission of the necessary requirements such as valid IDs (MC No. 2019-16 dated 11 June 2019) as well as the payment of corresponding processing fees shall continue to be applied and to be enforced;



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4. The CRS Outlet concerned shall also extend assistance in coordinating with other national government agencies, local government units, and embassies whenever requested and warranted; and
5. The Outlet Supervisor shall be responsible in the monitoring and submission of the monthly report on the family members of OFWs who benefitted from this endeavor to the office of the Assistant National Statistician, Civil Registration Service.

For your guidance and strict compliance.



**DENNIS S. MAPA, Ph.D.**

Undersecretary

National Statistician and Civil Registrar General

MLM/FSS/TPK