



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY



# 1<sup>st</sup> NATIONAL CONVENTION on CIVIL REGISTRATION and VITAL STATISTICS

"Strengthening Civil Registration and Vital Statistics' Digital Information: The Ways to Manage the New Normal"

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## **Session 6:**

# **Updates on Civil Registration Policies and Issuances (2020-2021) and CRS-ITP2**

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**1<sup>st</sup> National Convention on Civil Registration and Vital Statistics**  
**02 September 2021**



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# Updates on Civil Registration Policies and Issuances (2020-2021)





## MEMORANDUM CIRCULAR NO. 2020-03

### Additional Guidelines on the Issuance of the Civil Registry Documents (CRDs)/ Certification including Authentication

24 January 2020





## MC NO. 2020-03

The policy issuance, entitled "***Additional Guidelines on the Issuance of the Civil Registry Documents/Certifications including Authentication***", was issued by the Office of the Civil Registrar General on 24 January 2020 so that the head of the LGU is the one providing the authorization to social workers of the Local Social Welfare and Development Office requesting the civil registry documents of Independently Placed children within their care and custody. This is an amendment to the OCRG Memorandum Circular No. 2019-15, previously limiting the authorization to be emanated only from the Regional Director of the DSWD on children warded by Child Caring Agencies accredited by the DSWD.

# MEMORANDUM CIRCULAR NO. 2020-09

**Interim Guidelines on the Process of Delayed  
Registration of Civil Registry Documents Due to the  
Implementation of Enhanced Community Quarantine**

**25 March 2020**





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MC NO. 2020-09

Known as the "*Interim Guidelines on the Process of Delayed Registration of Civil Registry Documents Due to the Implementation of Enhanced Community Quarantine*", additional guidelines were added relaxing the rules on applicable cases and urging the LGUs to waive the registration fees while in the midst of the pandemic and quarantine.

# MEMORANDUM CIRCULAR NO. 2020-11

**Rules Pertaining to the Standard Annotation that shall be entered on Affected Civil Registry Documents through Republic Act 9048, and Republic Act 10172 Petitions**

**29 June 2020**





## MC NO. 2020-11

- This policy issuance reiterates the rules on the Standard Annotation affecting civil registry documents as provided for by the Manual of Instructions of the Clerical Error Law or R.A. 9048, as amended by R.A. 10172.
- It emphasizes that in making the annotation by the concerned LCRO granting the petition and as affirmed by the OCRG, the annotation must contain the approved correction or change of first name, the petition number, the date when the petition was approved by the C/MCR and the date when the petition was affirmed by the OCRG.



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# MEMORANDUM CIRCULAR NO. 2020-12

## Piecemeal/Advance Copy of Civil Registry Documents through Electronic Endorsement

06 July 2020





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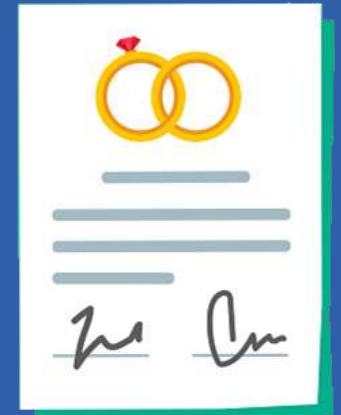
MC NO. 2020-12

With the subject, "*Piecemeal/Advance Copy of Civil Registry Documents through Electronic Endorsement*", this Memorandum Circular provides for the processing of piecemeal/advance endorsements for uploading to the CRS Database for issuance printed on security paper.

# MEMORANDUM CIRCULAR NO. 2020-13

**Guidelines in Annotating the Certificate of Marriage of the Parties to the Subsequent Marriage when the Absent Spouse in the First Marriage Reappeared**

**06 July 2020**





## MC NO. 2020-13

This policy issuance is currently suspended unofficially by reason that it is not comprehensive as it does not provide any action on the previous marriage certificate which was annotated by virtue of the court decision granting the petition for the declaration of presumptive death of one spouse, which should have been one of the effect of the registration of the Affidavit of Reappearance registered by any interested party as it reinstates the previous marriage while severing the subsequent one, apart from the other defects apparent on this Memorandum Circular.

# MEMORANDUM CIRCULAR NO. 2020-14

## Dissemination of Joint Memorandum Circular No. 2020-01

07 July 2020



## MC NO. 2020-14

Entitled "*Dissemination of Joint Memorandum Circular No. 2020-01*", which matter is on the "*Revised Pre-Marriage Orientation and Counselling Program Implementing Guidelines of 2018*" and its supplemental guidelines, on which the PSA is one of the lead agencies governing the requirements for the celebration of a valid marriage pursuant to the Family Code.

# MEMORANDUM CIRCULAR NO. 2020-15

**Interim Guidelines on the Provision of Pre-Marriage Orientation and Counseling (PMOC) Services during the Period of State of Public Health Emergency throughout the Country Due to COIV 19 Pandemic**

**07 July 2020**







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MC NO. 2020-15

With the subject "*Dissemination of Joint Advisory 2020-01*", this Memorandum Circular pertains to the interim guidelines on the provision of pre-marriage orientation and counseling services in the midst of the period of state of public health emergency throughout the Philippines due to COVID19 pandemic.

# MEMORANDUM CIRCULAR NO. 2020-16

## Rules on the Registration of Muslim Marriages

29 July 2020



## MC NO. 2020-16

This Memorandum Circular was issued to reiterate the rules on the registration of Muslim marriages. As such, marriages among Muslim Filipinos performed under their customs, traditions, rites and practices shall be reported within 30 days after the date of marriage by the officiating person, or in his default, by the parties to the marriage for registration, to the Circuit Registrar of the city or municipality where the *Shari'a* Circuit Court exists, or where there is no *Shari'a* Circuit Court, marriages among Muslim Filipinos are to be registered at the LCRO of the city or municipality where such respective marriages were celebrated with remarks that the marriage is in accordance with P.D. 1083 both in the Certificate of Marriage and the Registry Book for Marriage.

# MEMORANDUM CIRCULAR NO. 2020-17

## Strict Implementation of the Decentralized Copy Annotation Process (DeCAP)

14 July 2020







## MC NO. 2020-17

A policy issuance dated 14 July 2020 with regards to the strict implementation of the Decentralized Copy Annotation Process on certain processes with respect to civil registration.

# MEMORANDUM CIRCULAR NO. 2020-18

## Certificate of No Marriage Record (CENOMAR) as Mandatory Requirement for Legitimation

17 July 2020



## MC NO. 2020-18

To avoid erroneous registration of the Affidavit of Registration and its eventual annotation on the birth records by reason that one or both parents have a legal impediment to marry each other at the time of the conception of the child, this Memorandum Circular was issued requiring the mandatory submission of the CENOMAR of each of the biological parents, among others, prior to the registration of the Affidavit of Legitimation. This was issued to minimize the subsequent filing of a petition to cancel the erroneous registration of the Affidavit of Legitimation when the pertinent required documents are evaluated and later found to have irregularities.

# MEMORANDUM CIRCULAR NO. 2020-21

## Guidelines on How to Process the Amended Certificate of Live Birth of Foreign Children Adopted by Filipinos

14 August 2020







## MC NO. 2020-21

This policy issuance is about the Guidelines on How to Process the Amended Certificate of Live Birth of Foreign Children Adopted by Filipinos.

# MEMORANDUM CIRCULAR NO. 2020-22

**Guidelines in Filing for a Request for Copy Issuance/Certification/Authentication of Civil Registry Documents from an LGU Official in LGU-Hosted CRS Outlet**

**04 September 2020**





## MC NO. 2020-22

This pertains to the standardization of the process of filing requests for copy issuance/certification/authentication of civil registry documents from local government units in LGU-hosted CRS Outlets.

# MEMORANDUM CIRCULAR NO. 2020-23

Reiteration of Memorandum Circular No. 2010-03 Re:  
Authentication of Civil Registry Documents

10 September 2020





## MC NO. 2020-23

This Memorandum Circular reiterates and emphasizes that requests for authentication of civil registry documents are treated as copy issuance requests if the same is positive in the CRS database. If it is negative, the civil registry document is authenticated by placing a stamp at the back of the page of the LCRO-issued civil registry document duly signed by the PSA authentication officer, with statements certifying that the said civil registry document was issued by a personnel from the concerned LCRO whose authority was confirmed by the OCRG and the signature of the said LCRO personnel appearing on the document is similar to the signature specimen officially filed and submitted to the PSA.

# MEMORANDUM CIRCULAR NO. 2020-25

## Reiterating the Rules on the Contents of the Affidavit of Legitimation

22 September 2020





## MC NO. 2020-25

As some LCROs tend to overlook that, in case one or both parents were minor at the time of the conception of the child, a statement should be included as to the minority of one or both parents when executing the Affidavit of Legitimation, this policy issuance was crafted so as to reiterate the rules on the contents of the Affidavit of Legitimation as directed by Rule 4.2 of OCRG Administrative Order No. 1, Series of 2010 (Rules and Regulations Governing the Implementation of Republic Act No. 9858. The absence of such declaration in the content of said Affidavit when one or both parents were minor at the time of the conception of the child will require both parents the submission to the concerned LCRO of a Joint Supplemental Affidavit of Legitimation duly subscribed or notarized containing a statement of the minority of the parent/s concerned at the time of the conception, which will not be registered anew but only attached to the previously-registered Affidavit and certified copies of both are to be submitted to the PSA.

# MEMORANDUM CIRCULAR NO. 2020-27

## Digitization of the Registry Books

11 September 2020



## MC NO. 2020-27

This Memorandum Circular was issued to address the growing concern of some LCROs whether they can do away the maintenance of the physical copies of the registry books with entries therein manually written by hand. While the OCRG encourages those LCROs already digitizing their Registry Books in response to the current times and adapting to new technologies, the OCRG still advises all LCROs to continue keeping, maintaining and preserving in their respective offices various registry books in consonance and in compliance with, and as mandated by, Section 4 of Act No. 3753 (Law on Registry and Civil Status) and OCRG Administrative Order No. 1, Series of 1993 (Implementing Rules and Regulations of Act No. 3753 and Other Laws on Civil Registration). The LCROs and other interested parties may use the digitized records as an alternative or tertiary source of reference, while the original registered documents serve as the primary document while those entered in the Registry Books act as the secondary source of reference.



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# MEMORANDUM CIRCULAR NO. 2020-28

## New Rules on the Use of Middle Name

**06 October 2020**





## MC NO. 2020-28

This policy issuance pertains to the New Rules on the Use of Middle Name to children, whether legitimate or illegitimate, born before or during the implementation of the Family Code of the Philippines, including the intervening period prior to the effectivity of Republic Act No. 9255 and its old and Revised Implementing Rules and Regulation.

# MEMORANDUM CIRCULAR NO. 2020-31

## Guidelines in the Processing of Requests of Members of the Family of Overseas Filipino Workers (OFWs) Affected by COVID-19 Pandemic

06 October 2020







## MC NO. 2020-31

This is the Memorandum Circular that provides for additional guidelines in the processing of civil registry documents of the members of the family of Overseas Filipino Workers (OFWs) affected by the COVID19 pandemic in alignment with Special Order No. 2020-08NS-601, which created a Technical Working Group catering to the said family members of the concerned OFWs.

# MEMORANDUM CIRCULAR NO. 2021-04

## Local or Philippine Notarization of Affidavits in lieu of Certificates of Legal Capacity to Contract Marriages

26 March 2021





## MC NO. 2021-04

On this Memorandum Circular, the Civil Registrar General allows the Affidavits in Lieu of the Certificate of Legal Capacity to Contract Marriage executed by aliens intending to marry under Philippine law to have the same be subscribed and/or notarized by local or Philippine notary publics by reason that said legal instrument are not subscribed or notarized by the foreign national's embassy in the Philippines as it is currently closed due to the COVID19 pandemic restrictions.

# MEMORANDUM CIRCULAR NO. 2021-05

## Guidelines in the Implementation of the Order of Administrative Adoption under R.A. 11222 and Its Implementing Rules and Regulations

31 March 2021





Republic of the Philippines

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**MC NO. 2021-05**

This Memorandum Circular provides for the Guidelines in the Implementation of Republic Act No. 11222 (otherwise known as the Simulated Birth Rectification Act) and its Implementing Rules and Regulations.

# MEMORANDUM CIRCULAR NO. 2021-07

## Diplomatic Note Issued by the Canadian Embassy

12 May 2021







MC NO. 2021-07

This is a policy issuance in favor of the Diplomatic Note issued by the Canadian Embassy requesting the concerned offices to issue the required marriage licenses in favor of their Canadian nationals intending to marry in the Philippines.

# MEMORANDUM CIRCULAR NO. 2021-08

## Sample Forms of Affidavit Supplemental Report

12 May 2021





Republic of the Philippines

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MC NO. 2021-08

This Memorandum Circular provides for sample formats of Affidavits of Supplemental Report.

# Thank you!



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