



Republic of the Philippines
Philippine Statistics Authority

Reference No. 21CRS02-09-1401

MEMORANDUM CIRCULAR NO. 2021-21

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS/
OFFICERS-IN-CHARGE AND CONCERNED PSA
OFFICIALS AND EMPLOYEES

SUBJECT : Reiteration of the Duties of City/Municipal
Civil Registrars and Concerned Officers of PSA
Provincial Statistical Offices as Stated in PSA
Memorandum Circular 2018-12

Date : 27 September 2021

As one of the implementing agencies of the rules provided by Republic Act No. 10821, otherwise known as the “Children’s Emergency Relief and Protection Act”, the Philippine Statistics Authority (PSA) issued Memorandum Circular 2018-12 dated 09 October 2018 with the subject “Reconstruction of Birth Records During National or Local State of Calamity and Proper Monitoring Thereof”.

Under the said Memorandum, the PSA advocates and encourages all City/Municipal Civil Registrars (C/MCRs), including those designated as officers-in-charge or those in the acting capacity, to facilitate the registration and reconstruction of birth records during a national or local state of calamity free of charge.

Also, since Republic Act No. 10821 expressly mandates the PSA to submit a report on the number of restored or reconstructed documents to appropriate government agencies, the Memorandum expressly provides that:

“Likewise, the C/MCRs and those designated as officers in-charge or those in the acting capacity shall submit a report on the number of restored or reconstructed



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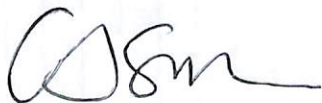
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documents to appropriate PSA Provincial Statistics Offices for effective monitoring and reporting of birth records during the first ten days of each month. The consolidated data shall be forwarded to the Office of the Assistant National Statistician for Civil Registration Service (OANS-CRS) within three (3) days following the tenth day of the month. Thereafter, the OANS-CRS shall be responsible for the submission of the report on the number of restored or reconstructed documents to the DSWD not later than the twenty-fifth day of the month.
(Emphasis and Underscoring Supplied)

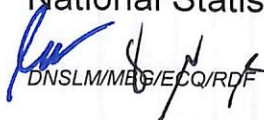
However, despite the above-mentioned directives to the C/MCRs and PSA Provincial Statistical Offices, the Office of the Assistant National Statistician for Civil Registration Service never received any report.

In this regard, we reiterate for the strict compliance of Memorandum Circular 2018-12 in order for the PSA to have a comprehensive report to the Department of Social Welfare and Development (DSWD) which the latter will include in RA 10821 Annual Report to be submitted to the House Committee on the Welfare of the Children. For your reference, copy of the Sample Monitoring Forms for the submitted reports from C/MCRs and PSA Provincial Statistical Offices and Memorandum Circular 2018-12 are hereto attached.

For your information and guidance.



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



DNSL/MBG/ECQ/RDF

Attachments:

1. Sample Monitoring Form for C/MCRs
2. Sample Monitoring Form for PSA Provincial Statistical Offices
3. Memorandum Circular 2018-12

**SAMPLE MONITORING FORM OF THE SUBMITTED REPORT ON THE NUMBER OF RESTORED OR RECONSTRUCTED DOCUMENTS
PURSUANT TO MEMORANDUM CIRCULAR 2018-12
(For City/Municipal Civil Registrars)**

C/MCRs	Date Received	Covered Month	Activity Description	Documents Submitted	Remarks
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**SAMPLE MONITORING FORM OF THE SUBMITTED REPORT ON THE NUMBER OF RESTORED OR RECONSTRUCTED DOCUMENTS
PURSUANT TO MEMORANDUM CIRCULAR 2018-12
(For PSA Provincial Statistical Office)**

PSOs	Date Received	Covered Month	Activity Description	Documents Submitted	Remarks
1					
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MEMORANDUM CIRCULAR 2018- 12

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

SUBJECT : Reconstruction of Birth Records During National or Local State of Calamity and Proper Monitoring Thereof

DATE : 09 October 2018

It is the policy of the State to protect the fundamental rights of children before, during, and after disasters and other emergency situations when children are gravely threatened or endangered by circumstances that affect their survival and normal development.

Recognizing the need to ensure the safety and security of children affected by disasters and calamities, R.A. 10821 entitled or otherwise known as "Children's Emergency Relief and Protection Act" was passed and signed into law. Section 7 of this law states that:

Sec. 7. System of Restoring Civil Registry Documents. – *To ensure that vital information pertaining to the personal circumstances of a child are adequately protected and available at all times, the Philippine Statistics Authority (PSA) shall develop a system for the restoration and reconstruction of civil registry documents that have been destroyed or declared lost or missing during a disaster or calamity.*

The PSA shall submit a report on the number of restored or reconstructed documents to appropriate government agencies for effective monitoring and reporting and to ensure the continued access of the affected children to social services and facilitate the reunification of separated children with their families.

The PSA shall likewise develop a system for the registration of children born during a national or local state of calamity.

In line with this, the PSA advocates and encourages that all City/Municipal Civil Registrars (C/MCRs), including those designated as officers-in-charge or those in the acting capacity, to facilitate the registration and reconstruction of birth records during a national or local state of calamity free of charge. For purposes of reconstruction, requests of civil registry documents from PSA by LCROs are also free of charge during a national or local state of calamity.



Management System
ISO 9001:2015



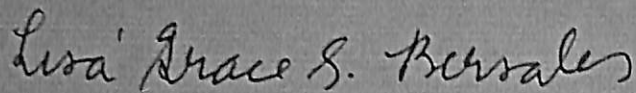
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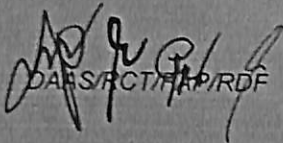
Likewise, the C/MCRs and those designated as officers in-charge or those in the acting capacity shall submit a report on the number of restored or reconstructed documents to appropriate PSA Provincial Statistics Offices for effective monitoring and reporting of birth records during the first ten days of each month. The consolidated data shall be forwarded to the Office of the Assistant National Statistician for Civil Registration Service (OANS-CRS) within three (3) days following the tenth day of the month. Thereafter, the OANS-CRS shall be responsible for the submission of the report on the number of restored or reconstructed documents to the DSWD not later than the twenty-fifth day of the month.

In addition, during a national or local state of calamity, out-of-town reporting of birth pursuant to Rule 20 of Administrative Order No. 1, Series of 1993 is highly encouraged among the affected Local Civil Registry Offices (LCROs). Other nearby LCROs not affected by such calamity, including the concerned PSA provincial or regional offices, are also encouraged to facilitate the out-of-town reporting of birth free of charge.

For strict compliance.



LISA GRACE S. BERSALES, Ph.D.
Undersecretary
National Statistician and Civil Registrar General



DARS/CT/FA/RDF