



Republic of the Philippines

**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 18ONS-LS-1809

**MEMORANDUM CIRCULAR NO. 2018 - 14**

TO : ALL CITY CIVIL REGISTRARS, MUNICIPAL CIVIL REGISTRARS, DISTRICT/CIRCUIT REGISTRARS, AND CONSULS GENERAL

SUBJECT : Discontinuance of Return to Sender Notification for Incomplete or Non-Compliant Petitions under RA No. 9048 and RA No. 10172 Effective 04 November 2018

DATE : 22 October 2018

This Memorandum is being issued to address concerns regarding petitions under RA No. 9048<sup>1</sup> and RA No. 10172<sup>2</sup>, and in compliance with RA No. 11032<sup>3</sup>.

Pursuant to RA No. 9048 and RA No. 10172, the Civil Registrar General (CRG) shall exercise the power to impugn the decision granting a petition of the City or Municipal Civil Registrars (C/MCRs), District/Circuit Registrars (D/CRs), or the Consuls General (CGs) and notify the latter of the action taken.

The CRG had returned petitions that were incomplete or non-compliant with the requirements of RA No. 9048 and RA No. 10172 (i.e. lacking publication, insufficient attachments, no signature of the petitioner/local civil registrar, no verification, wrong verification, wrong petition form, and others) to the concerned C/MCR, D/CR, or the CG for completion or compliance thereof.

Effective 04 November 2018, the CRG will no longer issue a Return to Sender Notification. Rather, the CRG will only AFFIRM or IMPUGN the decision of the C/MCR, D/CR, and the CG.

Therefore, C/MCRs, D/CRs, and the CGs must ensure that the petition and its attachments forwarded to the Office are complete and compliant with the requirements of the laws. Otherwise, it will be impugned outright.

<sup>1</sup> An Act Authorizing the City or Municipal Civil Registrar or the Consul General to Correct a Clerical or Typographical Error in an Entry and/or Change of First Name or Nickname in the Civil Register without Need of a Judicial Order, Amending for this Purpose Articles 376 and 412 of the Civil Code of the Philippines.

<sup>2</sup> 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.

<sup>3</sup> An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9458, Otherwise Known as the Anti-Red Tape Act of 2007, and for Other Purposes.



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In case the decision is impugned, the petitioner may seek reconsideration with the Civil Registrar General or file the appropriate petition with the proper court.

For your strict compliance.

*Lisa Grace S. Bersales*  
**LISA GRACE S. BERSALES, Ph.D.**  
Undersecretary  
National Statistician and Civil Registrar General

*LCD/RAT*



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