

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City, Metro Manila

SEVENTEENTH CONGRESS
First Regular Session

HOUSE BILL NO. 586

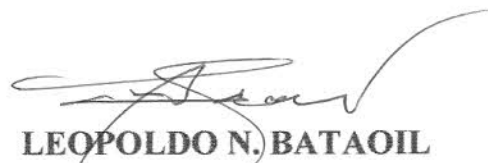
HOUSE OF REPRESENTATIVES
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REGISTRATION UNIT BILLS AND INDEX SERVICE

Introduced by Hon. LEOPOLDO N. BATAOIL

EXPLANATORY NOTE

This Bill seeks to provide a more responsive system of civil registration that will sustain the need of a growing population and the increasing complexities of a civilized nation. Moreover, the Bill seeks to standardize and modernize the registration procedures necessary to establish the identity of an individual for administrative and legal purposes. The Bill also aims to establish a more efficient and simplified procedures in recording vital events affecting the identity of an individual for the benefit of the general public.

In view of the foregoing, immediate approval of this measure is earnestly sought.



LEOPOLDO N. BATAOIL
Representative, 2nd District of Pangasinan

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HOUSE BILL NO. ___ **586**

Introduced by Hon. LEOPOLDO N. BATAOIL

**AN ACT PROVIDING FOR A MORE RESPONSIVE CIVIL REGISTRATION
SYSTEM
AND FOR OTHER PURPOSES**

Be it enacted by the Senate and House of Representatives of the Congress of the Philippines in session assembled:

Section 1. **Short Title.** – This Act shall be known as the "Civil Registration Act of 2012".

Section 2. **Declaration of Policy.** – The State shall promote and maintain for a more responsive civil registration system. Towards this end, standardization and modernization of registration procedures is necessary to establish the identity of an individual for administrative and legal purposes. Moreover, efficient and simplified procedures in recording vital events must be applied in civil registration for the benefit of the general public.

Section 3 **Coverage.** – This law shall embrace all acts affecting the civil status of persons in the Philippines and all Filipinos abroad.

Section 4. **Definition of Terms.**

- a. Civil Registration – refers to the continuous, permanent, and compulsory documentation of occurrence and characteristics of vital events, including any modifications thereof during the lifetime of a person, namely births, deaths, marriages, judicial and administrative orders and legal instruments.
- b. Civil Register – refers to the various civil registry books where events and judicial decrees concerning the civil status of persons shall be recorded and kept in the archives of the Local Civil Registry Office, Philippine Consulates, National Statistics Office, and Shari'a District/Circuit Courts.
- c. Civil Registry Documents – refers to all certificates and documents relating to civil status of person which are recorded and kept in the archives of the Local Civil Registry Office, Philippine Consulates, National Statistics Office, and Shari'a District/Circuit Courts.
- d. Civil Registrar General – refers to the head of the National Statistics Office.

- e. Civil Registrar – refers to the head of the Local Civil Registry Office (LCRO), Consul General/ Consul/Vice Consul or the Clerk of Shari'a District/Circuit Courts.
- f. District/Circuit Registrar – refers to the Clerk of Shari'a District/Circuit Court performing civil registration function with regard to Muslim marriages, Divorces, Revocations of Divorce and Conversions under Title VI, Book Two of Presidential Decree No. 1083; otherwise known as the Code of Muslim Personal Laws.
- g. Barangay Civil Registration System – refers to a strategy to facilitate civil registration at the barangay level where all the Barangay officials shall assist the City / Municipal Civil Registrar (C/MCRs) in civil registration work, as stated in Section 394 (d) (5) R.A. 7160; otherwise known as the Local Government Code of the Philippines.
- h. Legal Instruments – refer to the affidavits/affirmations pertaining to civil registration.

Section 5. ***Duties and Functions of the Civil Registrar General.*** – The Civil Registrar General shall have the following duties and functions:

- a. Enforce the provisions of this Act;
- b. Prepare and issue rules and regulations pertaining to civil registration;
- c. Exercise technical direction and supervision over the City/Municipal Civil Registrars (C/MCRs) and other Local Civil Registry Officer;
- d. Give orders and instructions to the C/MCRs on civil registration. I
- e. Endorse for investigation any complaint for violation of this Act and all irregularities to the Local Chief Executive and other duly authorized agencies.
- f. Reproduce and issue documents under its custody and– to prepare and order the printing of necessary forms for its compliance;
- g. Determine and prescribe standard fees for civil registry documents.

Section 6. ***Duties of the City/Municipal Civil Registrar.*** – The appointment of C/MCRs shall be mandatory for city and municipal governments.

The C/MCR shall be responsible for the civil registration programs in the local government unit concerned, pursuant to this Act, other existing laws, rules and regulations issued to implement them.

The C/MCR shall develop plans and strategies and upon approval thereof by the governor or mayor, as the case may be, implement the same, particularly those which have to do with civil registry programs and projects which the mayor is empowered to implement and which the Sanggunian is empowered to provide for.

The C/MCR shall:

- a. register all registrable events occurring within their jurisdiction;
- b. file registrable certificates and documents presented to them for entry;
- c. compile the same monthly and prepare and sends any information required of them by the Civil Registrar General;
- d. issue certified transcripts or copies of any certificate or document registered, upon payment of the proper fees;
- e. order the binding, properly classified, or digitized of all certificates or documents registered during the year;
- f. send to the Civil Registrar General, during the first ten days of each month, a copy of entries made during the preceding month, for filing in hard and/or soft copies;
- g. index the same to facilitate search and identification in case any information is required;
- h. administer oaths, free of charge, for civil registry purposes;
- i. accept all registrable documents and judicial decrees/orders affecting the civil status of persons;
- j. file, keep and preserve in a secured place the books required by law;
- k. transcribe and. enter immediately upon receipt all registrable documents and judicial decrees affecting the civil status of persons in the appropriate civil registry books;
- l. receive applications for the issuance of a marriage –license and after determining that the requirements and supporting certificates and publication thereof for the prescribed period have been complied with, shall issue the license upon payment of the authorized fee to the treasurer;
- m. coordinate with the Office of the Civil Registrar General in conducting educational campaigns for vital registration and assist in the preparation of demographic and other statistics for the local government unit concerned;
- n. recommend to the Civil Registrar General systems and procedures relative to the formulation of policies, rules and regulations on civil registration;
- o. submit status reports on the condition of civil registry documents filed in the civil registry office whenever there are changes of the previous status of files;
- p. observe faithful compliance to rules and regulations pertaining to civil registration;
- q. reconstruct destroyed civil registry records upon compliance with the requirements following the procedures established by the Office of the Civil Registrar General;
and
- r. make available at all times the civil registry forms in his office.

