



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

August 14, 2019



**DIVISION MEMORANDUM**  
No. 503 s. 2019

**CIVIL REGISTRATION POLICIES OF THE PHILIPPINE STATISTICS AUTHORITY**

TO : Assistant Schools Division Superintendents  
Chiefs, CID & SGOD  
DEPSs/SEPSs/EPSSs/Division Coordinators  
District Supervisors/District In-Charge  
Public Secondary and Elementary School Heads  
All Others Concerned

1. Attached is a basic communication from the Office of the Philippine Statistics Authority of the province of Negros Oriental, informing us of their new policies being implemented to avoid complications in future requests of schools/teachers for civil registry documents (CRDs) of students.
2. Further, the field is hereby encouraged to make use of the Batch Request System (BREQS) and likewise, requested to introduce this to the parents of the students enrolled in schools.
3. For more details, please see attached communication.
4. Immediate dissemination of this memorandum is desired.

For the Schools Division Superintendent:

  
**FAY C. LUAREZ, Ed.D., PH.D., TM**  
OIC, Assistant Schools Division Superintendent  
8/14/19 Office In-Charge 

Tel Nos: (035)225-2838 / 225-0867/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7032 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Suppl. Section)



Republic of the Philippines  
**Philippine Statistics Authority**  
Negros Oriental Provincial Office

Reference No. 2019-07-LET014

29 July 2019

**MS. WILFREDA D. BONGALOS**

Schools Division Superintendent  
Department of Education (DepEd) – Division of Negros Oriental  
Dumaguete City  
Negros Oriental

Dear Supt. Bongalos,

Greetings of Peace!

The Philippine Statistics Authority (PSA) pursuant to Act 3753 or otherwise known as the Law on Registry of Civil Status, carries out, enforces and administers civil registration functions in the Philippines. Part of such function includes the release of civil registry documents to the public. In relation to this, it is noted that one of the requirements of the Department of Education are copies of the Certificates of Live Birth (COLB) of students enrolled in public schools. With many schools requiring the COLB of their students and with some teachers noted to request multiple COLBs of their students in a single transaction for purposes such as enrollment and City/Municipality/Provincial Athletic Meet, this office would then like to be in close coordination with the Department of Education (DepEd) – Division of Negros Oriental.

In respect to this, we would like to inform you of the new policies being implemented by this office so as to avoid complications in future requests of schools/teachers for civil registry documents (CRDs) of its students. These are supported by memorandum circulars issued by PSA relating to the Issuance of CRDs / Certification including Authentication, and Implementation of the Presentation of Valid Identification (ID) Cards / Identify Documents in the Issuance of CRDs / Certifications from PSA. Please find as attachments to this letter the PSA issued memorandum circulars for your guidance.

Additionally, we would again like to encourage you to make use of the Batch Request System (BREQS) and likewise, request for you to introduce the same to the parents of the students enrolled in schools under your division. This is a scheme where PSA authorizes a partner (also known as BREQS User) to receive requests for PSA-issued copies and certifications of CRDs from the public and issue the documents to its clientele. With this, the public can avail of many of the services offered in the Serbilis Outlet through the authorized agent.

2<sup>nd</sup> Floor, Purple Building, Brgy. Bagacay, Dumaguete City  
Telephone No: (035) 422-4372; Fax No: (035) 422-4374  
Email address: psa07.negrosoriental@gmail.com

For your reference, we are providing below the list of our BREQS partners and the schedule of their transactions with PSA.


<b>LOCAL GOVERNMENT UNIT (LGU) BREQS PARTNER</b>	<b>SCHEDULE OF TRANSACTION</b>	<b>SCHEDULE OF CLAIM OF BREQS PARTNER FROM PSA</b>
1. AMLAN	Tuesday	Thursday
2. AYUNGON	Thursday	Monday
3. BAIS	Thursday	Monday
4. BAYAWAN	Wednesday / Friday	Friday / Monday of Next Week
5. BASAY	Friday	Monday of Next Week
6. BINDOY	Tuesday	Thursday
7. CANLAON	Friday	Friday of Next Week
8. GUIHULNGAN	Any day of the week	Next Week
9. JIMALALUD	Tuesday	Thursday
10. LA LIBERTAD	Tuesday	Any day of the Week
11. MABINAY	Wednesday	Friday
12. STA. CATALINA	Wednesday / Friday	Friday / Monday of Next Week
13. ZAMBOANGUITA	Tuesday	Thursday
14. SIQUIJOR	Any day of the week	Next Week
15. SAN JUAN	Any day of the week	Next Week

With the foregoing, we wish to ask for your support in this endeavor. We would also like to request for the dissemination of these information and suggestions to the public schools under the authority of your office.

For queries and clarifications, you may reach us through email at [psa07.negrosoriental@gmail.com](mailto:psa07.negrosoriental@gmail.com) or telephone at (035) 422-4372 or (035) 422-4374.

Thank you very much and God bless.

Very truly yours,

  
**ARIEL T. FORTUITO**  
 Provincial Statistics Officer

2<sup>nd</sup> Floor, Purple Building, Brgy. Bagacay, Dumaguete City  
 Telephone No: (035) 422-4372; Fax No: (035) 422-4374  
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REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 18CRS01-13108

**MEMORANDUM CIRCULAR No. 2019- 16**

*Trinity*

*7/1/19*

TO : ALL PSA OFFICIALS AND EMPLOYEES  
ALL CITY/MUNICIPAL CIVIL REGISTRARS  
ALL BREQS PARTNERS/ USERS/INSTITUTIONS/ESTABLISHMENTS  
WITH EXISTING MEMORANDUM OF AGREEMENT WITH THE PSA

SUBJECT : Strict Implementation of the Presentation of Valid Identification (ID) Cards/Identity Documents in the Issuance of Civil Registry Documents/Certifications from the PSA

DATE : 11 June 2019

With reference to **PSA Office Memorandum 2017-050 dated 17 April 2017** (Release of Certificate of Death, Certificate of Marriage, Certificate of No Marriage (CENOMAR) and Advisory on Marriages) **PSA Memorandum Circular 2017-09 dated 19 June 2017** (Issuance of Original and Certified True Copy of Certificate of Live Birth, Certificate of Marriage and Certificate of Death) and in compliance with Rule IV of the Implementing Rules and Regulations of **Republic Act 10173 (Data Privacy Act of 2012)**, the presentation of valid identification (ID) cards/identity documents of the document owners in the issuance of civil registry documents/certifications at all PSA Serbilis Outlets, LGU-BREQs Partners and other PSA-authorized institutions/establishments must be strictly implemented.

Likewise, authorized representative must also be required to present the original and photocopy of the ID of the document owner aside from the presentation of authorization letter/Special Power of Attorney. Moreover, the requesting party/authorized representative must also show the original and shall provide a photocopy of his/her ID (front and back) to the PSA. All IDs/identity documents to be presented by the document owner/requesting party/authorized representative shall bear his/her CLEAR PHOTO, FULL NAME IN PRINT and SIGNATURE and issued by an official authority. This is to ensure that the document owner/requesting party/authorized representative is properly identified and eligible to receive the document being requested.

In this connection and for purposes of uniform implementation and compliance across all PSA Serbilis Outlets, LGU-BREQs Partners and other PSA-authorized institutions/establishments nationwide, below is the list of valid IDs that are acceptable for the Issuance, of birth/marriage/death documents, and CENOMAR/Advisory on Marriage including authentication of civil registry documents:

**LIST OF VALID IDS/IDENTITY DOCUMENTS**

- 1) Philippine Passport issued by the Department of Foreign Affairs (DFA)
- 2) Driver's License issued by the Land Transportation Office (LTO)
- 3) Professional Regulations Commission (PRC) ID
- 4) Integrated Bar of the Philippines (IBP) ID
- 5) Government Service Insurance System (GSIS) Unified Multi-Purpose ID/eCard



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*[Signature]*

*[Initials]*

**MEMORANDUM CIRCULAR**

**Re: Strict Implementation of the Presentation of Valid Identification (ID) Cards/Identity Documents in the Issuance of Civil Registry Documents/ Certificates from the PSA**

- 6) Social Security System (SSS) Unified Multi-Purpose ID
- 7) Home Development Mutual Fund (Pag-IBIG) Transaction/Loyalty Card
- 6) Voter's ID issued by the Commission on Elections (COMELEC)
- 9) Postal ID issued by Philippine Postal Corporation (PhilPost)
- 10) Senior Citizen's ID Card issued by the Office of Senior Citizens Affairs (OSCA) and/or local government units (LGUs)
- 11) OFW ID issued by the Department of Labor and Employment (DOLE)
- 12) Overseas Workers Welfare Administration (OWWA) ID
- 13) Seaman's/Seawoman's Book issued by the Maritime Industry Authority (MARINA)
- 14) Diplomat/Consular ID issued by the Philippine Embassy
- 15) National Bureau of Investigation (NBI) Clearance
- 16) Philippine National Police (PNP) ID/Police Clearance
- 17) Department of Social Welfare and Development (DSWD) Certification/4Ps ID
- 18) Barangay ID/Certification with picture and signature
- 19) Person with Disability (PWD) ID issued by the National Council on Disability Affairs (NCDA) or its regional counterpart, Office of the Mayor, Office of the Barangay Captain, DSWD Office and other participating organization with Memorandum of Agreement with the Department of Health (DOH)
- 20) IDs issued by National Government Offices (e.g. AFP, DAR, DENR, DOH, DOJ) including Government Owned and Controlled Corporations (GOCCs)
- 21) IDs issued by the Offices of the Local Chief Executives (Governor, Vice-Governor, Mayor and Vice Mayor)
- 22) Tax Identification Card (TIN) with picture and signature issued by the Bureau of Internal Revenue
- 23) School/Student ID for currently-enrolled students, 18 years old and above, issued by reputable schools/colleges/universities recognized by the Department of Education (DepEd) or Commission on Higher Education (CHED) signed by the principal or head of the academic institution
- 24) Company IDs issued by private entities or institutions registered with, supervised or regulated by the Bangko Sentral ng Pilipinas (BSP), Securities and Exchange Commission (SEC) or Insurance Commission (IC)
- 25) For foreign nationals, passport issued by foreign governments AND any of the following:
  - a) Alien Certification of Registration (ACR I-card);
  - b) Immigrant Certificate of Registration;
  - c) Special Resident Retiree Visa issued by the Bureau of Immigration through the Philippine Retirement Authority.

For guidance and strict compliance.



**CLAIRE DENNIS S. MAPA, Ph. D.**  
Undersecretary  
National Statistician and Civil Registrar General





REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 18CRS01-16091

**MEMORANDUM CIRCULAR No. 2019 – 15**

*Mindy* 7/1/19

TO : ALL PSA OFFICIALS AND EMPLOYEES  
ALL CITY/MUNICIPAL CIVIL REGISTRARS  
ALL PHILIPPINE FOREIGN SERVICE POST OFFICIALS AND STAFF  
ALL BREQS PARTNERS/USERS AND INSTITUTIONS

SUBJECT : Guidelines on the Issuance of the Civil Registry Documents (CRDs)/  
Certifications including Authentication

DATE : 11 June 2019

Aligned with the policy of the Philippine Government to protect the fundamental right of every individual to privacy pursuant to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012," this issuance provides for the guidelines that should be strictly observed and enforced immediately in the issuance of the Certificate of Live Birth, Certificate of Death, Certificate of Marriage and Certificate of No Marriage/Advisory on Marriage from the PSA Archive/CRS Database including the authentication of the aforementioned Civil Registry Documents (CRDs).

**I. Definition of Terms.** For purposes of standard and uniform interpretation across all PSA Services at the Central Office, Regional/Provincial Offices, Serbilis Outlets nationwide, City/Municipal Civil Registrars, Philippine Foreign Service Posts Officials and Staffs, BREQS Partners/Users and Institutions with existing Memorandum of Agreement with the PSA, below are the operational definition of commonly used terms:

*Affidavit of Guardianship* is a duly notarized written sworn statement of facts voluntary made by the person stating that he/she is the duly appointed guardian of a minor child.

*Affidavit of Kinship* is a duly notarized written sworn statement of facts voluntary made by the person stating that he/she is the nearest surviving kin of the document owner.

*Child-Caring Agency*<sup>1</sup> is duly licensed and accredited agency by the Department of Social Welfare and Development (DSWD) that provides twenty four (24)-hour residential care services for abandoned, orphaned, neglected, or voluntary committed children.

*Direct descendant*<sup>2</sup> is defined as the child of the document owner as per Article 965 of the Civil Code of the Philippines.

*Mindy* *f*

<sup>1</sup> Article 1, Section 3 (j) of the Republic Act No. 8552 "Domestic Adoption Act of 1998".  
<sup>2</sup> Article 965. The direct line is either descending or ascending. The former unites the head of the family with those who descended from him. The latter binds a person with those from he descends.



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**OFFICE MEMORANDUM**

*Re: Guidelines on the Issuance of the Civil Registry Documents (CRDs)/Certifications including Authentication*

*Document owner* refers to the individual whose legal identity, facts and acts concerning his/her civil status from birth to death including all the changes that takes place in his lifetime are recorded in the CRD or written in the certification.

*Duly authorized representative* is the individual willfully designated by the document owner in writing to request for the copy issuance of his/her CRD/Certification from the PSA.

*Guardian* is the legally appointed person to take charge of a minor. However, pursuant to Article 216 of the Family Code of the Philippines, "In default of parents or a judicially appointed guardian, the following person shall exercise substitute parental authority over the child in the order indicated:

- (1) The surviving grandparent;
- (2) The older brother or sister, over twenty-one years of age, unless unfit or disqualified;
- (3) The child's actual custodian, over twenty-one years of age, unless unfit or disqualified."

*Nearest of kin<sup>3</sup>* is the closest surviving relative of the document owner. For the purpose of standard identification of the nearest of kin, the PSA adopts the definition from the Republic Act No. 9994 known as "Expanded Senior Citizens Act of 2010" and enumerated in the manner of succession as follows: legal spouse, children, parents, siblings, grandparents, uncles and aunts.

*Special Power of Attorney (SPA)* is a written sworn statement of facts voluntary made that grant the attorney in fact the authority to act in behalf of the principal under certain, specified task.

*Parent* is the biological or legal mother or father of the document owner as indicated in his/her Certificate of Live Birth/Amended birth certificate of an adopted child.

*Spouse* is the legal partner of the document owner (*can be the husband or the wife*) contracted through a marriage.

*Valid ID* is any acceptable proof of a person's identity issued by an official authority.

**II. Basic Requirements and Important Reminders for the Issuance of Civil Registry Documents/Certifications from the PSA including Authentication**

1. Presentation of a valid identification (ID) Card of the document owner.
2. If the requesting party is a duly authorized representative, the original copy of the Authorization Letter or Special Power of Attorney (SPA) must be presented together with a valid ID of the document owner. The duly authorized representative should also show his/her valid ID and must provide the PSA with photocopies of all the IDs presented for its file.
  - a. The Authorization Letter/SPA issued to a representative shall specifically state that its purpose is to secure civil registry documents from PSA. Thus, the general statement as to the purpose is not acceptable.

<sup>3</sup> Republic Act No. 9994 known as "Expanded Senior Citizens Act of 2010" Sec. 3. "(f) Nearest surviving relative refers to the legal spouse who survives the deceased senior citizen; Provided that there were no spouse survives the decedent, this shall be limited to relatives in the following order of degree of kinship: children, parents, siblings, grandparents, grandchildren, uncles and aunts;"



**OFFICE MEMORANDUM**

*Re: Guidelines on the Issuance of the Civil Registry Documents (CRDs)/Certifications including Authentication*

- b. The Authorization Letter/SPA should also indicate the type of document to be requested, the number of copies and the specific details of the document to be requested. This means that the facts of birth for Birth Certificate; details of marriage for Marriage Certificate; and details of death for Death Certificate should be included in the Authorization Letter/SPA.
- c. The Authorization Letter can be hand-written or typed in a clean sheet of paper and should bear the fresh signature of the document owner. On the one hand, SPA should be notarized and its purpose should have not yet been served or has not yet reached its expiry pursuant to the Article 1919 of the Civil Code of the Philippines<sup>4</sup>.
- d. For special cases, captured/scanned image of the actual Authorization Letter/SPA from the document owner with signature that matches the accompanying valid ID is acceptable. However, Authorization Letter from the document owner sent through e-mail and other instant messaging applications is NOT acceptable as it does not bear the signature of the document owner.

On the other hand, in cases where a Authorization Letter/SPA executed by the document owner has multi-purposes, the same can be accepted provided that the intent to secure the CRD/certificate from PSA is specifically indicated.

For authorization received from abroad, the document owner should provide a copy of the passport as the valid ID.

- e. The original copy of the Authorization Letter/SPA presented by the requesting party for the copy issuance of CRDs/certifications including authentication must be surrendered by the requester to the Releasing Officer as it has already served its purpose.

For multi-purpose SPA, the Releasing Officer will sign on the purpose of request of documents from PSA to emphasize that it has already been served. The original copy will be returned to the requester and a copy will be submitted to the Releasing Officer.

- f. The Releasing Officer should maintain a file of Authorization Letters/SPAs and photocopies of ID for ready reference in the future.

**III. Who maybe allowed to Request for the Copy Issuance of Civil Registry Documents/Certifications from the PSA other than the Document Owner**

1. A spouse, whose name is indicated in his/her marriage document with his/her partner, can request for the CRDs of his/her wife/husband and their children provided he/she can present a valid ID.



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<sup>4</sup> Article 1919. Agency is extinguished:

- (1) By its revocation;
- (2) By the withdrawal of the agent;
- (3) By the death, civil interdiction, insanity or insolvency of the principal or of the agent;
- (4) By the dissolution of the firm or corporation which entrusted or accepted the agency;
- (5) By the accomplishment of the object or purpose of the agency;
- (6) By the expiration of the period for which the agency was constituted. (1732a)




**OFFICE MEMORANDUM**

Re: Guidelines on the Issuance of the Civil Registry Documents (CRDs)/Certifications including Authentication

2. The parents of the document owner can request the copy issuance of CRDs of their children provided their name is indicated in the latter's birth document, either as a father or mother and can present a valid ID.
3. A child, of legal age, can request for the birth and death documents of his/her parent provided that he/she has sufficient documentation to support this case. However, a child can only request for the marriage documents of his/her own parents as indicated in his/her own birth certificate.
4. A guardian appointed by the court or the person exercising substitute parental authority pursuant to Article 216 of the Family Code of the Philippines may request for the copy issuance of a CRD of a minor provided he/she can present an Affidavit of Guardianship.
5. Request for the copy issuance of documents from institutions legally in-charge of a minor can ONLY be processed when the Regional Director of the Department of Social Welfare and Development (DSWD) has issued an authorization to the concerned Child Caring Agency (CCA) provided authorization letter will be issued on a per child basis.<sup>5</sup>
6. The court or proper public official whenever absolutely necessary in administrative, judicial or other official proceedings to determine the identity of the person. Provided that there must be a duly issued subpoena *duces tecum* and *ad testificandum* for the production of the civil registry document.
7. Request from other government agencies pursuant to their mandate provided that the requesting government agency executed Data Sharing Agreement with PSA in accordance with NPC Circular 16-02.
8. Request for copy issuance/authentication of CRDs/certifications by the nearest of kin of a deceased person may ONLY be accepted provided that the requesting party execute a duly notarized Affidavit of Kinship stating herein he/she is the closest surviving relative.

Anyone found to be in violation of this Office Memorandum shall be dealt with accordingly.

**ALL PREVIOUS PSA ISSUANCES INCONSISTENT WITH THIS MEMORANDUM CIRCULAR ARE HEREBY AMENDED AND SUPERSEDED.**

  
**CLAIRE DENNIS S. MAPA, Ph. D.**  
Undersecretary  
National Statistician and Civil Registrar General

  
DAS/RC/T/PP/TPK

<sup>5</sup> Issued communication from the OIC Director and Officer-in-Charge of Protective Services Bureau of the Department of Social Welfare and Development (DSWD) to the Regional Directors of all DSWD Field Offices dated 09 June 2017 re: Authorization to Registrar (Birth/Filing of a Child and Secure PSA Documents).