



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 23CRS00-05-1829

OFFICE MEMORADUM NO. 2023- 103

TO : ALL REGIONAL DIRECTORS, CHIEF STATISTICAL SPECIALISTS, CRASD CHIEFS AND OFFICERS-IN-CHARGE

SUBJECT : Transfer of Management of the Civil Registry System Outlets in Valenzuela City, Makati City, and Parañaque City effective 01 June 2023

DATE : 23 May 2023

Pursuant to Section 40, Chapter 8, Book IV of the Executive Order No. 292, the head of the agency has the jurisdiction to delegate its authority to the bureau and regional directors to wit:

“SECTION 40. Delegation of Authority. - The Secretary or the head of an agency shall have authority over and responsibility for its operation. He shall delegate such authority to the bureau and regional directors as may be necessary for them to implement plans and programs adequately. Delegated authority shall be to the extent necessary for economical, efficient and effective implementation of national and local programs in accordance with policies and standards developed by each department or agency with the participation of the regional directors. The delegation shall be in writing; shall indicate to which officer or class of officers or employees the delegation is made; and shall vest sufficient authority to enable the delegate to discharge his assigned responsibility.”

In line with the above provision, the management of the Civil Registry System (CRS) outlets located in Valenzuela City, Makati City, and Parañaque City is hereby transferred from the direct supervision of Civil Registration Service headed by the Assistant National Statistician Engr. Marizza B. Grande to the administration of Regional Statistical



Management System
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Services Office National Capital Region (RSSO NCR) headed by Regional Director Paciano B. Dizon effective 01 June 2023.

The RSSO NCR shall be responsible in monitoring the daily operations of the mentioned CRS outlets and ensuring that the provisions of Republic Act (RA) No. 11032 (Ease of Doing Business and Government Service Delivery Act of 2018), RA No. 10173 (Data Privacy Act of 2012), National Archives of the Philippines General Circular No. 2 dated 20 January 2009 (Guidelines on the Disposal of Valueless Records in Government Agencies), and other existing PSA issued memoranda on civil registration are strictly observed and followed. Further, the RSSO NCR shall also be responsible in the custodianship of the information technology equipment and properties situated at the CRS outlets including safekeeping of defective/unserviceable equipment for disposal.

For your information and guidance.



CLAIRE DENNIS S. MAPA, PhD

Undersecretary

National Statistician and Civil Registrar General



MBG/NDG/SAOJR