



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 19CRS01-9678

**MEMORANDUM CIRCULAR NO.: 2019- 27**

*Jord*

*11/27/2019*

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

SUBJECT : Guidelines in Filing of Multiple Requests for Copy Issuance, Authentication and Certification of Civil Registry Documents from Authorized Representative/s

DATE : 11 November 2019

The Philippine Statistics Authority implements Republic Act No. 9485 Anti-Red Tape Act of 2007 as amended by Republic Act No. 11032 Ease of Doing Business and Efficient Government Service Delivery Act that reduces time, cut bureaucratic red tape, and eliminates corrupt practices in government offices and Republic Act No. 10173 Data Privacy Act of 2012 that protects the right to privacy of all Filipinos.

This memorandum further emphasize the provision stated in the Memorandum Circular No. 2019-15 on the required valid IDs and authorization letter/ Special Power of Attorney (SPA) for authorized representative if the requester of the document/certificate is not the document owner, to wit:

*"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."*

Relative to this, the PSA shall only accept two (2) application requests from authorized representative to streamline and speed up the process in the issuance of civil registry documents, ensure the security of the personal sensitive information, and support and strengthen anti-fixing campaign across all PSA Serbilis Outlets and other channels.

Request of more than 2 applications of different unrelated individuals will be subjected to consideration and approval of the Outlet Manager or Outlet Supervisor.

For your guidance and strict implementation.

*CDSM*

**CLAIRE DENNIS S. MAPA, Ph. D.**  
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National Statistician and Civil Registration Service

*MLM/FSS/TPK*



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