



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Ref. No. 21CRS00-03-1422

MEMORANDUM CIRCULAR NO. 2021-05

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS (C/MCRs)/
OFFICER-IN-CHARGE (OICs), ALL CONCERNED PSA
PERSONNEL, AND THE GENERAL PUBLIC

SUBJECT : Guidelines in the Implementation of the Order of Administrative
Adoption under R.A. 11222 and Its Implementing Rules and
Regulations

DATE : 31 March 2021

Republic Act No. 11222 (R.A. 11222) entitled, "*An Act Allowing the Rectification of Simulated Birth Records and Prescribing Administrative Adoption Proceedings for the Purpose*", was signed into law on 21 February 2019 and took effect on 29 March 2019, fifteen days after its publication in the Official Gazette. Its Implementing Rules and Regulations (IRR) was approved on 7 October 2019 and took effect on 10 December 2019 and will remain in effect until 29 March 2029.

R.A. 11222 provides for an administrative process of adoption for children whose birth records were simulated but were treated by the adoptive parents as their own children. Likewise, the said law provides for a simpler and less costly adoption proceeding and affords opportunity for these Prospective Adoptive Parents (PAPs) to regularize and correct birth records of the child under their care and custody without fear of being prosecuted criminally, civilly, or administratively.

Under Section 2 of Act No. 3753 (Law on Registry of Civil Status), the Civil Registrar General (CRG) shall have the power to issue regulations relating to civil registration laws and to give orders and instructions to the City/Municipal Civil Registrars (C/MCRs) with reference to the performance of their duties.

For the standard implementation of this law, the CRG provides these guidelines on how the Local Civil Registry Offices (LCROs) process the Order of Administrative Adoption issued by the Department of Social Welfare and Development (DSWD) Secretary pursuant to the IRR of Republic Act No. 11222.

I. Coverage

This law applies to children who have been living with or under the custody of the PAPs for at least three (3) years before 29 March 2019 and they have simulated the birth record of the said child prior to the effectivity of the Act.



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COG

The petition for Administrative Adoption with Application for Rectification of Simulated Birth Record is to be filed from 29 March 2019 to 29 March 2029 at the concerned Social Welfare and Development Office (SWDO) of the city or municipality where the child resides.

In the implementation of R.A. 11222, the following are covered by the law:

1. Administrative adoption of non-relative child;
2. Administrative adoption of a relative child within the fourth (4th) degree of affinity or consanguinity;
3. Administrative adoption of an adult, who is consistently considered and treated as daughter or son since birth or minority;
4. Administrative adoption where the Petition for Cancellation of Simulated Birth Certificate or Petition for Administrative Adoption with Cancellation of Simulated Birth Certificate is pending in court in accordance with Section 38 of the IRR of R.A. 11222; or
5. Other analogous circumstances as may be determined by the Secretary of the DSWD.

II. Exclusions

Excluded in the coverage of the Act are circumstances not limited to the following:

1. Rectification or Correction of entries, *i.e.* to reflect the name of the biological parent/s in the birth certificate;
2. Administrative adoption by the relatives of the deceased person(s) who simulated the birth of a child or person;
3. Administrative adoption by person(s) other than the parent(s) named in the simulated birth certificate; or
4. Administrative adoption of a child by the purported father only; when the mother named in the birth certificate is the biological mother of such child;

III. Definition of Terms

As used in these guidelines, the following terms shall mean:

1. "*Act*" shall refer to Republic Act No. 11222, otherwise known as the "Simulated Birth Rectification Act".
2. "*Administrative Adoption*" refers to a process whereby a person assumes the parental authority of a child, from the biological parent or parents. It permanently transfers all rights and responsibilities, along with filiation to the adoptive parent(s).
3. "*Child*" refers to a person below eighteen (18) years of age or a person eighteen (18) years or over who is unable to fully take care of herself or himself or protect herself or himself from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition, whose birth was simulated.



4. ***"Draft New Certificate of Live Birth"*** refers to the document attached in the Order of Administrative Adoption, information of which is used as reference for the preparation of the new Certificate of Live Birth (COLB).
5. ***"Draft Rectified Birth Record"*** refers to the document attached in the Order of Administrative Adoption, information of which is used as reference for the preparation of the rectified COLB/Certificate of Foundling (COF).
6. ***"DSWD Regional Office"*** refers to the office where the petition under R.A. 11222 is endorsed to by the SWDO under its jurisdiction and provides copies of the Order of Administrative Adoption issued by the DSWD Secretary to the concerned petitioner(s), the Local Civil Registry Office (LCRO) and the PSA Central Office.
7. ***"Foundling"*** refers to a child who was abandoned and whose parentage is unknown; or a child/person whose fact/s of birth is/are unknown.
8. ***"Local Civil Registrar"*** may also refer to the City/Municipal Civil Registrar who is officially in-charge with the duty of implementing and enforcing the provisions of the Civil Registry Law and its Implementing Rules and Regulations and other laws related to civil registration.
9. ***"Local Civil Registry Office"*** refers to the department in the City/Municipal government mandated to perform civil registration functions.
10. ***"New Birth Certificate"*** refers to the civil registry record of a person registered pursuant to the Order of Administrative Adoption issued by the Secretary, bearing the name by which he or she shall be known and his/her parents as stated in the Order of Administrative Adoption.
11. ***"Order of Administrative Adoption"*** refers to the Order of Adoption, which is a registrable civil registry document issued by the DSWD Secretary after determining that the administrative adoption is for the best interest of the child.
12. ***"Order of Rescission of Administrative Adoption"*** refers to the revocation of the Order of Administrative Adoption pursuant to Sections 18 to 20 of R.A. 11222.
13. ***"Petitioner"*** refers to a person or persons whom the child consider(s) as parent(s) and intend(s) to legalize their parent-child relationship by filing the Petition for Administrative Adoption with Application for Rectification of Simulated Birth Record.
14. ***"Prospective Adoptive Parents (PAPs)"*** refers to a person/couple who have filed an application for adoption or whose application for adoption has been approved.



15. *“Rectified Birth Record”* refers to a civil registry record of a person issued pursuant to the order of the DSWD Secretary, which may either be a birth or foundling certificate, as determined by the facts about the child’s parentage or finding, which information comprise his or her true identity.
16. *“Secretary”* refers to the Secretary of the DSWD.
17. *“Simulation of Birth Record”* refers to the tampering of the civil registry record to make it appear in the record of birth that a child was born to a person who is not such child’s biological mother, causing the loss of the true identity and status of such child.
18. *“Social Welfare and Development Office (SWDO)”* refers to the office of the city or municipality that discharges the social welfare and development programs and services devolved to such Local Government Units.

IV. What to File

The Order of Administrative Adoption and its Certificate of Finality issued by the DSWD Secretary is to be filed and registered at the Local Civil Registry Office (LCRO) of the place of birth or in case of a foundling, where the child was found. The required documents for registration at the LCRO are:

1. The original/certified photocopy of the Order of Administrative Adoption with Draft Rectified Birth Record and Draft New Certificate of Live Birth; and
2. The original/certified photocopy of the Certificate of Finality of the Order of Administrative Adoption.

V. Who May File

It shall be the duty of the DSWD Regional Director or his/her duly authorized representative to register the Order of Administrative Adoption, with the Certificate of Finality, to file with the LCRO of the city or municipality where child was born or found, within thirty (30) days after the order has become final.

The Petitioner(s) or his/her authorized representative may also file registration of the Order of Administrative Adoption other than the DSWD Regional Office.

VI. When to Register

The Order of Administrative Adoption with Draft Rectified Birth Record and Draft New Certificate of Live Birth issued by the DSWD Secretary shall be registered within 30 days from the date of issuance of the Certificate of Finality.

VII. Where to Register

The Order of Administrative Adoption and its corresponding Certificate of Finality shall be registered at the LCRO of the city or municipality where the child subject of the administrative adoption was born or found, as stated in Item VIII below.



VIII. Procedures on the Registration of the Order of Administrative Adoption and Certificate of Finality

1. The DSWD Secretary transmits the Order of Administrative Adoption to the concerned DSWD Regional Office and furnishes an electronic copy of the said Order of Administrative Adoption to the PSA Central Office;
2. The DSWD Regional Office shall provide the original printed copy of the Order of Administrative Adoption to the petitioner and certified photocopies to: (1) the LCRO of the place of birth or where the child was found; and (2) the PSA Central Office;
3. The DSWD Secretary shall issue a Certificate of Finality upon notice of the Order of Adoption to all parties;
4. It shall be the duty of the DSWD Regional Office to register the Order of Administrative Adoption, with its corresponding Certificate of Finality, to the LCRO of the city or municipality where child was born or found.

If it is the Petitioner(s) or his/her authorized representative who shall register the Order of Administrative Adoption other than the DSWD Regional Office, the concerned civil registrar shall verify the authenticity of the submitted Order of Administrative Adoption, based on the following:

- a. Received certified copy of the said Order of the Administrative Adoption previously endorsed by the DSWD Regional Office, if available; or
- b. Certification or letter coming from the concerned DSWD Regional Office confirming the authenticity of the Order; or
- c. Copy of the Order of the Administrative Adoption either through the PSA Central Office (CO) based on the received electronic copy from the DSWD Secretary or the submitted copy from the DSWD Regional Office.

5. Registration Process at the LCRO:

The registration process of the Order of Adoption depends on the findings of the Social Case Study Report which may fall either of the following cases:

CASE 1: Place of registration of the simulated birth is the actual place of birth or the place where the child was found.

Upon receipt of the original or certified photocopy of the Order of Administrative Adoption and the original Certificate of Finality from the DSWD Regional Office or the petitioner or his/her authorized representative, the LCRO of the city or municipality where the child was born or found shall:

- a. Ascertain whether the child was born or found within its territorial jurisdiction based on the Order of Administrative Adoption. The Local Civil Registrar shall not register the Order of Administrative Adoption if he/she finds any error in the decision and refer to the DSWD for



correction and its subsequent issuance of Amended Order of Administrative Adoption and Amended Certificate of Finality.

- b. The concerned civil registrar shall verify the authenticity of the submitted Order of Administrative Adoption based on the following:
 - i. Received certified copy of the said Order of the Administrative Adoption previously endorsed by the DSWD Regional Office, if available; or
 - ii. Certification or letter coming from the concerned DSWD Regional Office confirming the authenticity of the Order of the Administrative Adoption; or
 - iii. Copy of the Order of the Administrative Adoption either through the PSA Central Office (CO) based on the received electronic copy from the DSWD Secretary or the submitted copy from the DSWD Regional Office.
- c. After being satisfied as to the veracity, completeness, and consistency of entries therein, register the Order of Administrative Adoption with the Certificate of Finality, and enter the same to the corresponding Book of Registry for Court Decrees, designating the proper registry number. Once registered, the concerned LCRO shall issue the Certificate of Registration of the Order of Administrative Adoption and Certificate of Authenticity of the Order of Administrative Adoption.

The required documents for registration at the LCRO are:

- i. The original/certified photocopy of the Order of Administrative Adoption; and
 - ii. The original/certified photocopy of the Certificate of Finality of the Order of Administrative Adoption.
- d. The Local Civil Registrar, after securing and retaining a certified photocopy of the simulated COLB without annotation, shall stamp the word "CANCELLED" on the original copy of the simulated COLB and annotate the following remarks therein:

"The registration of the Certificate of Live Birth of (Name of the child as indicated in the Simulated COLB) bearing Registry No. _____ is hereby cancelled pursuant to the Order of the Administrative Adoption under Case No. _____ dated _____ rendered by Sec. (Full name of the DSWD Secretary) of the DSWD in accordance with R.A. 11222."

The corresponding entry of the simulated birth in the Registry Book of Live Birth should have the following notation in the remarks portion:

"Cancelled in accordance with the Order of Administrative Adoption dated _____ pursuant to RA 11222."



The two (2) certified copies of the cancelled and annotated simulated COLB is to be distributed as follows:

- i) First copy to the Office of the Civil Registrar General (OCRG);
- ii) Second copy to the LCRO.

The certified copy of the simulated COLB without remarks should be maintained pursuant to Memorandum Circular 2019-21 entitled "*Duty to Preserve Copy of Civil Registry Documents Prior to Annotation/Putting any Remarks or Adoption*". The maintained copy shall not be issued to the petitioner or any interested party unless ordered by the DSWD Secretary or through order by a proper court.

- e. Prepare and register two (2) copies of the Rectified Birth Record, either a COLB or COF, entries of which are based on the Draft Rectified Birth Record attached to the Order of Administrative Adoption. The Rectified Birth Record bearing the name of the biological parents of the child or foundling certificate, as the case maybe, shall not bear any notation (Section 26 of the IRR).

The facts of the vital event should be entered in the corresponding Registry Book of Live Birth or Registry Book of Foundling, whichever is applicable, assign with the proper registry number but with remarks as follows:

"Registered in accordance with the Order of Administrative Adoption dated _____ with Registry Number _____ pursuant to RA 11222".

The remarks or annotations is applicable only to the Registry Book of Live Birth or Registry Book of Foundling, as the case may be.

The Rectified Birth Record shall not be issued to the petitioner or any interested party unless ordered by the DSWD Secretary or through order by a proper court.

The distributions of the two (2) registered copies of the Rectified Birth Record are as follows:

- i. first copy to the OCRG; and,
 - ii. second copy to the LCRO file.
- f. The Informant may be the Adopting Parent(s) or Social Worker of the DSWD Regional Office or any interested persons authorized by the Adopting Parent(s).
 - g. The cancelled Simulated Birth Certificate and the Rectified Birth Record shall be sealed in the civil registry records and shall be



released or issued only upon the order of the DSWD Secretary or upon order of the court.

- h. After sealing the cancelled Simulated Birth Certificate and the Rectified Birth Record, the concerned LCRO shall prepare and issue a New Birth Certificate in four (4) copies with the same registry number as in the Rectified Birth Record, indicating the petitioner/s as parents and the entries required in the registration pursuant to the Order of Administrative Adoption. The distribution of the four (4) copies of the New Birth Certificate are as follows:
 - i) first copy to the registrant/petitioner;
 - ii) second copy to the OCRG;
 - iii) third copy to the LCRO file; and
 - iv) fourth copy to the DSWD Secretary.
- i. The concerned Local Civil Registrar shall transmit the fourth copy of the New Birth Certificate to the DSWD Secretary through registered mail or any courier service.

CASE 2: Place of registration of the simulated birth is not the actual place of birth or the place where the child was found.

The DSWD Regional Office or the petitioner(s), or the latter's authorized representative, shall provide original or certified photocopies of the Order of Administrative Adoption and its corresponding Certificate of Finality to the LCRO of the city or municipality where the child was born or found for registration and LCRO of the place of registration of the simulated birth.

A. LCRO of the city or municipality where the child was born or found:

Upon receipt of the original or certified photocopies of the Order of Administrative Adoption and its Certificate of Finality from the DSWD Regional Office or the petitioner(s) or his/her authorized representative, the LCRO of the city or municipality where the child was born or found shall:

1. Ascertain whether the child was born or found within its territorial jurisdiction based from the Order of Administrative Adoption. The Local Civil Registrar shall not register the Order of Administrative Adoption if he/she finds any discrepancy in the decision and refer to the DSWD for correction and its subsequent issuance of Amended Order of Administrative Adoption and Amended Certificate of Finality.
2. The concerned civil registrar shall verify the authenticity of the submitted Order of Administrative Adoption based on the following:
 - a. Received certified copy of the said Order of the Administrative Adoption previously endorsed by the DSWD Regional Office, if available; or



- b. Certification or letter coming from the concerned DSWD Regional Office confirming the authenticity of the Order of the Administrative Adoption; or
 - c. Copy of the Order of the Administrative Adoption, either through the PSA Central Office (CO) based on the received electronic copy from the DSWD Secretary or the submitted copy from the DSWD Regional Office.
3. After being satisfied as to the veracity, completeness, and consistency of entries therein, register the Order of Administrative Adoption with the Certificate of Finality, and enter the same to the corresponding Book of Registry for Court Decrees, designating the proper registry number. Once registered, shall issue the Certificate of Registration of the Order of Administrative Adoption and Certificate of Authenticity of the Order of Administrative Adoption.

The required documents for registration at the LCRO are:

- i. The original/certified photocopy of the Order of Administrative Adoption; and
 - ii. The original/certified photocopy of the Certificate of Finality of the Order of Administrative Adoption.
4. After registration, shall furnish a copy of the Certificate of Registration of the Order of Administrative Adoption and the Certificate of Authenticity of the Order of Administrative Adoption to the LCRO which previously registered the simulated COLB, for cancellation.
5. Prepare and register two (2) copies of the Rectified Birth Record, either a COLB or COF, entries of which are based on the Draft Rectified Birth Record attached to the Order of Administrative Adoption. The Rectified Birth Record bearing the name of the biological parents of the child or foundling certificate, as the case maybe, shall not bear any notation (Section 26 of the IRR). The Informant may be the PAPs or Social Worker of the DSWD Regional Office or any interested persons authorized by the Adopting Parent(s).

The facts of the vital event should be entered in the corresponding Registry Book of Live Birth or Registry Book of Foundling, whichever is applicable, assign with the proper registry number but with remarks as follows:

"Registered in accordance with the Order of Administrative Adoption dated _____ with registry number _____ pursuant to RA 11222".

The remarks or annotations is applicable only to the Registry Book of Live Birth or Registry Book of Foundling, as the case may be.

The Rectified Birth Record shall not be issued to the petitioner or any interested party unless ordered by the DSWD Secretary or through order by a proper court.

The distributions of the two (2) registered copies of the Rectified Birth Record are as follows:

- i. first copy to the OCRG; and,
 - ii. second copy to the LCRO file.
6. The Rectified Birth Record shall be sealed in the civil registry records and shall be released or issued only upon the order of the DSWD Secretary or upon order of the court compelling LCRO and/or PSA for its issuance.
7. After sealing the Rectified Birth Record, the LCR shall prepare and issue a New Birth Certificate in four (4) copies with the same registry number as in the Rectified Birth Record, indicating the PAPs/Petitioner(s) as parents, and the entries therein pursuant to the Order of Administrative Adoption with the Draft New Birth Certificate. The distribution of the four (4) copies of the New Birth Certificate are as follows:
- i. first copy to the registrant/petitioner;
 - ii. second copy to the OCRG;
 - iii. third copy to the LCRO file; and
 - iv. fourth copy to the DSWD Secretary.

The concerned Local Civil Registrar shall transmit the fourth copy of the New Birth Certificate to the DSWD Secretary through registered mail or any courier service as proof of compliance to the Order of Administrative Adoption.

8. The LCRO shall seal the copy of the cancelled and annotated simulated COLB as furnished by the LCRO which previously registered the same together with the Rectified Birth Record prepared.

B. LCRO of the city or municipality where the child's simulated birth record was registered

1. Upon receipt of the certified photocopies of the Order of Administrative Adoption and its Certificate of Finality, the original Certificate of Registration of the Order of Administrative Adoption, and the original Certificate of Authenticity of the Order of Administrative Adoption, the civil registrar shall evaluate the completeness and accuracy of the required documents.
2. Once satisfied as to the completeness and consistency of the required documents, the Local Civil Registrar, after securing and retaining a

certified photocopy of the simulated COLB without annotation, shall stamp the word "CANCELLED" on the original copy of the simulated COLB and annotate the following remarks therein:

"The registration of the Certificate of Live Birth of (Name of the child as indicated in the Simulated COLB) bearing Registry No. _____ is hereby cancelled pursuant to the Order of the Administrative Adoption under Case No. _____ dated _____ rendered by Sec. (Full name of the DSWD Secretary) of the DSWD in accordance with R.A. 11222."

The corresponding entry of the simulated birth record in the Registry Book of Live Birth should have the following notation in the remarks portion:

"Cancelled in accordance with the Order of Administrative Adoption dated _____ pursuant to RA 11222."

The three (3) certified photocopies of the cancelled and annotated simulated COLB is to be distributed as follows:

- i. First copy to the OCRG;
- ii. Second copy to the LCRO of the city or municipality where the child was born or found; and
- iii. Third copy to the LCRO of the city or municipality where the child's simulated birth record was registered for their filing.

The certified copy of the simulated COLB without remarks should be maintained pursuant to Memorandum Circular 2019-21 entitled "*Duty to Preserve Copy of Civil Registry Documents Prior to Annotation/Putting any Remarks or Adoption*". The maintained copy shall not be issued to the petitioner or any interested party unless ordered by the DSWD Secretary or through order by a proper court.

3. The cancelled simulated birth certificate shall be sealed in the civil registry records and shall be released or issued only upon the order of the DSWD Secretary or upon order of the court.
4. The LCRO shall complete all processes within three (3) working days from receipt of the complete required documents.

C. Submission of the required documents to PSA

The Local Civil Registry Office of the city or municipality where the child was born or found shall transmit the complete original/certified photocopies of the following documents to PSA:

1. Order of Administrative Adoption;
2. Certificate of Finality of the Order of Administrative Adoption;



3. Certificate of Authenticity of the Order of Administrative Adoption;
4. Certificate of Registration of the Order of Administrative Adoption;
5. Cancelled and annotated simulated COLB;
6. Rectified Birth Record; and
7. New Birth Certificate.

The PSA, upon receipt of all the required documents enumerated above, shall verify the authenticity, completeness, and accuracy of the documents, process the same for uploading in the Civil Registry System database, and provide feedback, if applicable.

IX. Order of Rescission of Administrative Adoption

The process for administrative adoption as provided under Section 10 of the Act shall apply to the rescission of the administrative adoption. Below are the steps to be followed in the registration of the Order of Rescission of Administrative Adoption:

1. Upon receipt of the original or certified photocopy of the Order of Rescission of Administrative Adoption and the pertinent Certificate of Finality from the DSWD Regional Office or the petitioner or his/her authorized representative, the LCRO of the city or municipality where the child was born or found shall verify the authenticity of the submitted Order of Rescission of Administrative Adoption based on the following:
 - a. Received certified copy of the said Order of Rescission of Administrative Adoption previously endorsed by the DSWD Regional Office, if available; or
 - b. Certification or letter coming from the concerned DSWD Regional Office confirming the authenticity of the Order of Rescission of Administrative Adoption; or
 - c. Copy of the Order of Rescission of Administrative Adoption either through the PSA Central Office (CO) based on the received electronic copy from the DSWD Secretary or the submitted copy from the DSWD Regional Office.
2. After being satisfied as to the veracity, completeness, and accuracy of entries therein, register the Order of Rescission of Administrative Adoption with the Certificate of Finality, and enter the same to the corresponding Book of Registry for Court Decrees, designating the proper registry number. Once registered, the concerned LCRO shall issue the Certificate of Registration of the Order of Rescission of Administrative Adoption and Certificate of Authenticity of the Order of Rescission of Administrative Adoption.



The required documents for registration at the LCRO are:

- i. The original/certified photocopy of the Order of Rescission of Administrative Adoption;
 - ii. The original/certified photocopy of the Certificate of Finality;
3. The Local Civil Registrar, after securing and retaining a certified photocopy of the New Birth Certificate without annotation, shall stamp the word "CANCELLED" on the original copy of the New Birth Certificate and annotate the following remarks therein:

"The Certificate of Live Birth of (Name of the child as indicated in the New Birth Certificate) bearing Registry No. _____ is hereby cancelled pursuant to the Order of Rescission of the Administrative Adoption dated _____ rendered by Sec. (Full name of the DSWD Secretary) of the DSWD under Case No. _____ in accordance with R.A. 11222. Henceforth, the adoption of the said child is hereby rescinded."

The corresponding entry in the Registry Book where the rectified COLB/COF was entered will have the following additional remarks:

"The Certificate of Live Birth of (Name of Child in the New Birth Certificate) is hereby cancelled in accordance with the Order of Rescission of Administrative Adoption dated _____ pursuant to R.A. 11222."

The certified copy of the New Birth Certificate without remarks or annotation should be maintained pursuant to Memorandum Circular 2019-21 entitled "*Duty to Preserve Copy of Civil Registry Documents Prior to Annotation/Putting any Remarks or Adoption*". The maintained copy shall not be issued to the petitioner or any interested party unless ordered by the DSWD Secretary or through order of a proper court.

4. The Local Civil Registrar shall restore the child's rectified COLB or COF, whichever is applicable.
5. The LCRO of the city or municipality where the child was born or found shall send or transmit to PSA the following documents:
 - a. Certified photocopy of the annotated New Birth Certificate;
 - b. Certified photocopy of the unannotated New Birth Certificate;
 - c. Certified photocopy of the Order of Rescission of the Administrative Adoption;
 - d. Certified photocopy of the Certificate of Finality of the Order of Rescission of Administrative Adoption;



- e. Original/Certified photocopy of the Certificate of Registration of the Order of Rescission of Administrative Adoption;
- f. Original/Certified photocopy of the Certificate of Authenticity of the Order of Rescission of Administrative Adoption; and
- g. Certified photocopy of the restored Rectified Birth Record.

The PSA, upon receipt of all the required documents enumerated above, shall verify the authenticity, completeness and accuracy of the documents, process the same for uploading in the CRS database, and provide feedback, if applicable.

X. Socialized Fees

Under Section 27 of the IRR of RA 11222, the LCRO may charge socialized fees in an amount not exceeding One Thousand Pesos (PhP 1,000.00) for the processing and registration of the Order of Administrative Adoption and issuance of the new COLB.

Fees shall be waived if the petitioner(s) is/are found to be indigent as prescribed in the IRR of RA 11222.

This Memorandum Circular shall take effect immediately.



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Undersecretary
National Statistician and Civil Registrar General

DNSLM/MBG