



Republic of the Philippines

NATIONAL
STATISTICS
OFFICE
Manila

Ref. No. 04CRD001-005
(Pls. cite this number in your reply)

8 March 2004

MEMORANDUM --

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

FROM : 
CARMELITA N. DRICTA
Administrator

SUBJECT : Release of CRIS 2.1 with ICD-10 (DOS Version)

In response to the City/Municipal Civil Registrars (C/MCRs) request, we are now releasing the CRIS 2.1 (DOS Version). This version is the same as CRIS 2.0 except that it now contains the reference file on the causes of death based on the 10th Revision of International Statistical Classification of Diseases (ICD-10). This reference file excludes those that are not to be used in coding the underlying cause of death. See Annex A for the list of excluded causes of death.

Regional offices should be responsible in reproducing the diskette copy for distribution to provincial offices. Provincial offices should reproduce the diskette for distribution to all civil registrars. It is suggested that all documents registered starting January 2004 are processed using this new version and are tabulated using the ICD-10. The diskette copy of CRIS 2.1 which also contains the soft copy of its manual, is free for local government units (LGUs) subject to execution of the standard MOA on CRIS usage. Since this CRIS version is considered an upgrade, only new users of CRIS should execute the MOA. A payment of P450.00 will only be charged to LGUs who will require printed copies of the manual.

Important notes on the installation and use of CRIS 2.1 are given in Annex B. LGUs should be advised to follow the Indexing Guidelines in Annex C. Problems or queries should be relayed to CRD Director Lourdes J. Hufana (Attn: Ms. Marites Espinoza, Health and Vital Statistics Division). A report on the status of distribution of CRIS 2.1 to civil registrars should be submitted to Director Hufana by April 15, 2004.

For your information and dissemination to all civil registrars.

Attachment:

CRIS 2.1 diskettes

Sample Standard MOA

Annex A - List of Excluded Causes of Death

Annex B - Important Notes on the Use of CRIS 2.1 with ICD-10

Annex C - Indexing Guidelines

MEMORANDUM OF AGREEMENT

Between the

NATIONAL STATISTICS OFFICE
(hereinafter referred to as the NSO)

and

(hereinafter referred to as the receiving institution)

WHEREAS, NSO has developed and owns the intellectual property of a set of computer programs for the storage and retrieval of civil registry documents running on microcomputers (hereinafter referred to as CRIS);

WHEREAS, the receiving institution desires to use CRIS for the computerized management of its civil registry documents;

WHEREAS, the receiving institution assumes responsibility for the selection of CRIS to achieve its intended results, and for the installation, use and results obtained from CRIS;

ACCORDINGLY, NSO shall provide CRIS to the receiving institution as well as all relevant CRIS manuals and documentation, available at the time of transfer and grant the receiving institution for the following:

LICENSE

The receiving institution shall:

- (a) send a copy of encoded civil registry records to the NSO Provincial Statistics Office for the year 2004 and onwards (using NSO provided computer media);
and
- (b) coordinate closely with the NSO Provincial Statistics Office on the proper operation and use of the system.
- (c) Adhere to the provisions of the spirit and intent of the system.

The receiving institution may:

- (a) use CRIS on one or more machines owned by the receiving institution;
- (b) make copies of CRIS and related system files for back-up purposes only or in order to restore the system in machines owned by the receiving institution;
- (c) reproduce the CRIS manuals or portions thereof for the use of the receiving institution personnel;
- (d) translate the CRIS manuals or portions thereof for the use of receiving institutions personnel, provided that such translations clearly indicate the original source and that the text of the translation has been approved by the NSO.

The receiving institution SHALL NOT:

- (a) use or permit others to use CRIS for commercial or profit-making purposes;
- (b) make copies or translation of CRIS and the related manuals except as provided above;
- (c) make alterations in or disassemble any of the CRIS programs or portions thereof, and in particular, erase, replace or modify any screen formats displayed by the programs during their execution;
- (d) sublicense, assign or transfer the license, sell lease or grant any right on CRIS to other parties;
- (e) transmit CRIS or portions thereof over telecommunications channels.

TERMINATION

This Memorandum of Agreement shall enter into force upon signature by both parties; Each party retaining one signed copy.

It shall be effective until terminated by either party upon written notice that effect given to the other party.

It shall also terminate if the receiving institution fails to comply with any terms of conditions set forth in this Memorandum of Agreement.

The receiving institution agrees upon such termination to destroy CRIS together with all the copies it has made and that it shall no longer receive any new copy of CRIS which the NSO might develop or produce thenceforth.

WARRANTY AND LIABILITY

NSO provides CRIS "as is" without warranty of any kind, either expressed or implied, including, but not limited to the suitability of CRIS for a particular purpose. The entire risk as to the quality and performance of CRIS is with the receiving institution.

In no event will NSO be liable to the receiving institution for any damage, including lost savings or other incidental or consequential damages arising out of the use or inability to use CRIS.

Any dispute between the parties to this Agreement concerning the interpretation for application thereof, which is not settled by negotiation shall be settled by arbitration.

Signed at _____ this ____ day of _____, 20____

by _____
(printed name and title)

(signature)

for _____
(name of receiving institution)

Signed at the City of Manila this ____ day of _____, 20____

By 
CARMELITA N. ERICTA
Administrator

(Signature)

for the **NATIONAL STATISTICS OFFICE**

List of Excluded Causes

Not to be Used as Underlying Causes of Deaths

B950-B978	bacterial, viral and other infectious agents
E890-E899	postprocedural endocrine and metabolic disorders, not elsewhere classified
G970-G979	postprocedural disorders of nervous system, not elsewhere classified
H590-H599	postprocedural disorders of eye and adnexa, not elsewhere classified
H950-H959	postprocedural disorders of ear and mastoid process, not elsewhere classified
I230-I238	certain current complications following acute myocardial infarction
I240	coronary thrombosis not resulting in myocardial infarction
I150-I159	Secondary hypertension
I650-I659	occlusion and stenosis of precerebral arteries, not resulting in cerebral infarction
I660-I669	occlusion and stenosis of cerebral arteries, not resulting in cerebral infarction
I970-I979	postprocedural disorders of circulatory system, not elsewhere classified
J950-J959	postprocedural disorders of respiratory system, not elsewhere classified
K910-K919	postprocedural disorders of digestive system, not elsewhere classified
M960-M969	postprocedural disorders of musculoskeletal system, not elsewhere classified
N990-N999	postprocedural disorders of genitourinary system, not elsewhere classified
O080-O089	complications following abortion and ectopic and molar pregnancy
O800-O849	method of delivery
R69X	unknown and unspecified causes of morbidity
S000-T983	injury, poisoning and certain other consequences of external causes
Y900-Y98X	supplementary factors related to causes of morbidity and mortality classified elsewhere
Z000-Z999	factors influencing health status and contact with health services

ASTERISK CATEGORIES

D630-D638	Anaemia in chronic diseases classified elsewhere
D77X	Other disorders of blood and blood-forming organs in diseases classified elsewhere
E350-E358	Disorders of endocrine glands in diseases classified elsewhere
E90X	Nutritional and metabolic disorders in diseases classified elsewhere
F000-F009	Dementia in Alzheimer's disease
F020-F028	Dementia in other diseases classified elsewhere
G01X	Meningitis in bacterial diseases classified elsewhere
G020-G028	Meningitis in other infectious and parasitic diseases classified elsewhere
G050-G058	Encephalitis, myelitis and encephalomyelitis in diseases classified elsewhere
G07X	Intracranial and intraspinal abscess and granuloma in diseases classified elsewhere
G130-G138	Systemic atrophies primarily affecting central nervous system in diseases classified elsewhere
G22X	Parkinsonism in diseases classified elsewhere
G26X	Extrapyramidal and movement disorders in diseases classified elsewhere
G320-G328	Other degenerative disorders of nervous system in diseases classified elsewhere
G460-G468	Vascular syndromes of brain in cerebrovascular diseases

List of Excluded Causes

Not to be Used as Underlying Causes of Deaths

G530-G538	Cranial nerve disorders in diseases classified elsewhere
G550-G558	Nerve root and plexus compressions in diseases classified elsewhere
G590-G598	Mononeuropathy in diseases classified elsewhere
G630-G638	Polyneuropathy in diseases classified elsewhere
G730-G737	Disorders of myoneural junction and muscle in diseases classified elsewhere
G940-G948	Other disorders of brain in diseases classified elsewhere
G990-G998	Other disorders of nervous system in diseases classified elsewhere
H030-H038	Disorders of eyelid in diseases classified elsewhere
H060-H063	Disorders of lacrimal system and orbit in diseases classified elsewhere
H130-H138	Disorders of conjunctiva in diseases classified elsewhere
H190-H198	Disorders of sclera and cornea in diseases classified elsewhere
H220-H228	Disorders of iris and ciliary body in diseases classified elsewhere
H280-H288	Cataract and other disorders of lens in diseases classified elsewhere
H320-H328	Chorioretinal disorders in diseases classified elsewhere
H360-H368	Retinal disorders in diseases classified elsewhere
H420-H428	Glaucoma in diseases classified elsewhere
H450-H458	Disorders of vitreous body and globe in diseases classified elsewhere
H480-H488	Disorders of optic (2nd) nerve and visual pathways in diseases classified elsewhere
H580-H588	Other disorders of eye and adnexa in diseases classified elsewhere
H620-H628	Disorders of external ear in diseases classified elsewhere
H670-H678	Otitis media in diseases classified elsewhere
H750-H758	Other disorders of middle ear and mastoid in diseases classified elsewhere
H82X	Vertiginous syndromes in diseases classified elsewhere
H940-H948	Other disorders of ear in diseases classified elsewhere
I320-I328	Pericarditis in diseases classified elsewhere
I390-I398	Endocarditis and heart valve disorders in diseases classified elsewhere
I410-I418	Myocarditis in diseases classified elsewhere
I430-I438	Cardiomyopathy in diseases classified elsewhere
I520-I528	Other heart disorders in diseases classified elsewhere
I680-I688	Cerebrovascular disorders in diseases classified elsewhere
I790-I798	Disorders of arteries, arterioles and capillaries in diseases classified elsewhere
I980-I988	Other disorders of circulatory system in diseases classified elsewhere
J170-J178	Pneumonia in diseases classified elsewhere
J91X	Pleural effusion in conditions classified elsewhere
J990-J998	Respiratory disorders in diseases classified elsewhere
K230-K238	Disorders of oesophagus in diseases classified elsewhere
K670-K678	Disorders of peritoneum in infectious diseases classified elsewhere
K770-K778	Liver disorders in diseases classified elsewhere
K870-K871	Disorders of gallbladder, biliary tract and pancreas in diseases classified elsewhere
K930-K938	Disorders of other digestive organs in diseases classified elsewhere
L14X	Bullous disorders in diseases classified elsewhere
L45X	Papulosquamous disorders in diseases classified elsewhere

List of Excluded Causes

Not to be Used as Underlying Causes of Deaths

L540-L548	Erythema in diseases classified elsewhere
L620-L628	Nail disorders in diseases classified elsewhere
L86X	Keratoderma in diseases classified elsewhere
L990-L998	Other disorders of skin and subcutaneous tissue in diseases classified elsewhere
M010-M018	Direct infections of joint in infectious and parasitic diseases classified elsewhere
M030-M036	Postinfective and reactive arthropathies in diseases classified elsewhere
M070-M076	Psoriatic and enteropathic arthropathies
M090-M098	Juvenile arthritis in diseases classified elsewhere
M140-M148	Arthropathies in diseases classified elsewhere
M360-M368	Systemic disorders of connective tissue in diseases classified elsewhere
M490-M498	Spondylopathies in diseases classified elsewhere
M630-M638	Disorders of muscle in diseases classified elsewhere
M680-M688	Disorders of synovium and tendon in diseases classified elsewhere
M730-M738	Soft tissue disorders in diseases classified elsewhere
M820-M828	Osteoporosis in diseases classified elsewhere
M900-M908	Osteopathies in diseases classified elsewhere
N080-N088	Glomerular disorders in diseases classified elsewhere
N160-N168	Renal tubulo-interstitial disorders in diseases classified elsewhere
N220-N228	Calculus of urinary tract in diseases classified elsewhere
N290-N298	Other disorders of kidney and ureter in diseases classified elsewhere
N330-N338	Bladder disorders in diseases classified elsewhere
N370-N378	Urethral disorders in diseases classified elsewhere
N510-N518	Disorders of male genital organs in diseases classified elsewhere
N740-N748	Female pelvic inflammatory disorders in diseases classified elsewhere
N770-N778	Vulvovaginal ulceration and inflammation in diseases classified elsewhere
P75X	Meconium ileus

Important Notes on the Use of CRIS 2.1 with ICD-10

Installation Procedures

If the LGU is a user of CRIS 2.0 (ICD 9), installation of CRIS 2.1 (ICD 10) version should be made in another directory of the computer. The old CRIS and its databases should be retained in the directory where they used to reside.

Databases

Storing of data file for CRIS 2.0 or 2.1 is by year of registration. A one year data for death should only have one ICD version whether 9 or 10.

CRIS Modules

The Birth and Marriage Modules of the system are still the same in this new version. Only the Death Module of the CRIS was revised. In CRIS 2.1 version, the reference file on the causes of death which previously contained ICD 9 codes was replaced with ICD 10 codes.

CRIS Manual

There is no new manual. The old manual is still applicable. The user shall only bear in mind that for death, ICD 10 is now in place instead of ICD 9.

Generation of Reports

Procedures for tabulating Birth and Marriage are still the same in this version. For Death, tabulation by causes of deaths will now use the ICD 10 reference file. Death data previously encoded by the LGU using ICD 9 cannot be tabulated in this version of CRIS. However, a separate tabulation using ICD 9 can be generated using the old version of CRIS. This means that an LGU who is a previous user of CRIS (ICD 9) version shall maintain in their computer both the data encoded in ICD9 and the old system as well as the data encoded in ICD 10 and the new system.

Queries and other Functions

CRIS 2.1 can still access and use the datafiles created by the old version (CRIS 2.0). Using this new version, queries on the databases created by CRIS 2.0 and below can still be performed.

Printing Problems

The DOS version of CRIS may not be able to print certificates properly if the printer is connected via a **USB Port**. When this is the case, follow the work-around procedure for printing the certificate by using the “**PRINT TO FILE**” option and opening the file using Word or Notepad.

Use of Indexing Rules for Encoding Civil Registry Documents

To make the entries consistent with the indices to be used for the retrieval of images for the Civil Registry System IT Project, the LGUs should be advised to follow the indexing rules specified in Annex C.

Indexing Guidelines

This portion of the manual outlines the general and specific guidelines to adhere to in indexing CRDs. The main objective is to minimize indexing arbitrariness, ensuring that the indices are accurate and consistent. It is applicable **ONLY** in the encoding of any CRD registered prior to, on or even beyond 2004. The VE Encoder (Encoder) shall be able to determine which guideline is applicable to the problem at hand.

NOTE: Never correct or change any entry in the ENTRY PORTION of the CRD.

General Guidelines

- A. The Encoder shall do his/her best to find the needed missing data for encoding by cross-referencing and checking if they can be found elsewhere in the CRD.
- B. The information in the entry portion takes higher precedence over that of the statistical portion although information in the entry portion may be verified through the entries found in the statistical portion.
- C. The Encoder shall strictly adhere to the Specific Guidelines but in case of doubt, the Encoder shall capture the information as is.

Specific Guidelines

1. ONLY THE FIRST NAME OF THE CHILD IS GIVEN –
Encode NA as the LAST NAME
2. ONLY THE LAST NAME OF THE CHILD IS GIVEN –
Encode Y as the FIRST NAME
3. "STILLBORN/STILL BIRTH" IS WRITTEN AS THE NAME –
Encode Y as the FIRST NAME and NA as the LAST NAME
4. CHILD'S LAST NAME HAS ADDITIONAL DATA AS "ILLEGITIMATE" –
Drop "Illegitimate" and encode the Child's Last Name only.
5. CORRECTIONS AND HANDWRITTEN AMMENDMENTS IN THE CHILD'S FIRST NAME – Encode the correction, dropping all crossed out names or those within parentheses.

Example: Oliver (~~Jorge~~) George Torres Joaquin, JR.
 First Name: OLIVER GEORGE JR
 Middle Name: TORRES
 Last Name: JOAQUIN

6. LAST NAMES WITH PREFIXES DE, DEL, DE LA, DE LOS, SAN –
Such prefixes should be entered first in the Last Name.

Example: Mario Reyes Cruz, de la
First Name: MARIO
Middle Name: REYES
Last Name: DE LA CRUZ

7. LAST NAMES WITH COMPOUND PREFIXES DELOS, DELA, DELAS –
Such prefixes should be broken up into its component syllables (DELOS=DE LOS, DELA=DE LA, DELAS=DE LAS) and entered first in the Last Name.

Example: Jose Mercedes Rosa, dela
First Name: JOSE
Middle Name: MERCEDES
Last Name: DE LA ROSA

8. NAMES WITH COMMAS AFTER THE FAMILY NAME AND THEN FOLLOWED BY
A JR., SR., II, III, ETC –

Drop the period after the suffix and affix the "JR.", "SR." or "II" after the First Name. Drop the comma that may be found immediately after the Last Name.

Example: Mario Tan Reyes, Jr.
First Name: MARIO JR (drop period after JR)
Middle Name: TAN
Last Name: REYES (drop the comma)

Example: Allan Cruz Marquez, III
First Name: ALLAN III
Middle Name: CRUZ
Last Name: MARQUEZ (drop the comma)

9. NAMES WITH SUFFIXES WRITTEN AS "3rd, 4th, THIRD, SECOND" –
Convert these suffixes to Roman Numerals and follow Specific Guideline #9

Example: Allan Cruz Marquez, 3rd
First Name: ALLAN III
Middle Name: CRUZ
Last Name: MARQUEZ (drop the comma)

10. NAMES WITH SPECIAL CHARACTERS INCLUDING Ñ --

Allow only hyphen, single quote, and Ñ in names. Ignore any space in between a single quote and another character (for Irish Names). Ignore other special characters: period (.), double quotation marks (""), exclamation mark (!), question mark (?), AT sign (@), pound sign (#), dollar sign (\$), percent symbol (%), caret (^), ampersand (&), asterisk (*), parentheses (()), slashes (/ /), brackets ([]), curly braces ({ }), underscore (_), relational symbols (< >), colon (:), semi-colon (;), tilde (~), plus sign (+), and equal sign (=).

Example: Anna Cruz* Lopez
 First Name: ANNA
 Middle Name: CRUZ (drop the asterisk)
 Last Name: LOPEZ

Example: Allan Cruz Marquez/ Jr.
 First Name: ALLAN JR
 Middle Name: CRUZ
 Last Name: MARQUEZ (drop the slash)

Example: "Jun" Siao-Yang Yupitun
 First Name: JUN (drop quotes)
 Middle Name: SIAO-YANG (retain hyphen)
 Last Name: YUPITUN

Example: Ryan Edwards O'Neil
 First Name: RYAN
 Middle Name: EDWARDS
 Last Name: O'NEIL

Example: Finbarr MacPhearson O' Leary
 First Name: FINBARR
 Middle Name: MACPHEARSON
 Last Name: O'LEARY (remove space between O' and Leary)

Example: Jose Maria Nuñez Sto. Niño
 First Name: JOSE MARIA
 Middle Name: NUÑEZ
 Last Name: STO NIÑO (drop period and encode Ñ)

11. NAMES WITH ATTACHED QUESTIONABLE CHARACTERS – Capture as is.

Example: Glenda4 Torres Romero
 First Name: GLENDA4
 Middle Name: TORRES
 Last Name: ROMERO

Example: F Edward Lazaro Gomonit
 First Name: F EDWARD
 Middle Name: LAZARO
 Last Name: GOMONIT

12. MOTHER'S NAME WITH Vda. De – Drop Vda. De and the Spouse's Last Name.

Example: Anna Cruz Vda. de Lopez
 First Name: ANNA
 Last Name: CRUZ (retain Mother's Last Name only)

13. NAMES WITH "Y" –

Capture using this format: First Name Last Name Y Middle Name.

Example: Consuelo Rivera y Flores (interchange Rivera and Flores)
 First Name: CONSUELO
 Middle Name: FLORES
 Last Name: RIVERA

14. ALIASES OR NICKNAMES WRITTEN AFTER THE FIRST NAME. (NAMES PRECEDED BY A.K.A OR ALIAS) –

Ignore aliases or nicknames written after the First Name.

Example: Rudy a.k.a "Daboy" Cruz Fernandez
 First Name: RUDY (drop 'a.k.a "Daboy"')
 Middle Name: CRUZ
 Last Name: FERNANDEZ

15. INTERCHANGED/REVERSED FATHER AND MOTHER'S NAME –

Encode whatever is logically correct. When in doubt, capture as is.

16. THE CHILD'S LAST NAME IS DIFFERENT FROM THE FATHER'S LAST NAME AND/OR THE CHILD'S MIDDLE NAME IS DIFFERENT FROM THE MOTHER'S LAST NAME –

Capture as is.

17. FIRST, MIDDLE, AND LAST NAMES ARE ALL WRITTEN UNDER FIRST NAME –

Encode whatever is logically correct. When in doubt, capture as is.

18. CHILD'S MIDDLE NAME IS MOTHER'S LAST NAME BUT INITIAL ONLY –

Encode the Child's Middle Name as Mother's Last Name.

19. CHILD'S MIDDLE NAME IS BLANK –

Capture as is.

20. NO FATHER'S NAME (BLANK) –

Refer to the data under Informant at the bottom portion and/or attachment, or leave blank the First Name and Middle Name if there is no source of information.

21. INSTEAD OF THE FATHER'S OR MOTHER'S NAME, DATA WRITTEN IS "Unknown, Illegitimate, PNC, PND, Father is not concerned, etc." –

Leave Father's or Mother's Name blank.

22. NO DATA IN MOTHER'S NAME, ONLY "N/A" OR "NOT APPLICABLE" –

Leave the Mother's Name blank.

23. UNDER MOTHER'S NAME, ONLY "D.K." IS WRITTEN –

Leave the Mother's Name blank.

24. CERTIFICATES WITH 2 NAMES (TWINS) –
 Encode separate indices for each name. The first index should capture the first written name, while the second index should capture the second written name. The indices will be split by encoding the first names with the special character "&" in between the 2 names.

Example: Joshua and Jonathan Santos Cruz
 First Name: JOSHUA&JONATHAN
 Example: Joshua, Jonathan
 First Name: JOSHUA&JONATHAN

25. CERTIFICATES WITH 2 OR MORE DIFFERENT NAMES OR DOCUMENTS WITH 2 OR MORE BIRTH CERTIFICATES IN ONE PAGE –
 Encode separate indices for each individual.
26. MULTIPLE ENTRIES FOR MIDDLE INITIAL –
 Input the correct data only if there is another source or reference to the correct data. Otherwise, capture as is.
27. BOTH THE LAST NAME AND MIDDLE NAME OF THE CHILD IS WRITTEN UNDER MIDDLE NAME, BUT THERE IS STILL DATA WRITTEN UNDER THE LAST NAME –
 Verify the correct entry from the entries in the Father's and Mother's Name. Drop excess data if obviously repeated, but ensure that the FIRST, MIDDLE, and LAST NAMES will have entries. When in doubt, capture as is.

Example:	Richard	Sanchez Bautista	Bautista
	FN	MN	LN
First Name:	RICHARD		
Middle Name:	SANCHEZ	(drop BAUTISTA)	
Last Name:	BAUTISTA		

28. FOR SOME FOREIGN-SOUNDING AND/OR MUSLIM NAMES --
 Capture as is.

Example: Kiew Nyet Sian
 First Name: KIEW
 Middle Name: NYET
 Last Name: SIAN

Example: Wai Sioe "Shirley" Lim Chan
 First Name: WAI SIOE SHIRLEY (include English alias)
 Middle Name: LIM
 Last Name: CHAN

29. NAMES WITH TITLES SUCH AS *DR.*, *ATTY.*, *SGT.*, *MOH.*, ETC.
 Disregard titles from names.