



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 17CRS00-4410

**MEMORANDUM CIRCULAR No. 2017- II**

TO : All Regional Directors/Provincial Statistics Officers/CRASD  
Chiefs/Officers-in-Charge

SUBJECT : Guidelines on the Monthly Provision of Courier Services for  
Submission of Documents from PSA Provincial Office to PSA  
Central Office

DATE : 22 August 2017

RQ LOG-13 of Schedule 1 of the MPSS of the CRS-ITP2 Concession Agreement (CA), stipulates that Unisys is to provide courier services from PSA Provincial Offices to PSA Central Office relative to the monthly submission of civil registry documents. This service is to be provided once a month. Advance endorsements (piecemeal, problem documents compliance) are not covered by these services due to the urgent need for the documents.

Hence, this guideline:

For 2GO, the following information needs to be provided:

*Account Number: 2017000237*  
*Account Name: UNISYS MANAGED SERVICES CORPORATION*  
*Short Name: UNISYS -INBOUND*

For LBC,

*Account Name: UNISYS MANAGED SERVICES CORPORATION Pullout*  
*Short Name: UMS Pullout*

For the PSA Provincial Offices (Visayas and Mindanao) using 2GO, the procedures for booking the pick-up of documents are as follows:

1. The PSA Provincial Office can call the 2GO branch near their location. The "PSA Offices for 2GO" Excel file lists down the contact details of the 2GO branches. (*See Annex B*)
2. Another option is for the PSA Provincial Office to use the 2GO website to book their transaction using the link:

[http://supplychain.2go.com.ph/CustomerSupport/tools/booking.asp\[1\]b](http://supplychain.2go.com.ph/CustomerSupport/tools/booking.asp[1]b)  
online booking link



3. You need to indicate the Unisys Account number on the Consignment Note/AWB when you send pouches and boxes. The destination address and recipient are fixed and need not be provided.
4. Pick-up will be confirmed through a booking number.

For Metro Manila and some selected Vis/Min Provincial Office using LBC, procedure is as follows: (**See Annex C**)

1. Send email to LBC representative, Edgar M. Magan ([emmagan@lbcexpress.com](mailto:emmagan@lbcexpress.com))
2. The information required are the following:
  - a.) Identification that this is a UNISYS MANAGED SERVICES CORP. PULLOUT transaction
  - b.) Complete pick-up address
  - c.) PSA contact person and contact number
3. The destination address and recipient is fixed and need not be provided.
4. Standard pickup time is between 3 to 4 pm.

For PSA Provincial Offices in Luzon, the procedure for booking transactions for LBC is the following:

1. Go to the nearest LBC branch in your area (**see Annex A**) and present the documents for delivery.
2. Inform the LBC that this is a UNISYS MANAGED SERVICES CORP PULLOUT transaction. LBC will provide packaging materials.
3. Secure a copy of the Air Way Bill which will be returned to the PSA representative as proof of transaction.

Attached are the lists of contact persons and numbers necessary for this transaction.  
For your guidance.

*Lisa Grace S. Bersales*

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

Copy furnish:  
All CRS Division Chiefs

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