

***Civil Registration
System
in the Philippines***





INTRODUCTION

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Civil registration in the Philippines has gone through various significant developments from the time it was legally instituted as a system with the ratification of Act No. 3753 (Civil Registration Law) in 1930.

Legal Framework

- November 1930, Act No. 3753 – the Civil Registry Law of the Philippines took effect on February 27, 1931. Significant reforms:
 - Enumeration of acts and events concerning civil status of person which shall be recorded in the civil register
 - The director of National Library was designated as the ex-officio Civil Registrar General
 - Except in the City of Manila where civil registration function was continued to be performed by the City Health Officer, the civil registration function in other cities and all municipalities was performed by city/municipal treasurers.

INTRODUCTION

LEGAL & INSTITUTIONAL FRAMEWORK

As a state policy, the system mandates the basic and compulsory registration of all vital events and the accompanying changes in the civil status of every Filipino citizen.

INTRODUCTION

Under Republic Act No. 7160 (Local Government Code), civil registration is a function of the local government through the City/Municipal Civil Registrar but is under the technical supervision of the Civil Registrar General who is the Administrator of the National Statistics Office

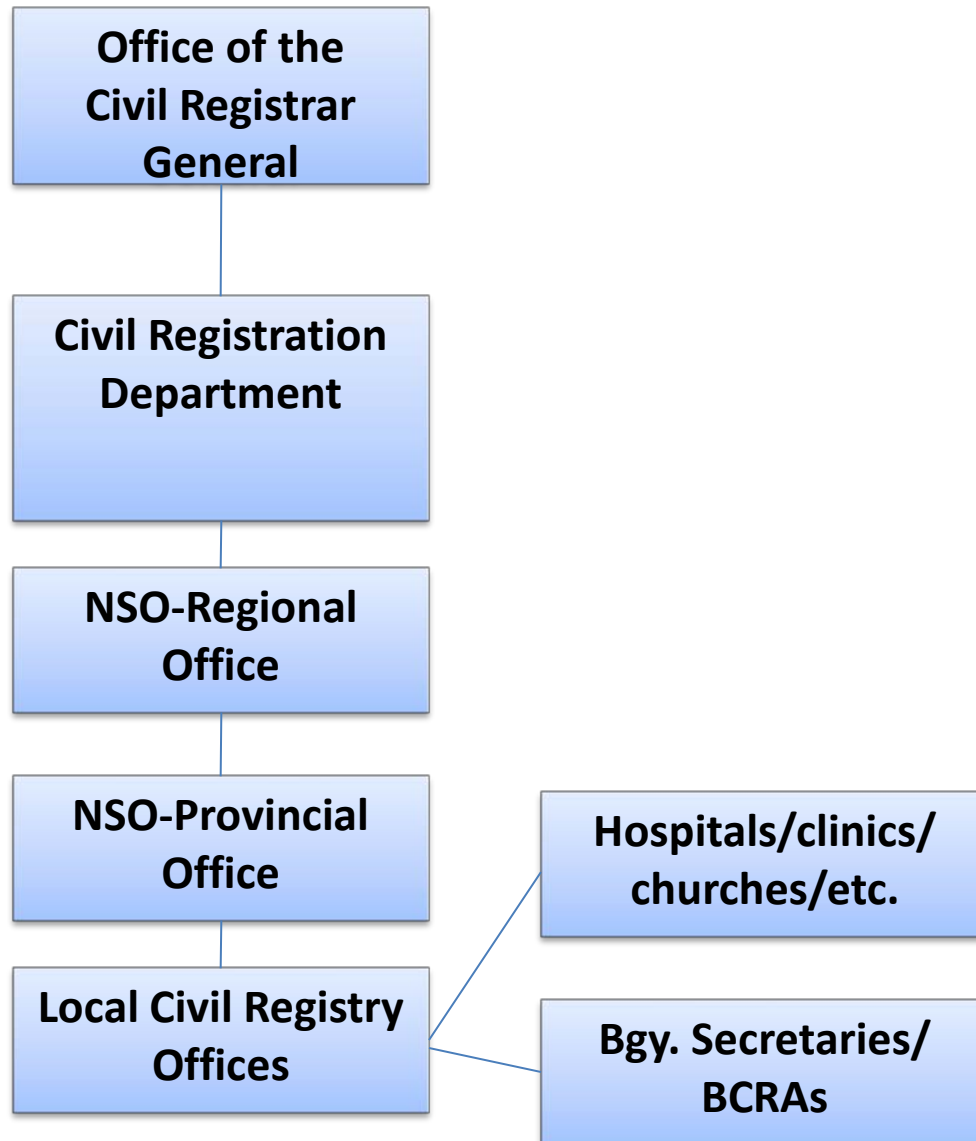


***ADMINISTRATIVE
ARRANGEMENT OF THE
SYSTEM***

ADMINISTRATIVE ARRANGEMENTS OF THE SYSTEM

In terms of the system's structure, the Philippines presents a robust mechanism, with its legally defined operational and administrative setup, from the municipality, where the unit of vital registration is fixed to the central depository of vital documents at the National Statistics Office.

ADMINISTRATIVE ARRANGEMENTS OF THE SYSTEM





NATIONAL STATISTICS OFFICE (NSO)

Mandated by law to carry out the civil registration function in the country.

The Civil Registrar General

Head of NSO Duties:

- Enforce the provisions of Act No. 3753
- Prepare and issue regulations for carrying out the purposes of Act No. 3753
- Give orders and instructions to the civil registrars with reference to the performance of their duties
- Report any violation of the provision of Act No. 3753 of the city/municipal civil registrar to the concerned mayor for disciplinary action



THE LOCAL CIVIL REGISTRY OFFICE (LCRO)

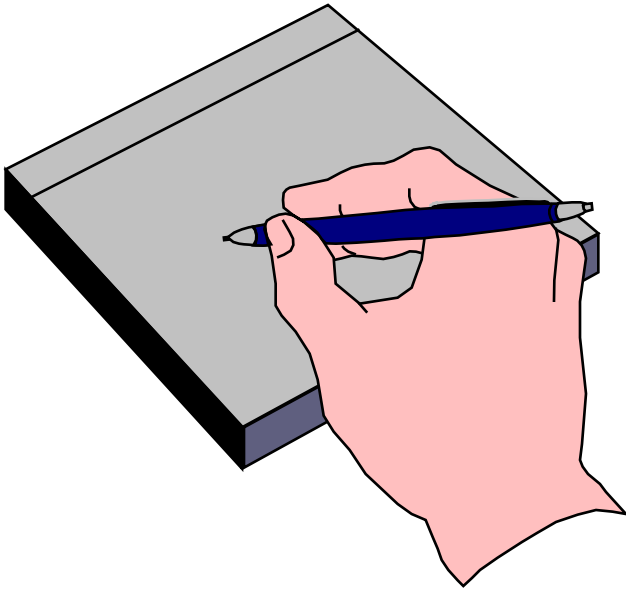
- Is an office or department in the city/municipal government that is mandated to perform civil registration function.

The City/Municipal Civil Registrar

The head of the LCRO who is appointed as such by the mayor, the appointment is mandatory for city/municipal civil governments

CONCEPTS AND DEFINITION

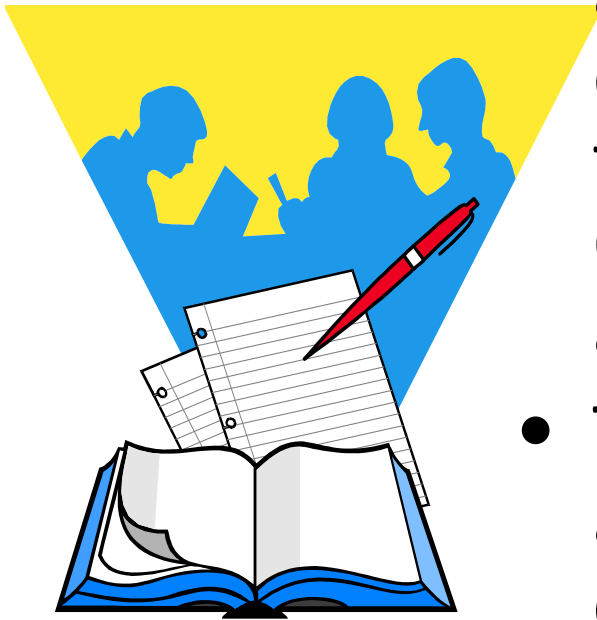
Civil Registration



- The continuous, permanent and compulsory recording of the civil status of persons and modification thereof.

Civil Register

- Refers to the various registry books and related certificates and documents kept in the archives of the LCROs, Philippine Consulates, Office of the Civil Registrar General and Shari'a District/Circuit Courts.
- The civil register also includes the actual copies of the registrable court decisions and legal instruments concerning civil status of persons



Vital Event



- This is an event which has something to do with an individual's entrance into or departure from life together with the change in civil status which may occur to him during his lifetime.

Live Birth



- The complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which, after such separation, breaths or shows any other evidence of life.

Foundling

- A deserted or abandoned child found, with parents, guardian or relatives being unknown; or a child committed to institution, unknown facts of birth and parentage



Marriage



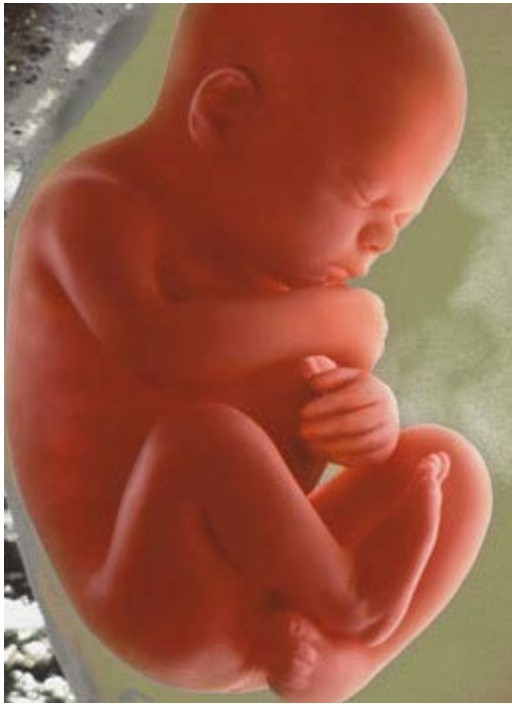
- A special contract of permanent union between a man and a woman entered into in accordance with law for the establishment of conjugal and family life.

Death



- The permanent disappearance of all evidence of life at any time after live birth has taken place.

Fetal Death



- *Death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation *the fetus does not breathe nor show any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles.**

Court Decree



- A judicial order that affects the civil status of person, e.g., legal separation, annulment of marriage, and adoption

Legal Instrument



- A sworn statement in a form of affidavit which affects the civil status of person, e.g., legitimation, acknowledgment and marriage settlements

REGISTRATION PROCEDURES

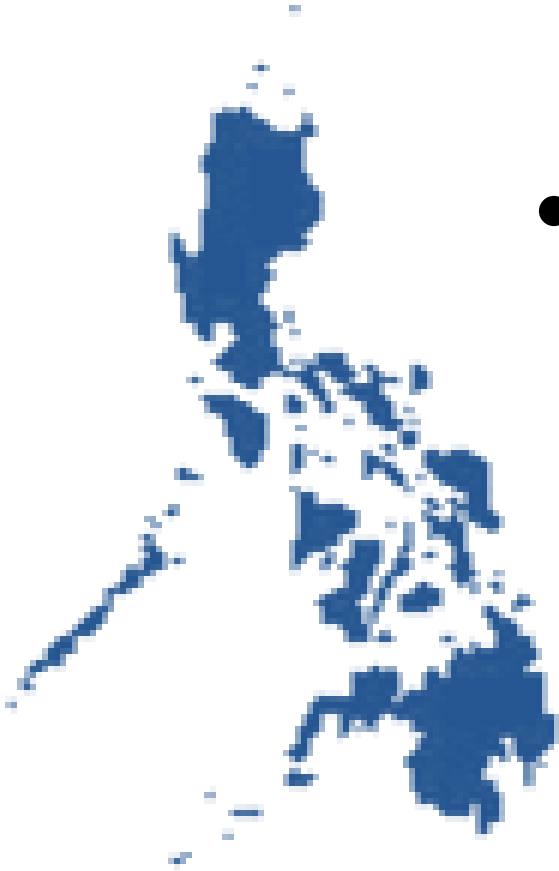
Reglementary Period

Kind of Doc.	Number of Days	Requirements for Late Registration
Birth	30 days	<ul style="list-style-type: none">•Affidavit of Delayed Registration•2 Documents Proving Birth of Child•Affidavit of 2 Disinterested Persons•Certificate of Marriage, if already married
Death	30 days	<ul style="list-style-type: none">•Affidavit of Delayed Registration•Authenticated copy of Certificate of Burial•Approval for registration by the Health Officer
Marriage	<ul style="list-style-type: none">•15 days with license•30 days if exempt license	<ul style="list-style-type: none">•Affidavit of Delayed Registration•Application for marriage license bearing date of issuance except those exempt from marriage license•A certification issued by church or solemnizing officer

Marriage without license

1. Either or both parties are at the point of death (Article 27)
2. Either of the party are unable to appear personally because of the remoteness of their residence (Article 28)
3. Marriage between members of ethnic cultural community (Article 33)
4. Marriage between a man and a woman who lived together for a period of at least five years (Article 34)

Place of Registration



- As a general rule, the place of registration is the city or municipality where the event occurs.

Reporting of vital events occurring abroad



- All vital events occurring to Filipinos residing abroad (permanently or temporarily) shall be reported to the Philippine Foreign Service Establishment of the country of residence or where the vital event took place or where none is located thereat, in the Philippine Foreign Service Establishments of the country nearest the place of residence of the party concerned or where the vital event occurred

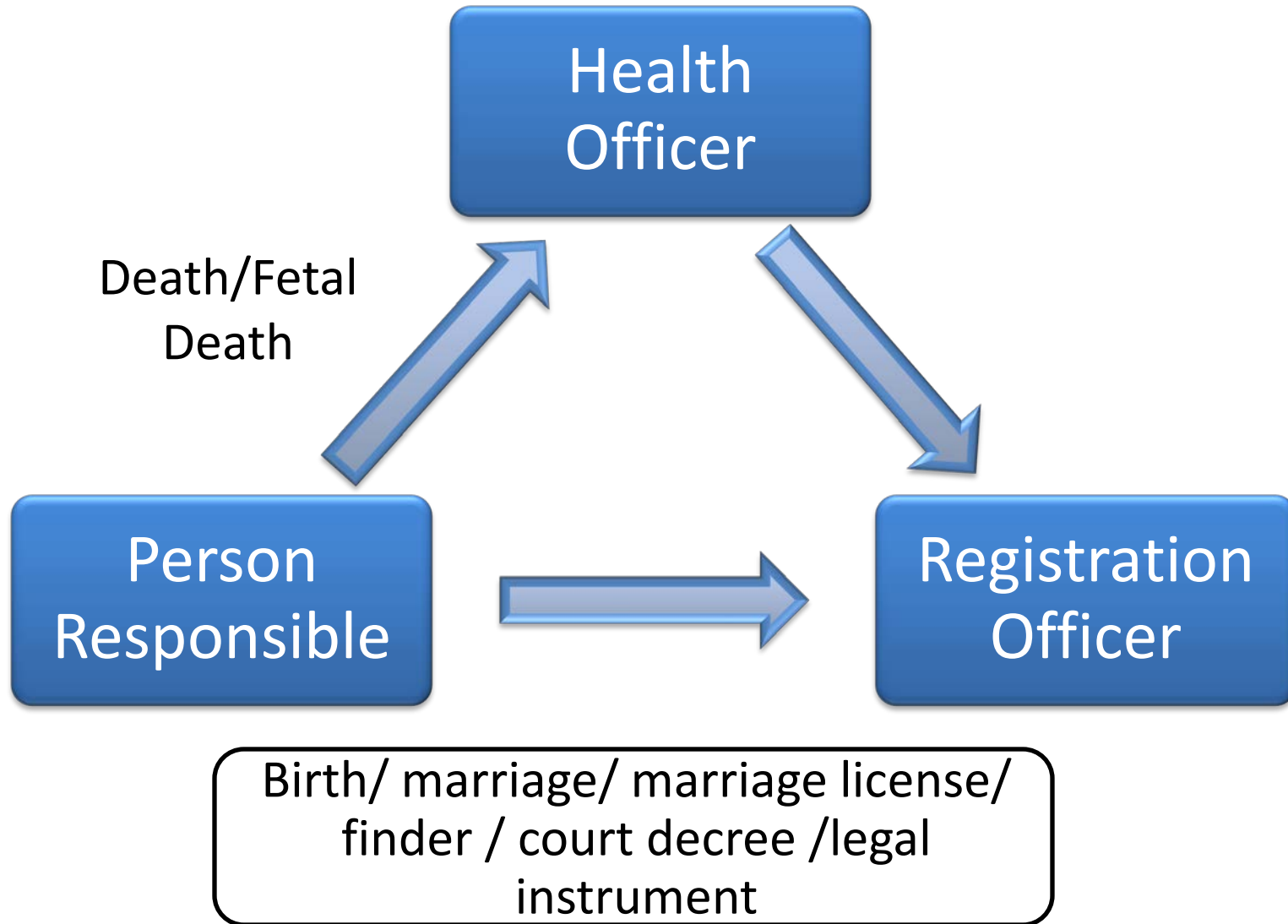
Persons responsible to report the event

- Birth: hospital/clinic administrator, attendant, either parents, owner of the document if of age
- Foundling: DSWD
- Death: hospital/clinic administrator, attendant, nearest relative, or any interested party

Persons responsible to report the event

- Marriage: solemnizing officer, contracting parties, any one of the witnesses
- Marriage license: contracting parties
- Court decree: clerk of court
- Legal instrument: person who executed the legal instrument

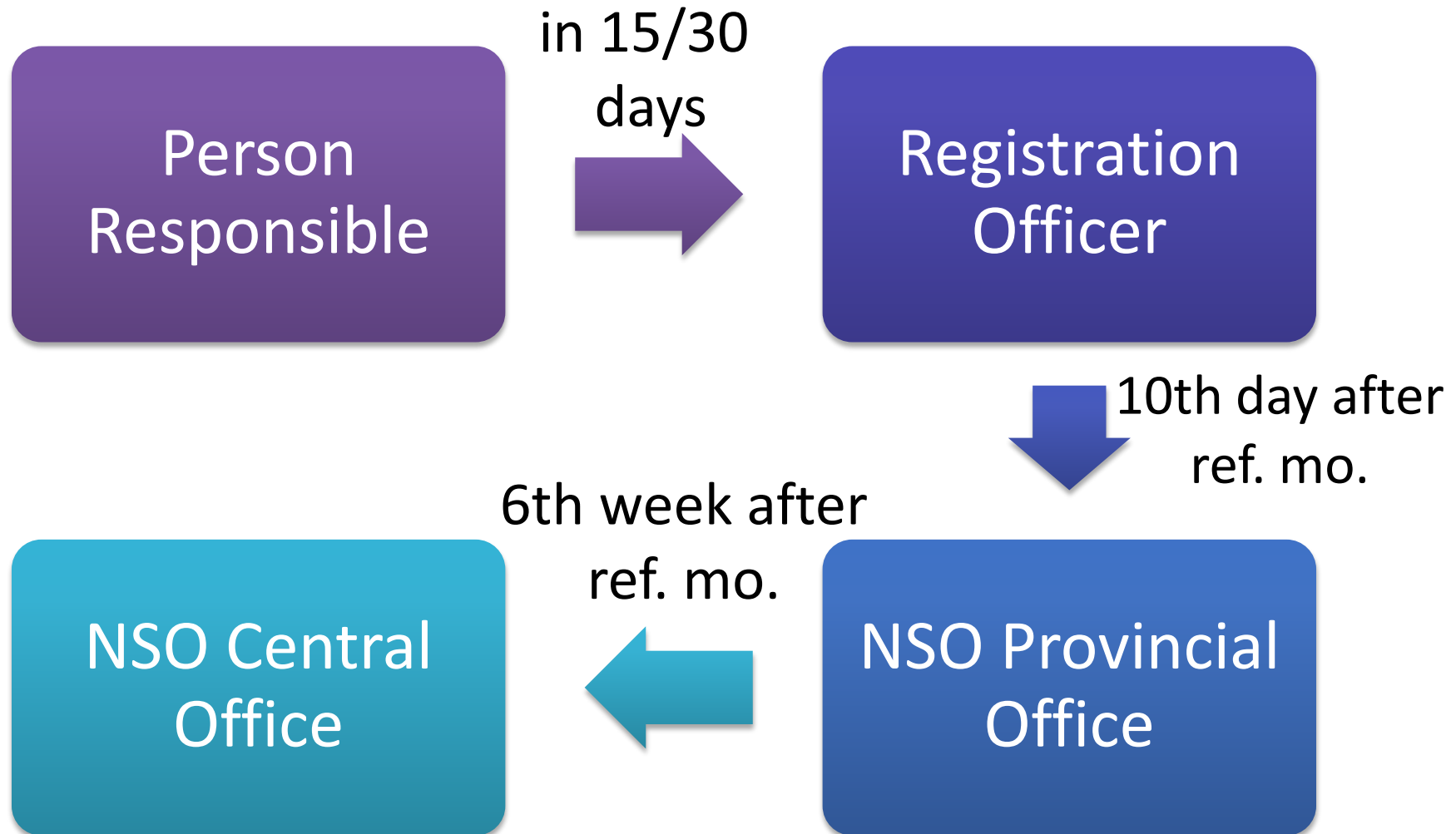
Persons responsible to report the event



Number of copies to be accomplished

- Four copies is prepared and distributed as follows
 - First copy - registrant
 - Second copy - to the OCRG
 - Third copy - C/MCR
 - Fourth copy - attendant of birth, death or the solemnizing officer as the case may be.

Persons responsible to report the event



Out-of-Town Reporting

Out-of-town reporting occurs when the certificate is presented to the civil registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded to the civil registrar of the city or municipality where the vital event occurred and where it should be registered.

Supplemental Report

Filed for the purpose of supplying information that was omitted at the time the birth/death/marriage was originally registered

Supplemental Report

The civil registrar shall accept only one supplemental report for not more than two omitted information in any registered event. In cases where there are more than two omitted information, all papers related thereto shall be forwarded to the Office of the Civil Registrar-General

***Encoding of Civil
Registry Documents
at the Local Civil
Registrars***



PhilCRIS

WHAT IS PhilCRIS ?

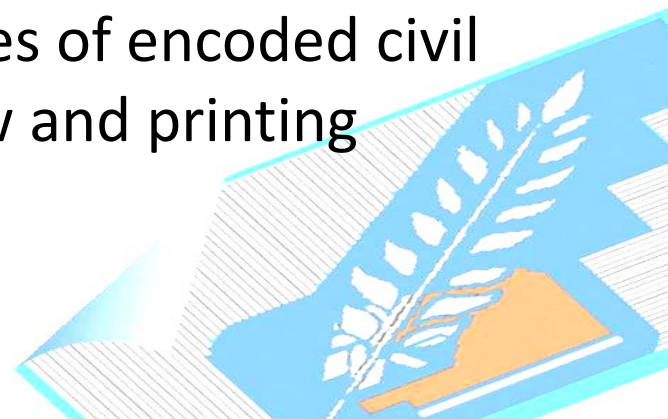
The PhilCRIS software is the Windows version of the Civil Registry Information System (CRIS DOS version), which is available for use by the Offices of the Civil Registrars.

It has been completely redesigned to deliver civil registry information management in a new, more user friendly and efficient way.



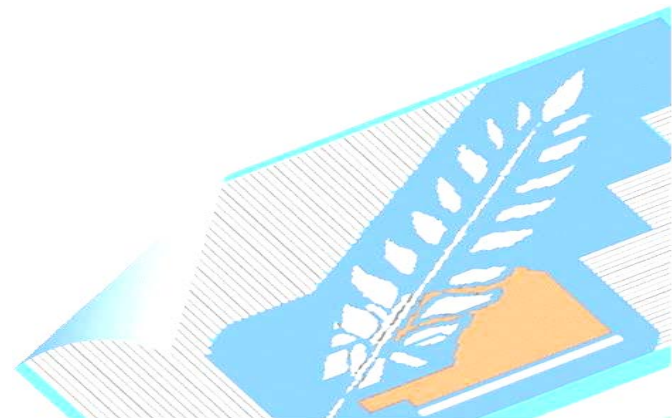
Features of PhilCRIS :

- ❖ PhilCRIS is an application developed for the Windows platform, older CRIS versions were developed for the DOS platform
- ❖ Enables encoding of relevant information from civil registry documents
- ❖ capable of storing remarks or annotations for CDLI documents
- ❖ automatically codes statistical items at the bottom of the new forms while entering the corresponding data items
- ❖ Printing and issuance of certified copies of encoded civil registry documents - allows print preview and printing directly to the new civil registry forms



Features of PhilCRIS :

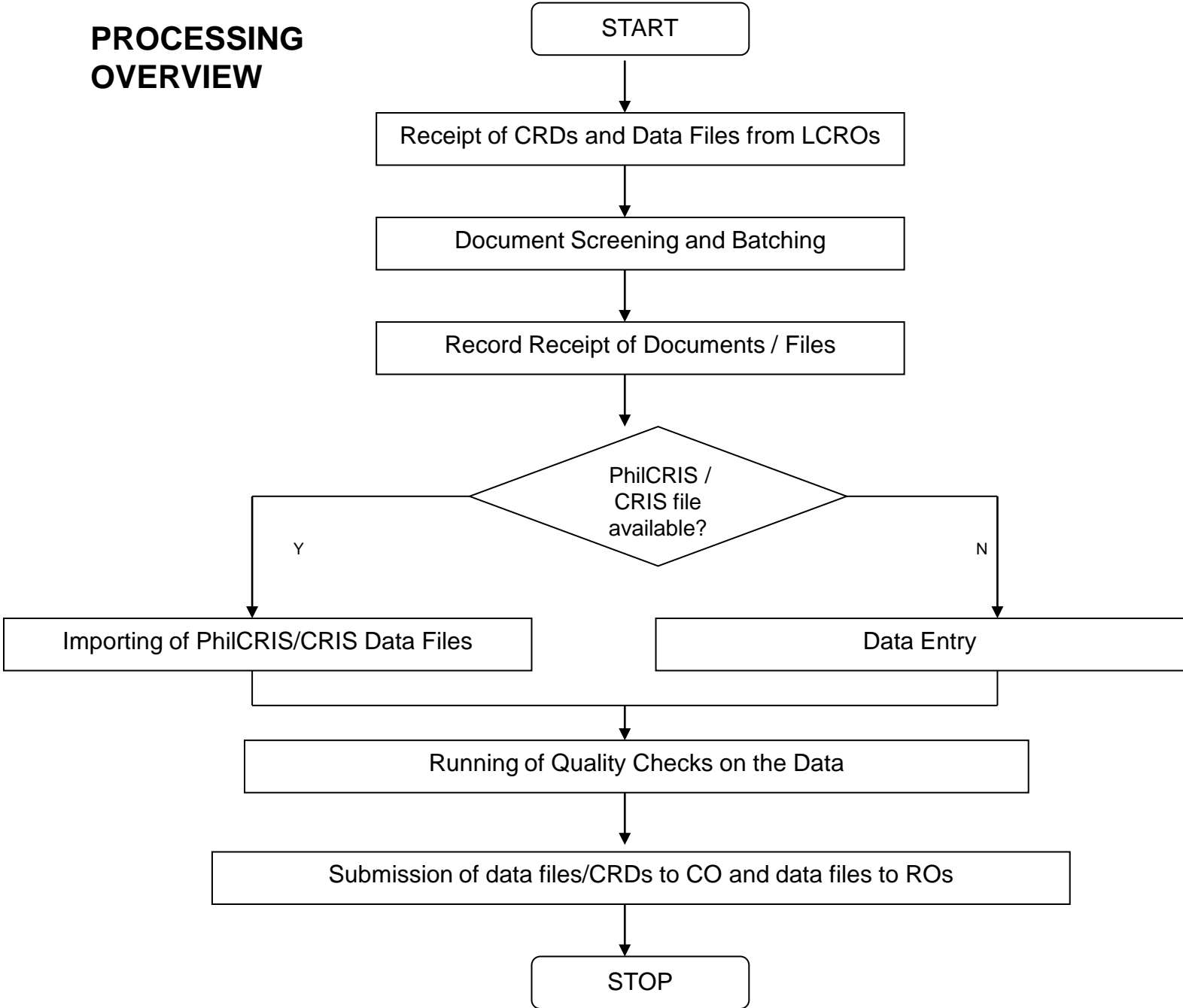
- ❖ Storage of vital data - uses a more stable and secure database management ensuring the integrity and security of civil registry information
- ❖ Query and retrieval of encoded records
- ❖ Generation of transmittal files
- ❖ Data management and maintenance of the local civil registry database
- ❖ Simplified backup and restore procedures
- ❖ Supports data entry for attachments such as for Muslims and IPs



***Processing of Civil
Registry Documents***



**PROCESSING
OVERVIEW**



Decentralized Vital Statistics System 2011 (DVSS2011)

General Objective:

- the system used which primarily aims to improve the decentralized processing of CRDs and generation of vital statistics at the NSO Regional and Provincial Offices.

Specific Objectives:

- generate vital statistics at the city/municipal, provincial, regional and national level
- facilitate data conversion specifically on the generation of indices

FEATURES OF THE DVSS2011

This system has the following features and functions:

- ❖ Record receipt of documents
- ❖ Data entry and maintenance of Vital Events (Birth, Marriage and Death) data
- ❖ Convert/Import PhilCRIS data files
- ❖ Consistency and completeness check of VE data
- ❖ Generation of preliminary tables
- ❖ Utilities

Sources of Data for DVSS2011

The sources of data are the following:

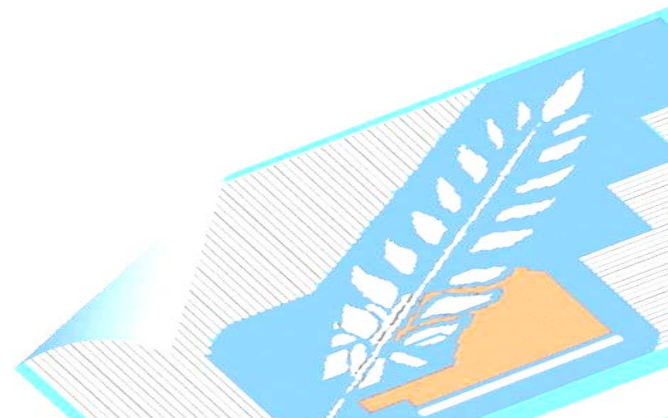
- ❖ Civil Registry Documents (Revised January 2007)
- ❖ PhilCRIS files
- ❖ CRIS files

***CRS-IT Project
Updates/
Enhancements***



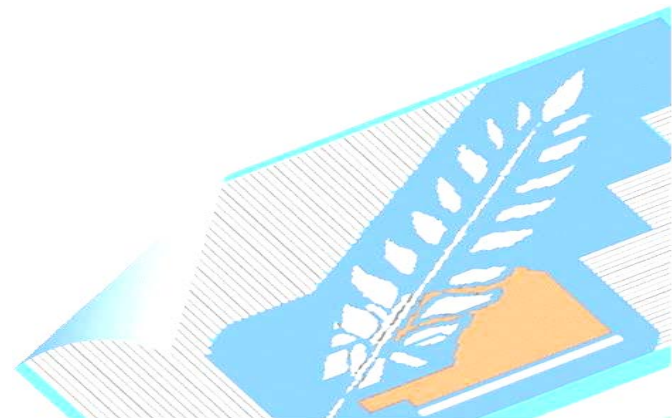
Electronic Endorsements

- Allows the Census Serbilis Outlets to accept applications for previously registered copy as well as advance submission to CRD
- The civil registry documents for endorsement to CRD will be electronically forwarded to the central back-end processing for verification
- Upon approval of the document at the Central Back-end Processing, the servicing outlet may issue a copy of it in security paper.



Bren Linking

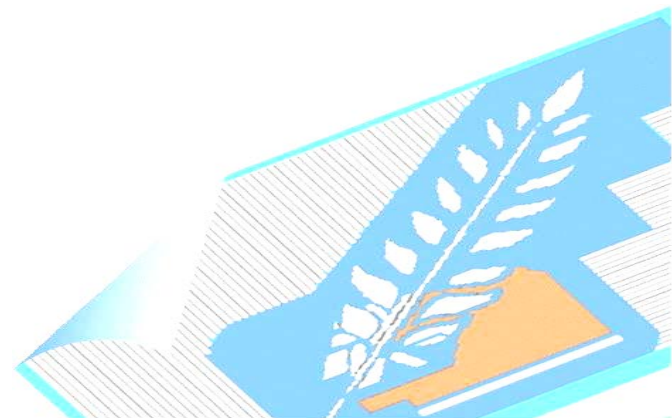
BREN-linking of ***double or multiple registered documents*** is done to prevent the issuance of the wrong documents requested.



Production **V**ital-**E**vents Maintenance (**Prod-VE**)

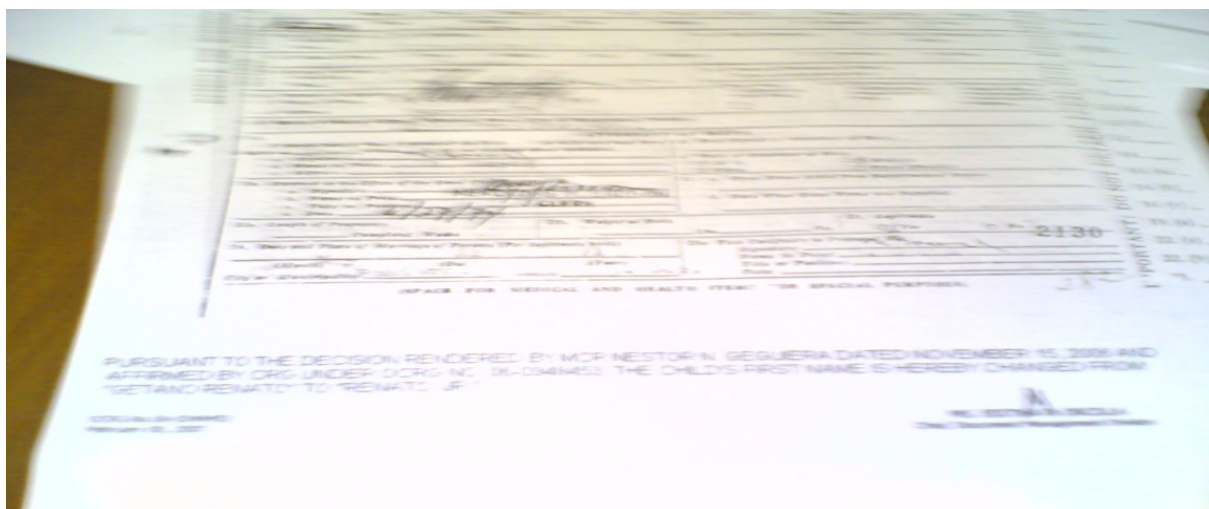
- A process of correcting erroneous or updating contestable index data in the database

Replacement of blurred images in the database



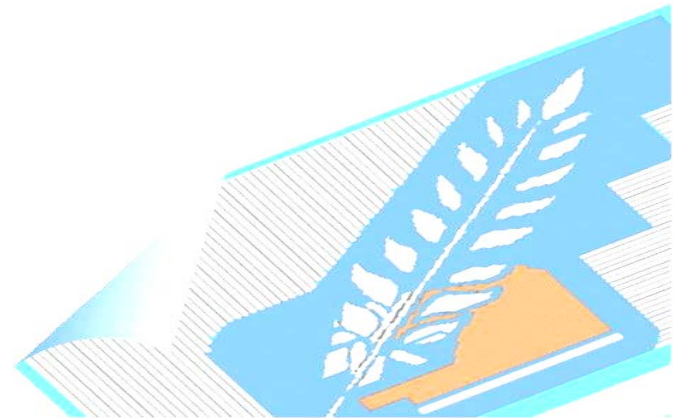
Electronic annotation of RA 9048 documents

Electronic annotation – allows printing from the computer the annotations of RA 9048 to the requested document based on the petition's information stored in the database.



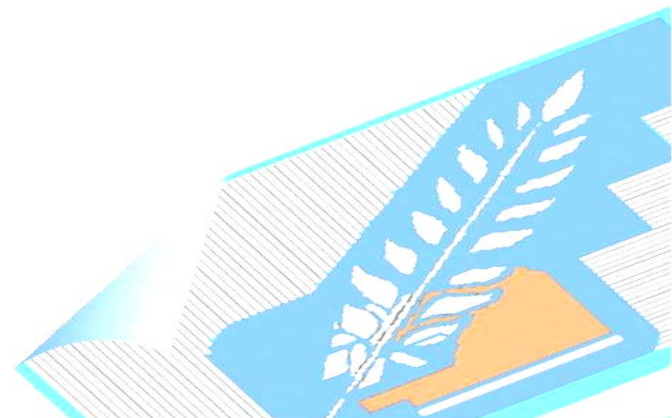
Top Priority Loading

- An enhancement on the system where civil registry documents affected by RA 9048 are immediately loaded in the database.



CDLI Electronic Annotation System

- An enhancement on the system where civil registry documents affected by CD/LI are annotated through the use of an electronic system
- Implemented in January 2010



CRS-IT PROJECT UPDATES

What is BREQS ?

Batch Request Entry System or BREQS is a scheme where NSO authorizes a partner to receive requests for NSO-issued copies of civil registry documents from the public and issue the documents to its clientele.

- The partner also known as the **BREQS User** becomes an additional service point for CRS services.



CRS-IT PROJECT UPDATES

What is BREQS ?

Under the BREQS scheme NSO shall be providing the BREQS User the software, templates of forms, updates and procedures necessary in serving its clientele.

- BREQS User accepts the applications but the actual processing of the requests done by a *Serbilis* Outlet.



CRS-IT PROJECT UPDATES

What documents can be requested with BREQS ?

- Copies of birth, death, and marriage documents
- Copies of annotated or endorsed documents provided copies of said documents have already been issued by NSO previously
- Certificates of No Record of Marriage (CENOMAR or “Singleness”)



CRS-IT PROJECT UPDATES

Acceptance of payment through On-Line Collection Facility (Lank Bank of the Phils.)

Remittance/Deposit of Payment

- BREQS clients fill up 2 copies of Deposit/ Payment slip
- Indicate the “NSO” as payee and the 16-digit BREQS batch reference number in the deposit/payment slip
- Account Number: 1441-0761-57
- Accepts cash or On-Us checks



CRS-IT PROJECT UPDATES

Acceptance of payment through On-Line Collection Facility (Lank Bank of the Phils.)

Payment of Bank Charges

-Landbank imposes P25.00 per remittance to cover bank service fee for every deposit

Confirmation of Payment by NSO Central Office

-Payments made by BREQS clients shall be confirmed by NSO Accounting Division with LankBank.

-Confirmation payment will be sent through email to the CRS Outlet before the outlet can make actual processing of requests



CRS-IT PROJECT UPDATES

Acceptance of payment through On-Line Collection Facility (Lank Bank of the Phils.)

Maintenance of Records

- CRS outlet shall maintain hardcopy file of the confirmation emails sent by Accounting Division
- Confirmation emails shall serve as the outlet's proof that authorization for the BREQS batches has been granted by Central Office



Laws Affecting Civil Registration



Republic Act 9048

- An act authorizing city or municipal civil registrar or the consul general to correct clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of judicial order
- Amends Articles 376 and 412 of the Civil Code of the Philippines

Republic Act 9048

R.A. 9048 – Correction of Clerical Error (CCE)

- **Exceptions**
 - Nationality
 - Age
 - Status
 - Sex

Republic Act 9048

R.A. 9048 – Change of First Name (CFN)

- **Grounds**

- First name is ridiculous, tainted with dishonor, or difficult to pronounce
- New first name has been habitually used and publicly known by that name
- Change on first name will avoid confusion

Republic Act 10172

“AN ACT FURTHER AUTHORIZING THE CITY OR MUNICIPAL CIVIL REGISTRAR OR THE CONSUL GENERAL TO CORRECT CLERICAL OR TYPOGRAPHICAL ERRORS IN THE DAY AND MONTH IN THE DATE OF BIRTH OR SEX OF A PERSON APPEARING IN THE CIVIL REGISTER WITHOUT NEED OF A JUDICIAL ORDER, AMENDING FOR THIS PURPOSE REPUBLIC ACT NUMBERED NINETY FORTY EIGHT (9048).”

Republic Act 10172

Section 1 *Authority to Correct Clerical or Typographical Error and Change of First Name or Nickname*

NO ENTRY IN A CIVIL REGISTER SHALL BE CHANGED OR CORRECTED WITHOUT A JUDICIAL ORDER, EXCEPT FOR CLERICAL OR TYPOGRAPHICAL ERRORS AND CHANGE OF FIRST NAME OR NICKNAME, THE DAY AND MONTH IN THE DATE OF BIRTH OR SEX OF A PERSON WHERE IT IS PATENTLY CLEAR THAT THERE WAS A CLERICAL OR TYPOGRAPHICAL ERROR OR MISTAKE IN THE ENTRY,

Republic Act 10172

Section 1

(Continuation from previous slide...)

WHICH CAN BE CORRECTED OR CHANGED BY THE CONCERNED CITY OR MUNICIPAL CIVIL REGISTRAR OR CONSUL GENERAL IN ACCORDANCE WITH THE PROVISIONS OF THIS ACT AND ITS IMPLEMENTING RULES AND REGULATIONS.

Republic Act 10172

SECTION 3. Section 5 of the Act is amended to read as follows:

The petition for correction of a clerical or typographical error, or for change of first name or nickname, as the case may be shall be in the form of an affidavit, subscribed and sworn to before any person authorized by law to administer oaths.

Republic Act 10172

SECTION 3

(Continuation from previous slide...)

The affidavit shall set forth facts necessary to establish the merits of the petition and shall show affirmatively that the petitioner is competent to testify to the matters stated. The petitioner shall state the particular erroneous entry or entries, which are sought to be corrected and/or the change sought to be made

.

Republic Act 9255

An Act Allowing Illegitimate Children to
Use the Surname of their Father

Republic Act 9255

- That the child shall be under the parental authority of the mother
- The illegitimate child shall use the surname of the father if the father acknowledges the child in the civil register and in a private handwritten instrument
- Allowed the child to use father's surname, however, this does not change the status of the child or did not in anyway provided the illegitimate child a better right against the legitimate child
- Shall be applied even if the parents can marry each other but somehow would like to use the surname of the father before they can formally marry

Republic Act 9255

Coverage

- Republic Act No. 9255 shall apply to all illegitimate children born on or after August 3, 1988 whether registered or unregistered

Republic Act 9523

“An Act Requiring the Certification of the Department of Social Welfare and Development (DSWD) to Declare a ‘Child Legally Available for Adoption’ as a Requisite for Adoption Proceeding, Amending for this purpose certain provisions of Republic Act No. 8552, Otherwise known as the Domestic Adoption Act of 1998, Republic Act No. 8043, Otherwise known as the Inter-Country Adoption Act of 1995, Presidential Decree No. 603, Otherwise known as the Child and Youth Welfare Code, and for other purposes.”

Republic Act 9523

Section 5. DECLARATION OF AVAILABILITY FOR ADOPTION – Upon finding merit in the petition, the Secretary shall issue a certification declaring the child legally available for adoption within seven (7) working days from receipt of the recommendation.

Said certification, by itself, shall be the sole basis for the immediate issuance by the local civil registrar of a foundling certificate. Within seven (7) working days, the local civil registrar shall transmit the foundling certificate to the National Statistics Office (NSO).

Republic Act 9523

The Certification that the child is legally available for adoption issued by the DSWD shall be one of the requirements for the registration of the child as foundling

Republic Act 9523

Section 8. Certification – The certification that a child is legally available for adoption shall be issued by the DSWD in lieu of a judicial order, thus making the entire process administrative in nature.

Republic Act 9523

The certification, shall be, for all intents and purposes, the primary evidence that the child is legally available in a domestic adoption proceeding, as provided in Republic Act No. 8552, and in an inter-country adoption proceeding, as provided in Republic Act No. 8043.

Republic Act 9858

An Act Providing for Legitimation of Children Born to Parents Below Marrying Age, Amending for the purpose the Family Code of the Philippines

Republic Act 9858

Article 177 of the Family Code- “Children conceived and born outside of wedlock of parents who, at the time of the conception of the former, were not disqualified by any impediment to marry each other, or so disqualified only because either or both of them were below eighteen (18) years of age, may be legitimated.”

Republic Act 9858

Coverage

- children conceived and born outside marriage of parents;
- at time of conception, parents are not disqualified by any impediment to marry each other;
- or were so disqualified only because either or both of them were below eighteen (18) years of age.

Thank you!

