



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 17CRS00-3250

MEMORANDUM CIRCULAR 2017-05

TO : All City/Municipal Civil Registrars/Officers-in Charge

SUBJECT : Additional Guidelines in Preparing and Issuing Supplemental Report

DATE : 11 April 2017

A Supplemental Report is used to supply missing entries or information in the Certificate of Live Birth (COLB), Certificate of Marriage (COM), Certificate of Death (COD) and Certificate of Fetal Death (COFD), which are **inadvertently omitted** when the document was registered. However, the "Medical Certificate" in the COD and all applicable certifications contained in the COM/COD should be accomplished completely before registration. Hence, no Supplemental Report having reference to the mentioned certificates is applicable. [A.O. 1, Rule 11(1)].

Memorandum Circular No. 2007-004 entitled, "*Guidelines in Preparing and Issuing Supplemental Report*" was issued on 07 February 2007, but there are instances that need further clarification. Hence, the following additional guidelines are issued:

1. If both the Philippine Statistics Authority (PSA) and Local Civil Registry Office (LCRO) file copies contain no entry/entries whatsoever on any item in the COLB, COD, COM and COFD, except for those mentioned under Rule 11(1), A.O. No. 1 series of 1993, a Supplemental Report is applicable to supply the missing entry/entries in both the PSA and LCRO copies.
2. In case there is a difference in the entries between the PSA and LCRO copies, illustrated as follows:
 - a.) Where there is an inadvertently omitted entry in the PSA-copy but the corresponding information is available in the LCRO-copy; and
 - b.) Where there is an inadvertently omitted entry in the LCRO-copy but the corresponding information is available in the PSA-copy

Supplemental Report shall be applied on the affected document .

3. A Supplemental Report is also applicable to supply the missing entries in the Geographical Portion of the documents.

Error/errors in the entries in the Geographical Portion of the documents shall be corrected using the procedures outlined under Memorandum Circular No. 2010-4.

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4. A Supplemental Report is not applicable to supply the registry number on the PSA copy. To update the PSA copy which contains no registry number, the Local Civil Registrar shall endorse a certified copy and/or transcription of the document with the correct registry number.
5. If both "Male" and "Female" are marked "X" on the entry on Sex, a Supplemental Report shall be filed to correct the entry.
6. For blank entry on the year of birth, a Supplemental Report or petition under RA 10172 shall not apply. Missing year of birth shall be supplied by filing a petition in court.

For your information and guidance.

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