



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

June 13, 2018

DIVISION MEMORANDUM

No. 338 s. 2018

**REQUEST/RELEASE OF CIVIL REGISTRY DOCUMENTS BY PHILIPPINE
STATISTICS AUTHORITY (PSA)**

TO : Assistant Schools Division Superintendent
Chiefs, CID & SGOD
DEPPS/EPSS/Division Coordinators
District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
All Others Concerned

1. Attached is a communication from the **Philippine Statistics Authority (PSA)** regarding request and release of **Civil Registry Documents** specifically the **Certificate of Live Birth (COLB)** of students enrolled in our schools.
2. Please be informed that this Office adheres to the suggestions of PSA to admit students with COLB given by NSO specially if there is no change in the data as per court order. Also, it is suggested that parents/students may maximize the services of the **Batch Request System (BREQS) partners** hereto identified, to receive their requests and issue the PSA-issued copies and certifications of civil registry documents requested.
3. For more details, see attached communication.
4. Immediate dissemination of this memorandum is desired.

For the Schools Division Superintendent:

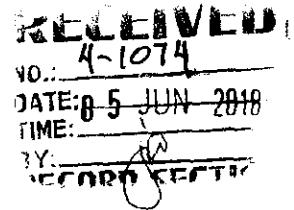

FAY C. LUAREZ Ed.D., Ph.D., TM
Assistant Schools Division Superintendent
Office In-Charge 

13 JUN 2018



Republic of the Philippines
Philippine Statistics Authority
Negros Oriental Provincial Office

31 May 2018



DR. WILFREDA D. BONGALOS
Schools Division Superintendent
Department of Education (DepEd) – Division of Negros Oriental
Capitol Area, Dumaguete City, Negros Oriental

Dear Dr. 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 its students during enrollment, the PSA – Negros Oriental is currently experiencing large influx of clients at its Civil Registration System (CRS) Serbilis Outlet. As such, this office would like to be in close coordination with the Department of Education (DepEd) – Division of Negros Oriental in order to help regulate the number of clients coming in.

One of the initial actions we could suggest is for the DepEd of Negros Oriental to allow students to have 1-2 weeks lead time in complying with the COLB requirement, especially during enrollment. In addition, the DepEd could also have different schedules for each school for the submission of the said requirement. This would help minimize the volume of people going to the Serbilis Outlet at one time. Similarly, as the same is required from athletes for the yearly "Palarong Pambansa," the DepEd could also encourage schools to slowly identify participating athletes so they could start complying with the requirement as early as possible.

Along with these, the Batch Request System (BREQS) could be introduced to the students or parents. This is a scheme where PSA authorizes a partner (also known as BREQS User) to receive requests for PSA-issued copies and certifications of civil registry documents 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.

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

LOCAL GOVERNMENT UNIT (LGU) BREQS PARTNER	SCHEDULE OF TRANSACTION	SCHEDULE OF CLAIM OF BREQS PARTNER FROM PSA
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. SIKUIJOR	Any day of the week	Next Week
15. SAN JUAN	Any day of the week	Next Week

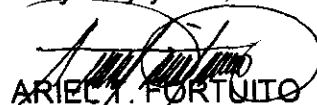
With that, we would also like to request the DepEd of Negros Oriental to allow schools to accept National Statistics Office (NSO) copies of civil registry documents of its students instead of strictly requiring them to submit PSA copies. The basis of which is the permanency of the records of a person in the civil registry documents since entries in the documents could only be changed or corrected through petitions under related republic acts or through a court order.

With the foregoing, we wish to ask for your support in this endeavor. If it merits your approval, we would also like to request for the dissemination of these suggestions to the public schools under the authority of your office. If deemed necessary, our office is more than willing to have a meeting or dialogue with you at your most convenient time to answer queries and clarifications. You may contact us through email at psa07.negrosoriental@gmail.com or telephone at (035) 422-4372 or (035) 422-4374.

We sincerely hope for your kind response and favorable action on this matter.

Thank you very much and God bless.

Very truly yours,


ARIEL T. FORTUITO
 Provincial Statistics Officer

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