



Republic of the Philippines  
**QUEZON CITY COUNCIL**  
Quezon City  
20<sup>th</sup> City Council

PO20CC-468

79<sup>th</sup> Regular Session

ORDINANCE NO. SP- 2784, S-2018

AN ORDINANCE ESTABLISHING A FACILITY AT THE CITY CIVIL REGISTRY DEPARTMENT (CCRD) TO FACILITATE THE PROCESSING OF REQUESTS FOR COPIES OF CIVIL REGISTRY DOCUMENTS AND PHILIPPINE STATISTICS AUTHORITY (PSA) CERTIFICATIONS THROUGH THE PHILIPPINE CIVIL REGISTRY INFORMATION SYSTEM (PHILCRIS) AND THE BATCH REQUEST ENTRY SYSTEM (BREQS) APPLICATION SOFTWARE AND IMPOSING FEES FOR SERVICES RENDERED, AND AUTHORIZING THE CITY MAYOR TO ENTER INTO AN AGREEMENT WITH THE PHILIPPINE STATISTICS AUTHORITY (PSA) FOR THE PURPOSE.

Introduced by Councilors FRANZ S. PUMAREN,  
GODOFREDO T. LIBAN II and RAQUEL S.  
MALAÑGEN.

Co-Introduced by Councilors Anthony Peter D. Crisologo,  
Lena Marie P. Juico, Elizabeth A. Delarmente,  
Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R.  
Herrera, Precious Hipolito Castelo, Voltaire  
Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z.  
Ludovica, Estrella C. Valmocina, Roderick M. Paulate,  
Gian Carlo G. Sotto, Jose Mario Don S. De Leon,  
Eufemio C. Lagumbay, Marvin C. Rillo, Irene R.  
Belmonte, Ivy Xenia L. Lagman, Marra C. Suntay,  
Hero Clarence M. Bautista, Jose A. Visaya, Karl  
Edgar C. Castelo, Allan Butch T. Francisco, Marivic  
Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio  
"Roger" P. Juan, Diorella Maria G. Sotto, Donato C.  
Matias, Eric Z. Medina, Alfredo S. Roxas and Noe  
Lorenzo B. Dela Fuente III.

WHEREAS, there is a great demand from the public for Philippine Statistics Authority (PSA) certified copies of civil registry documents and PSA certifications on certain civil registry data/information;

WHEREAS, in order to cope with the increasing requests for such documents and certifications, thereby lessening in delays and inconvenience to the public including opportunity losses and time waste, the PSA has developed software systems in delivering civil registry documents registered in a local government unit in a more efficient way through its Philippine Civil Registry Information System (PhilCRIS) and the Batch Request Entry System (BREQS);

Handwritten signatures and initials at the bottom of the page, including a large 'D' and a signature that appears to be 'AG'.

WHEREAS, the PhilCRIS software enables the encoding of information from civil registry documents, storage of vital data, query and retrieval of encoded records, printing and issuance of certified copies of encoded civil registry documents, generation of transmittal files, data management and maintenance of the local civil registry database, while the BREQS provides an off-line method of encoding requests for civil registry documents and submission thereof to an on-line Serbilis Outlet of PSA;

WHEREAS, the City Government intends to provide a more effective service by facilitating the request for copies of civil registry documents and PSA certifications closer to the public thru the use of PSA's software and facilities;

WHEREAS, to cover the costs of delivering the service and to raise revenues to maintain, improve and sustain the facilities, there is a need to charge a reasonable service fee for the processing of said requests and making available the requested documents and certification in a timely and convenient manner.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. There is hereby established in the City Civil Registry Department of the city government a facility to receive for, the city constituents and the public in general, request for copies of civil registry documents duly certified by the Philippine Statistics Authority (PSA) and PSA certifications on identified civil registry data/information, and facilitate processing of said documents and/or PSA certifications to the requesting parties in an efficient and expeditious manner through the use of the Batch Request Entry System (BREQS) application software.

SECTION 2. For the services rendered to the requesting party, there shall be collected, in addition to the standard fees charged by the PSA for such certified copies of civil registry documents and certifications, a service fee of Forty Pesos (Php40.00) for every certified copy of a document or certification. The PSA standard fees shall be collected from the requesting party for which an acknowledgement receipt shall be issued by the CCRD facility. The service fee herein imposed shall likewise be collected from the requesting party for which an official receipt shall be issued therefore which shall be delivered to the requesting party together with the requested documents and/or certifications. *p*

*[Handwritten marks: a checkmark, a circle with a cross, and a large 'D' shape]*

*[Handwritten mark: a scribble]*

79<sup>th</sup> Regular Session


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SECTION 3. The City Mayor is hereby authorized to enter into a Memorandum of Agreement with the Philippine Statistics Authority for the implementation of the Philippine Civil Registry Information System (PhilCRIS) and Batch Request Entry System (BREQS) by the Quezon City Government.

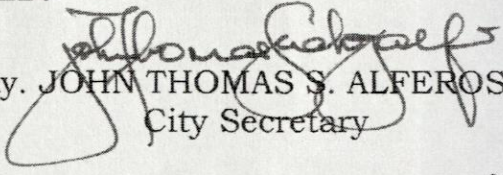
SECTION 4. If for any reason, any part or provisions of this ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 5. This Ordinance shall take effect after its publication in a newspaper of general circulation.

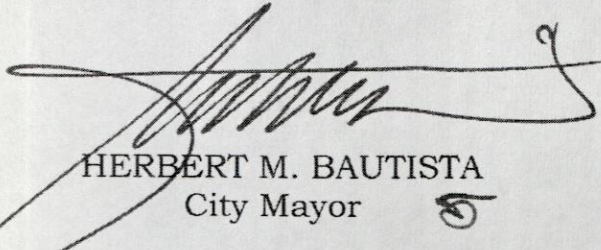
ENACTED: November 26, 2018.

  
MA. JOSEFINA G. BELMONTE  
City Vice Mayor  
Presiding Officer

ATTESTED:

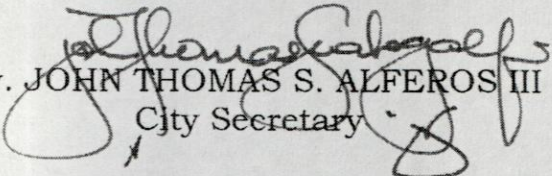
  
Atty. JOHN THOMAS S. ALFEROS III  
City Secretary

APPROVED: 20 DEC 2018

  
HERBERT M. BAUTISTA  
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on November 26, 2018 and was PASSED on Third/ Final Reading on December 3, 2018.

  
Atty. JOHN THOMAS S. ALFEROS III  
City Secretary