

## TECHNICAL NOTES

### I. Introduction

Vital Statistics are derived from information obtained at the time when the occurrences of vital events and their characteristics are inscribed in a civil register.

Vital acts and events are the births, deaths, fetal deaths marriages, and all such events that have something to do with individual's entrance and departure from life together with the changes of civil status that may occur to a person during his lifetime. Recording of these events in the civil registrar is known as vital or civil registration and the resulting documents are called vital records.

### II. Structure of Vital Statistics System

The production of vital statistics comprised of a system of operations in which the registration of vital events is an important component. The system begins with the registration followed by the processing and controlling of vital records and events with the compilation and analysis of vital records.

Under Commonwealth Act (CA) 591, the Bureau of Census (now Philippine Statistics Authority) is mandated to generate purpose statistics and to carry out and administer Act No. 3753.

Under the same law, the head of the PSA is also the Civil Registrar General (CRG) who directs and supervises the local civil registration activities in the country.

The CRG in this regard is empowered to prepare and issue implementing rules and regulations on civil registration and to prepare and order printed the necessary forms for proper compliance.

The set-up of vital statistics involves different entities and cuts across different departments and personalities.

For registration of vital events, the Local Civil Registry Offices (LCROs) which are the registration units in the country and headed by the City/Municipal Civil Registrars (C/MCRs), are under the Local Government Units (LGUs). The hospitals, clinics, rural health units and similar institution including barangay secretaries, practicing physicians, midwives, solemnizing officers from various religious sectors and denomination are required to assist in the reporting of vital events for registration at the LCROs. The concerned parents, next of kin, contracting parties, a witness of the person who has full knowledge of the occurrence of the event are also required to report the event, in default of the first mentioned set of informants.

The processing and controlling of vital documents are done at the LCROs and at the PSA Provincial and Central Offices.

The compilation and analysis of vital statistics is taken care of by the PSA Central Office under the Vital Statistics Division of the Civil Registration and Central Support Office.

### **III. The Registration Method**

As mandated in Act 3753, all vital events that marked the entry and departure of a person in his lifetime and the change in his/her civil status shall be registered.

The registration method is defined as the continuous, permanent and compulsory recording of the occurrences and characteristics of vital events, primarily for their value as legal documents and secondary for their usefulness as a source of statistics.

#### **III.1 Place where to register the event**

As a general rule, the place of registration is the LCRO of the city or municipality where the vital events occur.

Out-of-town reporting of a vital event occurs when the documents presented to the civil registrar of the LCRO, which is not the place of occurrence, are not for registration but to be forwarded to the civil registrar of the LCRO where the event occurred and where it should be registered.

#### **III.2 Forms to use**

The civil register consists of certificates and the registry book. It also includes the actual copies of the registrable court decision and the legal instruments concerning the civil status of persons. The certificates are loose-leaf forms in a set of four copies except for the Certificate of Foundling which is in a set of three.

#### **III.3 Person who will report the event**

The informant is the one who reports the event for registration and who gives information to be recorded in the civil register.

In case of live birth, the law requires the hospital or clinic administrator or his representative if the birth occurred in the hospital or clinic. If the birth occurred elsewhere, the attendant who may either be a physician, nurse, licensed midwife or traditional birth attendant makes the report. In default of the hospital authority, or the

attendant, the responsibility of reporting the births devolves upon either or both parents or upon a person who has full knowledge of the facts of birth and filiation of the child.

For Death occurrences, the report shall be made by the hospital or clinic administrator if the person dies in the hospital or clinic or by attending physicians or by the nearest relative or by any interested party who has knowledge of the occurrence of death.

In all cases, the report shall be submitted to the Local Health Officer (LHO) who shall direct and order the C/MCR to enter the death in civil register.

In case of marriages, the solemnizing officer is required by law to report the event. In default of the solemnizing officer, the duty is lodged upon contracting parties.

#### III.4 Period when to report the event

Live births shall be reported for registration to C/MCR not later than thirty (30) days from the date of birth.

Death of fetal death shall be reported to LHO within forty-eight (48) hours from the time of death and the LHO shall direct or cause the registration to the C/MCR not later than thirty (30) days from date of death.

Marriages that require the issuance of marriages license shall be reported to C/MCR fir registration not later than fifteen (15) days from date of marriage. However, marriages that do not require a license such as marriage at the point if death (Article 27); marriages is remote places (Article 28); marriages between member of ethnic cultural community (Article 33); and marriages between men and women who have lived together for at least five (5) years (Article 34) shall be reported not later than thirty (30) days after date of marriage.

Any reports made to the LCROs beyond the reglementary period are considered late and can be entered only in the civil register after the informant complies with the requirements for delayed registration.

#### III.5 Operative Act of Registration

The C/MCR sees to it that appropriate form is properly and completely filled-up; and proper attachments are submitted. In case, the entries are found incomplete, the C/MCR must require the person concerned to fill up the document completely or to correct the entries.

When the documents are accepted for registration, the date of receipt is recorded in the space provided and the documents received for the day are entered immediately in the appropriate civil registry book, assigning therein the corresponding

registry number. After registration entry/entries found erroneous can only be corrected through RA 9048, except sex, nationality, age and status which require court approval.

### III.6 Distribution of registered documents

Upon registration, the C/MCR distributed the copies accordingly: the first copy to the informant; the second copy to the CRH; the third copy shall be retained by the LCRO; and the fourth copy is the source of vital statistics published in this report.

## IV. Concepts and Definition of Terms

Significant terminologies and descriptions in the foregoing highlights and tables are defined below. Included are some items found in the certificates and summary measure used in describing the facts of events.

**Marriage** is a contract of permanent union between a man and a woman entered accordance with law for the establishment of conjugal and family life.