

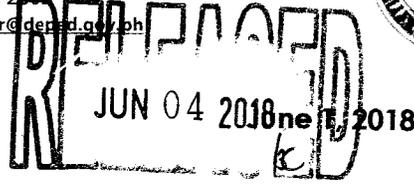


Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION



Wangal, La Trinidad, Benguet, 2601

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DEPED-CAR Time: _____

REGIONAL MEMORANDUM
NO. 168-2018

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS**
ALL OTHERS CONCERNED
ALL SCHOOL DIVISION OFFICES

PSA AUTHENTICATED COPY OF BIRTH CERTIFICATE AND NSO COPY OF BIRTH CERTIFICATE ARE THE SAME

1. Per DepEd Order No. 03, s. 2018 "**Basic Education Policy**" dated January 26, 2018 signed by Hon. Leonor Magtolis Briones, DepEd Secretary, **Implementing Rules and Regulations of Republic Act No. 10625, otherwise known as the Philippine Statistical Act of 2013** release by Arsenio M. Balisacan, Chairperson, PSA Board, Secretary of Socioeconomic Planning and Director-General of NEDA, and letter from Leni R. Rioflorido, Regional Director of **Philippine Statistical Authority (PSA)** dated May 24, 2018.
2. This is in light with the numerous request from parents and students for PSA authenticated copy of birth certificate which apparently, are being required in schools' enrolment purposes. Please be clarified that those who already have a previous NSO-issued birth certificate is no longer need to secure another issued by PSA, because that is already a legal and valid document which they can present during enrolment.
3. The National Statistics Office (NSO) is one of the four (4) statistical agencies that were merged and created as one office, which is known today as the Philippine Statistical Office (PSO).
4. For information, compliance and immediate dissemination of this memorandum is desired.

MAY B. ECLAR, Ph.D., CESO V
Regional Director

FTAD/marj
ORD/MBE/lyn

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



Republic of the Philippines
Department of Education

26 JAN 2018

DepEd ORDER
No. **03**, s. 2018

BASIC EDUCATION ENROLLMENT POLICY

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Basic Education Enrollment Policy** for School Year 2018-2019 and the subsequent school years thereafter, to institutionalize an efficient enrollment process in public and private schools, and state/local universities and colleges (SUCs/LUCs) offering basic education nationwide.
2. The rules and standards prescribed by this policy uphold the right of learners to enroll in public schools upon presentation of minimum documentary requirements, and to be provided with accessible, relevant, quality and liberating education.
3. They also guarantee the right of learners to enroll in private schools and SUCs/LUCs offering basic education upon the submission of minimum documentary requirements, and satisfaction of other conditions that the educational institution may require, subject to the existing laws and regulations.
4. The issuance repeals DepEd Order No. 6, s. 2017 entitled Multi-Year Implementing Guidelines on Early Registration. All existing Orders, Memoranda, and other related issuances inconsistent with this policy are hereby repealed, rescinded, or modified accordingly.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl: As stated

References: DepEd Order: Nos. 6 and 58, s. 2017; 47; 52, 54 and 55, s. 2016;
8, s. 2015; 4, s. 2014; and 41, s. 2012

To be indicated in the Perpetual Index
under the following subjects:

ADMISSION	POLICY
DATA	REQUIREMENTS
ENROLLMENT	SCHOOLS
LEARNERS	TRANSFER

APA/DO-Basic Education Enrollment Policy
0034-January 13/22, 2018

BASIC EDUCATION ENROLLMENT POLICY

I. Rationale

Pursuant to the Constitutional mandate of the Department of Education to ensure the delivery of accessible and quality education, it has put in place a functional basic education system. The enactment of Republic Act No. (RA) 10157 or the Kindergarten Act and RA 10533 or the Enhanced Basic Education Act of 2013 brought about sweeping changes in basic education which gave rise to the need to align DepEd's existing processes with these reforms. The enrollment of learners, particularly the collection and management of enrollment data, is one such process, integral in planning, resource allocation, policy formulation, and development of interventions. To align the enrollment process with ongoing reforms, DepEd has issued and implemented several policies, such as the adoption of the Learner Reference Number (DO 22, s. 2012), the Adoption of Modified School Forms (DO 4, s. 2014), the Omnibus Policy on Kindergarten (DO 47, s. 2016), and the policy on Transfer of Records (DO 54, s. 2016). This Policy is issued to consolidate the various issuances on enrollment and institutionalize a basic education enrollment process.

II. Statement of Policy

All learners who elect to enroll in public schools nationwide must be accepted upon submission of the minimum documentary requirements articulated in this Policy.

Learners who wish to enroll in private schools and state and local universities and colleges (SUCs/LUCs) offering basic education must submit the minimum documentary requirements stipulated in this Policy, and satisfy other conditions for admission that the institution may require.

This Policy establishes the standard process of enrollment in public and private schools, SUCs/LUCs offering basic education, and Alternative Learning System (ALS) learning centers nationwide.

III. Scope of the Policy

This Policy shall guide DepEd offices and personnel involved in enrollment in public and private schools, SUCs/ LUCs offering basic education, and ALS learning centers. This will also provide guidance to parents and learners on the enrollment process and the attendant requirements.

This Policy covers early registration, actual enrollment, Learner Information System (LIS) encoding, and reiteration of policies on collection of fees, among others.

IV. Definition of Terms

For purposes of this Policy, the following terms are defined and understood as follows:

- a. Early registration – the pre-registration of incoming Kindergarten, Grades 1, 7, and 11 learners which takes place prior to the opening of classes
- b. Pre-registered – learners who underwent the early registration process, but are not considered officially enrolled
- c. Enrollment – the process of registering learners into the Learner Information System (LIS) upon the submission of the required supporting documents and first date of attendance
- d. Learner – an individual enrolled in an educational institution offering basic education
- e. Moved in – learners coming from other schools who enrolled in the school in the middle of the school year
- f. Moved out – learners who were previously enrolled in the school but enrolled in other schools the middle of the school year
- g. Temporarily enrolled – learners who are not officially enrolled due to deficiencies in submission of documentary requirements
- h. Transferred in – learners aggregated by male and female who entered from one school to another, either government or private from 1st Friday of school calendar days to March 31
- i. Transferred out – learners who left school to enter another school as evidenced by a request for permanent record (Form 137) from 1st Friday of school calendar days to March 31
- j. Out of School Children (OSC) – persons aged 6 to 14 years who are not attending school
- k. Out of School Youth (OSY) – persons aged 15 to 24 years who are not attending school, have not finished any college or post-secondary course, and are not working
- l. Balik-Aral learner – a learner who went back to school and resume study after year/years of dropping out or discontinuing study
- m. Indigenous Peoples (IP) learner – a learner born of either or both parents who are IP as defined in RA 8371 or the Indigenous Peoples Republic Act of 1997
- n. Special Education (SPED) learner – a learner in need of basic education that takes into account the special needs of both the differently abled and the gifted
- o. Philippine Educational Placement Test – a battery of tests covering five basic subjects for validating and accrediting knowledge and skills in academic areas gained through informal and non-formal means, for re-entry into formal school, job promotion, entry to job training, employment, and self-fulfillment

V. Enrollment Procedures

A. Early Registration

Early registration of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from the **last Saturday of January to the last Friday of February of each year**. Incoming Grades 2-6, Grades 8-10 and Grade 12 are considered pre-registered.

Early registration is conducted to achieve the following:

- a. Ensure all new entrants for Kindergarten, Grades 1, 7, and 11 learners are registered; and
- b. Locate, identify and register OSC and OSY in the community who may be characterized as:
 - Living with disability/ies
 - Living in an off-grid community
 - Living in a barangay without a school
 - Living in a geographically isolated area
 - Displaced due to natural disaster
 - Living in an armed conflict area
 - Living in an area with high level of criminality/drug abuse
 - Having chronic illness
 - Having nutritional problem/s
 - Victim of child abuse, economic exploitation
 - Stateless/Undocumented
 - In conflict with the law
 - Living on the streets
 - No longer in school but interested in going back to school

Offices in all governance levels, specifically those identified below, shall conduct an **Information Dissemination and Advocacy Campaign** to raise public awareness of early registration.

Office	Roles
Central Office <ul style="list-style-type: none">• Public Affairs Service• Bureau of Learning Delivery• Bureau of Human Resource and Organizational Development• Bureau of Learner Support Services	The Central Office shall communicate the start of early registration and promote its conduct through all official channels e.g. DepEd website, DepEd Philippines Facebook page, other media platforms, etc.

Office	Roles
Regional Office (RO) and Schools Division Office (SDO)	<p>The Regional Director and Schools Division Superintendent (SDS) shall lead and organize a team that will spearhead the advocacy campaign.</p> <p>The School Improvement Plan (SIP) Child Mapping Tool as provided in DepEd Order No. 44, s. 2015 attached as Annex 1 can be used to obtain basic information on the status of 4-17-year-old learners in the community, for purposes of school planning.</p>
School Level	<p>Schools shall undertake activities such as the following:</p> <ul style="list-style-type: none"> • conduct house-to-house campaigns • post materials such as tarpaulins, banners, brochures • post on social media (Facebook, Instagram, etc.) • secure radio/television broadcast and advertisement <p>Schools are encouraged to involve parents, local barangay officials, civic organizations, people’s organizations, and other stakeholders.</p>

Elementary and secondary public school officials shall designate Early Registration Desks or Registration Centers in the school premises and individuals who will handle registration.

Each SDO shall identify areas without schools but may have enrollees. The SDS shall designate a focal person (preferably the Public Schools District Supervisor) to work with the concerned Barangay Chairperson for early registration to be done in the barangay. Likewise, registration of street children who were identified during Child Finding Activities shall be conducted by the SDOs in coordination with the local social worker of the Department of Social Welfare and Development (DSWD).

Learners with no existing profile in the LIS shall fill out the **Basic Education Enrollment Form** provided as Annex 2, and submit their Birth Certificate from the Philippine Statistics Authority (PSA) formerly National Statistics Office (NSO) or the local civil registrar, or barangay certification to the person in charge of registration. Pertinent information from these documents shall be encoded in the LIS to create the learners’ profiles. They will then be tagged as pre-registered learners. LRNs will only be issued on the first date of attendance. *Refer to Section VI. Enrollment Data Management of this Policy.*

Grades 1, 7, and 11 learners who have an existing account in the LIS i.e. have Learner Reference Numbers (LRNs) will be tagged as pre-registered but will still need to update their information by filling out the Basic Education Enrollment Form. It is the responsibility of the concerned school personnel to ensure that this updated information is reflected in the LIS.

During early registration, learners aged 6-12 who shall be enrolling in basic education for the first time shall be enrolled in appropriate grade levels on the basis of the following:

1. Completion of Kindergarten Catch-up Education Program – learner shall be enrolled in Grade 1
2. PEPT Result – learner shall be enrolled in the appropriate grade level based on the Result of PEPT

Learners aged 13 and above who shall be enrolling in basic education for the first time shall be advised to undergo the ALS program.

Eligibility and Documentary Requirements

While this Policy adheres to the basic tenet that all learners must be accepted in basic education, all public and private schools, and SUCs and LUCs offering basic education programs shall adhere to existing rules that govern the minimum eligibility and documentary requirements for enrollment in order to establish the identity of learners.

The following table presents the eligibility standards and minimum documentary requirements for each key grade level.

Level	Eligibility Standards	Documentary Requirements
Kinder	Children aged five years old by August 31 st of the school year they will enroll in <i>(DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten)</i>	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA)* Birth Certificate <p><small>*formerly National Statistics Office (NSO)</small></p>
Grade 1	Children who have completed Kindergarten programs in DepEd accredited schools and centers	<ul style="list-style-type: none"> • Kindergarten Certificate of Completion • PSA Birth Certificate
	Children who are six years old and above by August 31 st of the school year they will enroll in and who have not completed Kindergarten	<ul style="list-style-type: none"> • Result of ECCD Assessment Checklist • PSA Birth Certificate

Level	Eligibility Standards	Documentary Requirements
	Children who have completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home-schooled learners <i>(DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten)</i>	<ul style="list-style-type: none"> • Result of PEPT or PVT • PSA Birth Certificate
Grade 7	Grade 6 Graduate	<ul style="list-style-type: none"> • SF 9 Grade 6 (formerly Form 138)
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> • Result of PEPT or A&E Test • PSA Birth Certificate
Grade 11	Grade 10 Completer	<ul style="list-style-type: none"> • SF 9 Grade 10 (formerly Form 138)
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> • Result of PEPT or A&E Test • PSA Birth Certificate

In the absence of a PSA Birth Certificate, the parent or guardian must submit a Birth Certificate (late registration) from the local civil registrar or a barangay certification containing the basic information of the child such as:

- Name of the child (first name, middle name, last name)
- Name of parents
- Date of birth
- Sex

If the documents mentioned above are not submitted by the end of Early Registration, learners will be given until **August 31st of the school year they will enroll in** to produce and submit the required documents.

Submission of the learner's Birth Certificate from the PSA or the local civil registrar, or barangay certification for purposes of enrollment will only be done once during the duration of a child's basic education. As provided in DO. 58, s. 2017 the birth certificate shall be an attachment to the learner's permanent record.

To help ensure that learners enroll in accredited private schools, a list of DepEd accredited schools will be consolidated by the RO and shall be posted in conspicuous spaces in the SDOs and on the DepEd website.

Requirement for Transferees

Learners from public or private schools in the Philippines who shall transfer shall submit their SF 9 (formerly Form 138) or a letter certifying

the last grade level the learner completed signed by the School Registrar. Refer to DO 54, s. 2016 for guidelines on the request and transfer of the learner's school records.

Special Cases

In special cases, additional documents may be required for submission. Below are such cases:

Special Cases	Required Documents Upon Enrollment	Additional Requirements For Submission During The School Year
Learners from: 1. Philippine Schools Abroad (any grade level) 2. Foreign Schools Abroad	<ul style="list-style-type: none"> • Birth Certificate or any equivalent legal document • Latest Report Card or any equivalent academic record • Accepting school shall have the discretion to determine the appropriate grade level in which to place the learner (DO 26, s. 1994) • PEPT Certificate of Rating for learners who have not completed the school year abroad, as long as three grading periods have been completed, and for learners who need grade level standards assessment 	<ul style="list-style-type: none"> • Permanent Transcript of Records from originating school
Learners from non-DepEd accredited schools (any grade level)	<ul style="list-style-type: none"> • PEPT/PVT Certificate of Rating • Birth Certificate from the PSA or the local civil registrar, or barangay certification 	None
Balik-Aral learner (any grade level)	<ul style="list-style-type: none"> • SF 9 (formerly Form 138) of the last school year attended or PEPT Certificate of Rating, whichever is applicable 	<ul style="list-style-type: none"> • Birth Certificate from the PSA or the local civil registrar, or barangay certification
A&E Elementary Level Test Passer who qualified for Grade 7	<ul style="list-style-type: none"> • A&E Elementary Level Certificate of Rating 	

Special Cases	Required Documents Upon Enrollment	Additional Requirements For Submission During The School Year
A&E Secondary Level Test Passer who qualified for Grade 11	<ul style="list-style-type: none"> • A&E Secondary Level Certificate of Rating 	
Displaced learners due to on-going war/armed conflict and very recent disasters/calamities	<ul style="list-style-type: none"> • Any proof of identity or any means as directed by the Central Office 	<ul style="list-style-type: none"> • SF 9 (formerly Form 138) and/or • Results of PEPT or A&E Test, if applicable

B. Conduct of General Enrollment and Date of First Attendance

Public elementary and secondary school officials, SDOs and ROs in collaboration with the local officials of the community shall ensure that pre-registered learners shall report to public school on the first day of classes.

A week before the opening of classes, the school shall post the respective class/section assignment of the learners. This shall ensure that the learners will be guided on their respective classes.

Learners who are not pre-registered must proceed to the enrollment desk located in the principal's office, guidance office, or any designated strategic location in the school for enrollment and subsequent placement in a specific section.

Class advisers shall take note of the learners' first date of attendance. Only learners with a first date of attendance and complete documentary requirements shall be considered officially enrolled.

Section assignments and date of first attendance shall be finalized through the LIS.

C. Temporary Enrollment

Transferees from public and private schools in the Philippines who failed to submit the SF 9 (formerly Form 138) during early registration or upon enrollment shall only be temporarily enrolled until the submission of required documents on or before **August 31st of the current school year**. They shall be required to submit an **Affidavit of Undertaking**, provided as Annex 3, signed by the parent/guardian in order to be temporarily enrolled.

For temporarily enrolled learners, the receiving school shall issue a **Temporary Progress Report Card** as provided in Annex 4 signed by the Class Adviser for the parents/guardians to monitor the progress of his/her child. **This form is inadmissible for transfer and enrollment purposes and is only issued for progress monitoring.**

Upon complete submission of the documentary requirements, the learner shall be tagged as officially enrolled in the LIS. Otherwise, the learner retains the status of temporarily enrolled; the learner cannot be officially promoted to a higher grade level, and the learner cannot officially graduate from the school. The learner will not be recognized should he/she attain the qualifying average and other criteria for academic honors, and the receiving school shall not release official documents such as the SF 9, SF 10, Certificate of Completion, Diploma, etc.

D. Late Enrollment

A school may accept late enrollees provided that the learner will be able to meet eighty percent (80%) of the prescribed number of school days for each school year and the quarterly requirement to pass the grade level as governed by the latest existing applicable DepEd issuances.

If the learner cannot meet the required number of school days and the quarterly requirement, the school head may exercise his/her discretion to accept the enrollee and implement catch-up activities or interventions under acceptable circumstances.

E. Learners Moving In/Out

Learners from other schools who enrolled in the school in the middle of the school year shall be tagged in the system as “moved in”, while learners who were previously enrolled in the school but enrolled in other schools in the middle of the school year shall be tagged in the system as “moved out”.

Learners may move in/out from one school to another school anytime during the school year for valid reasons such as, but not limited to, family migration and disasters, among others.

Learners moving in/out from schools in the Philippines shall submit the latest Learner’s Progress Report Card (SF 9 formerly Form 138) upon enrollment.

The receiving school shall coordinate with the originating school to verify the grade level and last quarterly grade of the learner. Refer to DO 54, s. 2016 for guidelines on the request and transfer of the learner's school records.

Learners who fail to submit the necessary requirements upon moving in shall be considered temporarily enrolled. The guidelines on temporary enrollment as provided in *Section V (C) Temporary Enrollment* shall apply.

Learners who transfer to ALS shall not be considered school leavers. The adviser will make the necessary notations on the learners' School Form 1, signifying that the particular learner transferred to the ALS program. He/she shall indicate the date of effectivity of the transfer, the ALS program being attended, and the name of the ALS facilitator.

F. Fees

No fees shall be collected from schoolchildren during enrollment. For membership fees and contributions that may be collected on a voluntary basis after enrollment, refer to the latest existing applicable DepEd issuances. Non-payment of voluntary contributions shall not prohibit enrollment of learners.

Collection of authorized voluntary contribution should not be done during the schedule of release of financial assistance for Conditional Cash Transfer (CCT) or 4Ps recipients. In no instance must the school collect contribution out of the 4Ps subsidy.

VI. Enrollment Data Management

Every learner in the basic education system shall be issued only one unique and permanent LRN that he/she shall use throughout the entire basic education program.

The search learner facility of the LIS shall aid in determining whether the learner already has an LRN or not. A learner's uniqueness must always be established before creating a new LRN.

Results of the Early Registration shall be encoded by the School Head in the LIS under the Early Registration module.

Enrollment data on the first day of attendance up to the last school day of the opening month of the school year shall be encoded by the School Head in the LIS under the Quick Count module. Private schools, SUCs, and LUCs with different school calendars shall encode on the first day of classes.

The latest existing applicable DepEd issuances shall govern the updating of Basic Education Statistics in the LIS and Enhanced Basic Education Information System (EBEIS) at the Beginning of School Year (BoSY) and End of School Year (EoS).

All educational institutions, whether public or private, offering basic education shall ensure that they have updated school profiles and other

data elements in the EBEIS, and that all learners enrolled in the school are registered and have updated profiles in the LIS.

VII. Monitoring and Evaluation

The Policy, Planning, Research and Development Division and Quality Assurance Division of the ROs and the School Governance Operations Division of the SDOs are required to conduct monitoring, provide technical assistance, and gather issues, best practices, and feedback. SDOs should ensure that School Heads comply with the provisions of this Policy.

Progress monitoring during the early registration and actual enrollment shall be conducted. The Central Office through the Bureau of Learning Delivery, Bureau of Human Resource and Organizational Development-School Effectiveness Division, and Planning Service shall jointly lead the review of the implementation of this Policy.

VIII. Effectivity

This Policy shall take effect for SY 2018-2019 and succeeding years immediately upon publication in the DepEd official website and shall remain in force and effect unless sooner repealed, amended or rescinded.

This Policy effectively rescinds DO 6, s. 2017 (*Multi-Year Implementing Guidelines on Early Registration*). All prior DepEd Orders, other issuances, or provisions thereof which are inconsistent with this Policy are hereby rescinded.

IX. References

DepEd Order 54, s. 2016, Guidelines on the Request and Transfer of Learner's School Records.

DepEd Order 55, s. 2016, Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program

DepEd Order 52, s. 2016 – Data Collection of Basic Education Statistics in the Learner Information System and Enhanced Basic Education Information System for Beginning of School Year 2016-2017

DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten

DepEd Order 8, s. 2015, Policy Guidelines on Classroom Assessment for the K-12 Basic Education

DepEd Order 4, s. 2014, Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014

DepEd Order 41, s. 2012, Revised Guidelines on the Opening of Classes

DepEd Order 88, s. 2010, 2010 Revised Manual of Regulations for Private Schools in Basic Education

DepEd Order 99, s. 2009 - Organization of Headstart Classes for the Gifted and Talented Preschoolers

DECS Service Manual 2000, page 77

DECS Order no. 22, s. 1998 – Philippine Validating Test (PVT) for Learnings Acquired Under Certain Circumstances

DECS Order No. 26, s. 1994 - Placements of Transferees from Foreign Countries Seeking Admission to Philippine Elementary and Secondary Schools



BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year: -

No LRN With LRN Returning (Balik-Aral)

INSTRUCTIONS: Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

STUDENT INFORMATION

PSA Birth Certificate No. _____

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable) _____

DATE OF BIRTH / / SEX MALE FEMALE AGE _____

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? No Yes If Yes, please specify: _____

Mother Tongue _____

ADDRESS

House Number and Street _____

Barangay _____

City/Municipality/Province/Country _____

Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) _____

Mother's Maiden Name (Last Name, First Name, Middle Name) _____

Guardian's Name (Last Name, First Name, Middle Name) _____

Telephone No. _____ Cellphone No. _____

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem

Track _____ Strand (if any) _____

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian _____

Date _____

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

DATE OF FIRST ATTENDANCE (Month/Day/Year) / /

Grade Level _____ Track (for SHS) _____

Reference Table

Indigenous People - A group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as an organized community on communally bounded and defined territory.

Abeling	Calinga	Itom
Abellen	Capizeo	Ivatan
Abelling	Caviteño	Iwak
Aberling	Cebuano	Jama Mapon
Abiyan (aeta)	Chavacano	Kabayukan
Adasen	Chinese	Kabihug
Aeta	Cimaron	Kadaklan/Kachakran
Aggay	Cotabateño	Kailawan/Kaylawan
Agta	Cotabateño-Chavacano	Kalagan
Agta-Agay	Cuyonen	Kalaguya-Ayangan
Agta-Cimaron	Cuyunon	Kalanguya
Agta-Dumagat	Dacalan	Kalanguya-Ikalahan
Agta-Tabangnon	Dagaynen	Kalibugan
Agta-Taboy	Danak	Kalibugan/Kolibugan
Agutaynon	Dananao	Kalinga
Akeanon	Davao-Chavacano	Kamayo
Alab	Davaweño	Kamigin
Alangan	Diangan	Kamiguin
Alangan Mangyan	Dibabawon	Kankanaey
Ambala	Dibabeen Mulitaan	Kankanaey Ibenguet
Apayao	Dibaben	Kankanaey Iyaplay
Applai	Direrayaan	Kapampangan
Aromanen-Manobo	Dulangan	Karao
Aromanon	Dumagat	Karintik
Ata	Dumagat-Alta	Karulano
Ata-Manobo	Dumagat-Remontado	Kaunana
Ati	Escaya	Ken-ey
Ayangan	Gaddang	Kirenteken
Badjao	Gumbang	Klata
Badjao, Sama Laut	Gubatnon	Kongking
Bagkalot	Gubatnon Mangyan	Korolanon
Bago	Guiangan	Lahitanen
Bagobo	Guilayon	Lambangian
Bagobo-Tagabawa	Guinaang	Lambanglan
Balangao	Halawodnon	Langilan
Balatoc	Hanunuo	Livunganen
Baliwon	Hanunuo Mangyan	Ilongot
Baluga	Henanga	Lubo
Banao	Higaonon	Lubuagan
Bangon	Hiligaynon/Ilonggo	Mabaka
Bantoanon	Iabanag	Maeng
Banwaon	Ibaloy	Magahat
Barlig	Ibanag	Mag-anti
Basao	Ibatan	Mag-antsi
Batak	Ifugao	Magbekin
Batangan	Ikalahan	Magbukon
Batangan Mangyan	Ilaud	Mag-indi
Belwang	Ilianen	Magkunana
Bikol/Bicol	Ilocano	Maguindanao
Binongan	Ilongot	Majokayong
Bisaya/Binisaya	Iranon	Malaweg/Malauweg
Blaan	Iraya	Malbong
Boholano	Iraya Mangyan	Mamanwa
Bontoc	Isarog	Mandaya
Bontok	Isinai	Mandek-ey
Bugkalot	Isnag	Mandukayan
Bugarot	Isnai	Mangali
Buhid	Isneg	Manguangan
Buhid Mangyan	Isoroken	Manobo
Bukidnon	Itawia	Manobo B'lit
Butbut	Itawis	Manobo-Dulangan
Cagaluan	Itbayat-Ivatan	Manobo-Ubo
Cagayanen	Itneg	Mansaka

Maranao	Salegseg	Tau-buid
Masadiit	Sama	Tausug
Masbateño/Masbatenon	Sama Badjao	Taut-Bato
Matigsalog	Sama Bangingi	Tboli
Mayudan	Sama Laut	T-boli
Molbog	Samal	Teduray
Naneng	Sangil	Tigwahanon
Negrilo	Sibuyan Mangyan-Tagabukid	Tinananen
Obu-Manuvu	Subanen	Tingglan
Pala wan	Sulod/Budiknon	Tingguian
Palawani	Sumadel	Tinglayan
Palawan-o	Tabangon	Tinguian
Palawanon	Tadyawan	Tiruray
Pan-ayanon	Tadyawan Mangyan	Tonglayan
Panay-Bukidnon	Tagabawa	Tulgao
Pangasinan/Panggalato	Tagakaolo	Tuwali
Parananum	Tagalog	Ubo Manobo
Pugot	Taganua	Ubo-Manobo
Pulangien	Tagawahanon	Umayamnon
Pulangiyen	Tagbanua	Waray
Pullon	Tagbanua/Kalamianen	Yakan
Ratagnon	Talaandig	Yapayao
Ratagnon Mangyan	Talaingod	Yogad
Remontado	Talaingod, Langilan	Yugad
Sadanga	Talocok	Zambal
Sakki	Tao't bato	

Mother Tongue - The language first learned by a learner

There are 19 major languages identified by DepEd which are: Tagalog, Kapampangan, Pangasinense, Iloko, Bikol, Cebuano, Hiligaynon, Waray, Tausug, Maguondanaoan, Maranao, Chabacano, Ybanag, Ivatan, Sambal, Aklanon, Kinaray-a, Yakan, and Surigaonon.

Adasen	Balatok	Davawenyo
Agta, Alabat Island	Bantoanon, Asi	Dumagat, Remontado
Agta, Casiguran Dumagat	Batak	English
Agta, Central Cagayan	Belwang	Filipino
Agta, Dicanay	Bikol	Gaddang
Agta, Dupaninan	Bikol Partido	Giangan
Agta, Isarog	Bikol, Buhinon	Gubang
Agta, Mt. Iriga	Bikol, Central	Hanunoo
Agta, Pahanan	Bikol, Libon	Higaonon
Agta, Pudtol	Bikol, Miraya	Hiligaynon
Agta, Umiray Dumagat	Bikol, Northern Catanduanes	Ibaloi
Agta, Villa Viciosa	Bikol, Rinconada	Ibanag
Agutaynen	Bikol, Southern Catanduanes	Ibatan
Akeanon Bukidnon	Bikol, West Albay	Ifugao, Amganad
Akeanon/Aklanon/Inakeanon	Binukid	Ifugao, Batad
Aklanon	Bisakol	Ifugao, Mayoyao/Ayangan
Alangan	Blaan	Ifugao, Tuwali
Alta, Northern	Blaan, Sarangani	Ilocano
Alta, Southern	Bol-anon	Iloko
American Sign Language	Boliniao	Ilongot
Arabic	Buhid	Inabaknon
Arta	Butuanon	Inonhan
Ati/Inati	Caluyanun	Iranun
Atta, Faire	Capiznon	Iraya
Atta, Pamplona	Cebuano	Isinai
Ayta, Abellen	Cebuano / Sinugbuanong	Isnag
Ayta, Ambala	Binisaya	Isneg
Ayta, Mag-antsi	Cebuano/Kana/Sinugboanong	Itawit
Ayta, Magbukun	Binisaya	Itneg, Banao
Ayta, Mag-Indi	Chabacano	Itneg, Binongan
Ayta, Sorsogon	Chinese Cantonese	Itneg, Inlaod
Ayta, Tayabas	Chinese Fookien	Itneg, Maeng
Bag-o	Chinese Mandarin	Itneg, Masadiit
Balangao	Cuyonon	Itneg, Muyadan

Ivatan	Manobo Matigsalog	Sambal, Botolan
I-wak	Manobo Western Bukidnon	Sangil
Kagayanen	Manobo, Ata	Sangir
Kalagan	Manobo, Dibabawon	Sinurigaanon
Kalagan, Kagan	Manobo, Ilianen	Sorsoganon, Northern
Kalanguya	Manobo, Matigsalug	Sorsoganon, Southern
Kalinga, Butbut	Manobo, Obo	Spanish
Kalinga, Limos	Manobo, Rajah Kabunsuwan	Subanen Eastern
Kalinga, Lubuagan	Manobo, Sarangani	Subanen Northern
Kalinga, Mabaka Valley	Manobo, Western Bukidnon	Subanen, Central
Kalinga, Majukayang	Manovo Ilianen	Subanen, Southern
Kalinga, Southern	Mansaka	Subanon, Kolibugan
Kalinga, Tanudan	Mapun	Subanon, Western
Kallahan, Kayapa	Maranao	Sulod
Kallahan, Keley-i	Masbatenyo / Minasbate	Taandig
Kallahan, Tinoc	Matigsalog	Tadyawan
Kamayo	Minamanwa	Tagabawa
Kankanaey	Minanobo, Agusan / Surigao	Tagakaulo
Kankanay, Northern (aplaiy)	Molbog	Tagalog
Kapampangan	Nihonggo (Japanese)	Tagbanwa
Karao	Others	Tagbanwa, Calamian
Kasiguranin	Palawano, Brooke's Point	Tagbanwa, Central
Katabaga	Palawano, Central	Tandaganon / Tagaon-on
Kinamayo	Palawano, Southwest	Tausug
Kinaray-a	Pampangan/ Kapampangan/	Tawbuid, Eastern
Leytenio	Pampan	Tawbuid, Western
Lumad	Pangasinan	Tboli
Mabaka	Pangasinense	Teduray
Maguindanao	Paranan	Tigwahanon
Maguindanaoan	Philippine Sign Language	Umayamnon
Malaueg-Rizal	Ratagnon	Waray
Mandaya	Romblomanon	Yakan
Manide	Sama, Balangingih	Ybanag
Manobo	Sama, Central	Yogad
Manobo Agusan	Sama, Pangutaran	Ytawi
Manobo Ata	Sama, Southern	
Manobo Kinamiguin	Sambal	

Source : Learner Information System (LIS)

AFFIDAVIT OF UNDERTAKING

ANNEX 3

I, _____ of legal age, a resident of

Name of Parent/Guardian

_____ Address _____

and the parent/guardian of

_____ Name of Learner _____

hereby signs this document freely and with full understanding of its contents.

The present circumstances are:

1. I choose to enroll my child at _____ Name of School _____.
2. I certify that my child was previously enrolled at _____ and passed the grade level of _____ Name of Previous School _____.
3. Due to _____, I cannot submit the transfer credentials of my child to this school.
4. I understand that my child shall be temporarily enrolled because I have not submitted the required credentials.

With these circumstances, I undertake to:

1. Do what is legally permissible for the release of the credentials of my child from the previous school.
2. Submit the transfer credentials of my child on or before _____.
3. I agree that the official record from this school shall only be released until the submission of school credentials from the previous school.
4. I understand that the school shall only issue a temporary progress report card signed by the adviser to monitor the progress of my child and that it is inadmissible for transfer and enrollment purposes.

Without the transfer credentials of my child I fully understand that:

1. My child is only temporarily enrolled.
2. My child cannot be officially promoted to a higher grade level.
3. My child cannot officially graduate from this school.
4. Should my child attain the qualifying average and other criteria for academic honors, he/she will not be recognized.

With all the foregoing, I shall hold free from any liability, whether civil, criminal or administrative, DepEd Personnel who are involved in the acceptance and enrollment of my child, and the enforcement of any law or rule and the obligations provided in this document.

Attested this _____ day of _____ at _____.

Signature Over Printed Name of Parent/Guardian

Gov't ID Presented: _____
ID Number: _____
Date Issued: _____

TEMPORARY PROGRESS REPORT CARD FOR SHS

Learner Reference No. (LRN)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name: _____ Date of Birth: _____ Age: _____

Sex: _____ Grade: _____ Section: _____ School Year: _____

Dear Parent/Guardian:

Your child is only temporarily enrolled due to deficiencies in submission of documentary requirements. As such your child will not be issued an official progress report card. This temporary progress report card is issued only to monitor the progress of your child. Official academic records shall not be released by this school until submission of the required documents (SF 10 formerly Form 137 / School Permanent Record) from the previous school. This temporary progress report card is inadmissible for transfer and enrollment purposes.

REPORT ON LEARNING PROGRESS AND ACHIEVEMENT

Subjects	Quarter		Semester Final Grade
	1	2	
Core Subjects			
Applied and Specialized Subjects			
General Average for the Semester			

REPORT ON LEARNER'S OBSERVED VALUES

Core Values	Behavior Statements	Quarter			
		1	2	3	4
1. Maka-Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others				
	Shows adherence to ethical principles by upholding truth				
2. Makatao	Is sensitive to individual, social, and cultural differences				
	Demonstrate contributions toward solidarity				
3. Makakalikasan	Cares for the environment and utilizes resources wisely, judiciously, and economically				
	Demonstrates pride in being a Filipino, exercises the rights and responsibilities of a Filipino citizen				
4. Makabansa	Demonstrates appropriate behavior in carrying out activities in the school, community and country				

Subjects	Quarter		Semester Final Grade
	1	2	
Core Subjects			
Applied and Specialized Subjects			
General Average for the Semester			

Marking

AO
SO
RO
NO

Non-numerical Rating

Always Observed
Sometimes Observed
Rarely Observed
Not Observed

Descriptors

Outstanding
Very Satisfactory
Satisfactory
Fairly Satisfactory
Did not meet expectations

Grading Scale

90-100
85-89
80-84
75-79
Below 75

Remarks

Passed
Passed
Passed
Passed
Failed

REPORT ON LEARNER'S ATTENDANCE

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
No. of school days												
No. of days present												
No. of days absent												

Reported by: _____
Signature Over Printed Name of Class Adviser

To the Parent or Guardian:

Please carefully read the comments below on your child's performance. Sign on the space provided to signify that you have received this. We encourage you to consult with the Class Adviser for any concern.

QUARTER	COMMENTS	PARENT'S/GUARDIAN'S SIGNATURE
First		
Second		
Third		
Fourth		

TEMPORARY PROGRESS REPORT CARD FOR KINDERGARTEN

Learner Reference No. (LRN)

--	--	--	--	--	--	--	--	--	--

Name: _____ School Year: _____ Sex: _____

Grade: _____ Section: _____ Date of Birth: _____ Age: _____
Years Months

Dear Parent/Guardian:

Your child is only temporarily enrolled due to deficiencies in submission of documentary requirements. As such your child will not be issued an official progress report card. This temporary progress report card is issued only to monitor the progress of your child. Official academic records shall not be released by this school until submission of the required documents (SF 10 formerly Form 137 / School Permanent Record) from the previous school. This temporary progress report card is inadmissible for transfer and enrollment purposes.

Each competency will be marked with: Beginning (B) ; Developing (D) or ; Consistent (C)

Health, Well-Being, and Motor Development	Q1	Q2	Q3	Q4
Demonstrates health habits that keep one clean and sanitary				
Demonstrates behaviors that promote personal safety				
Demonstrates locomotor skills such as walking, running, skipping, jumping, climbing correctly during play, dance or exercise activities				
Demonstrates non-locomotor skills such as pushing, pulling, turning, swaying, bending, throwing, catching, and kicking correctly during play, dance or exercise activities				
Demonstrates fine motor skills needed for self-care / self-help such as toothbrushing, buttoning, screwing and unscrewing lids, using spoon and fork correctly, etc.				
Demonstrates fine motor skills needed for creative self-expression/ art activities, such as tearing, cutting, pasting, copying, drawing, coloring, molding, painting, lacing, etc.				
Traces, copies, or writes letters and numerals				
Socioemotional Development	Q1	Q2	Q3	Q4
States personal information (name, gender, age, birthday)				
Expresses personal interests and needs				
Demonstrates readiness in trying out new experiences, and self-confidence in doing tasks independently				
Expresses feelings in appropriate ways and in different situations				
Follows school rules willingly and executes school tasks and routines well				
Recognizes different emotions, acknowledges the feelings of others, and shows willingness to help				
Shows respect in dealing with peers and adults				
Identifies members of one's family				
Identifies people and places in the school and community				
Language, Literacy, and Communication	Q1	Q2	Q3	Q4
Listening and Viewing				
Distinguishes between elements of sounds e.g. pitch (low and high), volume (loud and soft)				
Listens attentively to stories/poems/songs				
Recalls details from stories/poems/songs listened to				
Relate story events to personal experiences				
Sequence events from a story listened to				

	Q1	Q2	Q3	Q4
Infer character traits and feelings				
Identify simple cause-and-effect and problem-solution relationship of events in a story listened to or in a familiar situation				
Predict story outcomes				
Discriminates objects/pictures as same and different, identifies missing parts of objects/pictures, and identifies which objects do not belong to the group				
Speaking				
Uses proper expressions and polite greetings in appropriate situations				
Talks about details of objects, people, etc. using appropriate speaking vocabulary				
Participates actively in class activities (e.g. reciting poems, rhymes, etc.) and discussions by responding to questions accordingly				
Asks simple questions (who, what, where, when, why)				
Gives 1 to 2 step directions				
Retells simple stories or narrates personal experiences				
Reading				
Identifies sounds of letters (using the alphabet of the Mother Tongue)				
<p><i>The child can identify the following letter sounds:</i></p> <p>/a/ /b/ /c/ /d/ /e/ /f/ /g/ /h/ /i/ /j/ /k/ /l/ /m/ /n/</p> <p>/ñ/ /ng/ /o/ /p/ /q/ /r/ /s/ /t/ /u/ /v/ /w/ /x/ /y/ /z/</p>				
Names uppercase and lower case letters (using the alphabet of the Mother Tongue)				
<p><i>The child can name the following uppercase and lower case letters:</i></p> <p>A B C D E F G H I J K L M N Ñ N G O P Q R S T U V W X Y Z</p> <p>a b c d e f g h i j k l m n ñ n g o p q r s t u v w x y z</p>				
Matches uppercase and lower case letters (using the alphabet of the Mother Tongue)				
Identifies beginning sound of a given word				
Distinguishes words that rhyme				
Counts syllables in a given word				
Identifies parts of the book (front and back, title, author, illustrator, etc.)				
Shows interest in reading by browsing through books, predicting what the story is all about and demonstrating proper book handling behavior (e.g., flip pages sequentially, browses from left to right, etc.)				
Interprets information from simple pictographs, maps, and other environmental print				
Writing				
Writes one's given name				
Writes lower case and upper case letters				
Express simple ideas through symbols (e.g. drawings, invented spelling)				
Mathematics				
Identifies colors				
Identifies shapes				
Sorts objects according to shape, size, and/or color				

	Q1	Q2	Q3	Q4
Compares and arrange objects according to a specific attribute (e.g., size, length, quantity, or duration)				
Recognizes and extends patterns				
Tells the names of days in a week				
Tells the months of the year				
Distinguishes the time of day and tells time by the hour (using analog clock)				
Rote counts up to 20				
<i>The child can count up to: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Others: _____</i>				
Counts objects up to 10				
<i>The child can count up to: 1 2 3 4 5 6 7 8 9 10 Others: _____</i>				
Recognize numerals up to 10				
<i>The child can recognize numerals up to: 1 2 3 4 5 6 7 8 9 10 Others: _____</i>				
Writes numerals up to 10				
<i>The child can write numerals up to: 1 2 3 4 5 6 7 8 9 10 Others: _____</i>				
Sequences numbers				
Identify the placement of objects (e.g. 1st, 2nd, 3rd, etc.) in a given set				
Solves simple addition problems				
Solves simple subtractions problems				
Groups sets of concrete objects of equal quantities up to 10 (i.e. beginning multiplication)				
Separates sets of concrete objects of equal quantities up to 10 (i.e. beginning division)				
Measures length, capacity, and mass of objects using nonstandard measuring tools				
Recognizes coins and bills (up to PHP 20)				

*The child can recognize the following coins and bills:
5 centavos 10 centavos 25 centavos 1 peso 5 pesos 10 pesos 20 pesos*

Understanding the Physical and Natural Environment	Q1	Q2	Q3	Q4
Identifies body parts and their functions				
Records observations and data with pictures, numbers and/or symbols				
Identifies parts of plant and animals				
Classifies animals according to shared characteristics				
Describes the basic needs and ways to care for plants, animals and the environment				
Identify different kinds of weather				

RATING SCALE

Rating	Indicators
Beginning (B)	Rarely demonstrates the expected competency
	Rarely participates in class activities and/or initiates independent works
	Shows interest in doing tasks but needs close supervision
Developing (D)	Sometimes demonstrates the competency
	Sometimes participates, minimal supervision
	Progresses continuously in doing assigned tasks
Consistent (C)	Always demonstrates the expected competency
	Always participates in the different activities, works independently
	Always performs tasks, advanced in some aspects



Republic of the Philippines
Philippine Statistics Authority
Region IVB MIMAROPA

PSA-RSSO IVB-18-484

24 May 2018

Dr. GILBERT T. SADSAD
Director III
OIC_Regional Director
DepEd MIMAROPA Region
Meralco Ave., Pasig City

SUBJECT: PSA Authenticated Copy of Birth Certificate and NSO Copy Is The Same

Dear Dr. Sadsad:

This pertains to the Civil Registry documents specifically the Birth Certificate required by the Department of Education (Dep Ed) upon enrollment of the students in different schools in Oriental Mindoro.

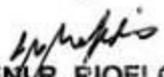
It was noticed that parents were requesting PSA authenticated copy of birth certificate of their children while in fact they have authenticated copy on hand issued by the then National Statistics Office (NSO).

May we inform that the birth certificate issued by the NSO is same as the birth certificate issued now by the Philippine Statistics Authority (PSA). The birth certificate issued by this office has no expiration. Hence, it can be used for any legal purposes. Thus, NSO copy of birth certificate can still be used for purposes of enrollment and no need to require the parents/students to secure a new one.

We do hope that you can disseminate this information to all your teachers and to the parents/students as well.

We further certify that the National Statistics Office (NSO) is one of the four statistical agencies that were merged and created the Philippine Statistics Authority (PSA) under Republic Act No. 10625.

Truly yours,


LEN R. RIOFLORIDO
Regional Director

LRR/ppm

**IMPLEMENTING RULES AND REGULATIONS OF
REPUBLIC ACT NO. 10625, OTHERWISE KNOWN AS
THE PHILIPPINE STATISTICAL ACT OF 2013**

Pursuant to Section 32 of Republic Act No. 10625 (RA 10625), AN ACT REORGANIZING THE PHILIPPINE STATISTICAL SYSTEM, REPEALING FOR THE PURPOSE EXECUTIVE ORDER NUMBERED ONE HUNDRED TWENTY-ONE, ENTITLED “REORGANIZING AND STRENGTHENING THE PHILIPPINE STATISTICAL SYSTEM AND FOR OTHER PURPOSES”, otherwise known as the “PHILIPPINE STATISTICAL ACT OF 2013”, the following Implementing Rules and Regulations (IRR) are hereby promulgated:

WHEREAS, RA 10625, otherwise known as the “Philippine Statistical Act of 2013” was signed into law by the President of the Republic of the Philippines on September 12, 2013;

WHEREAS, Sections 3 and 5 of RA 10625 mandate the reorganization of the Philippine Statistical System (PSS) and the creation of the Philippine Statistics Authority (PSA) which shall merge the major statistical agencies engaged in primary data collection and compilation of secondary data, namely: National Statistics Office (NSO); National Statistical Coordination Board (NSCB); Bureau of Agricultural Statistics (BAS); and Bureau of Labor and Employment Statistics (BLES);

WHEREAS, Section 17 of RA 10625 mandates the creation of the Philippine Statistical Research and Training Institute (PSRTI), as such, abolishing the Statistical Research and Training Center (SRTC);

WHEREAS, the above-said law mandates that the PSA and PSRTI shall be attached to the National Economic and Development Authority (NEDA) for purposes of policy coordination;

WHEREAS, the PSA shall be comprised of the PSA Board, being the highest policy-making body on statistical matters, and offices on sectoral statistics, censuses and technical coordination, civil registration and central support and field statistical services;

WHEREAS, Section 32 of RA 10625 mandates the PSA Board together with the PSA, the PSRTI, the NEDA and other concerned agencies of government that may be determined by the PSA Board, to formulate the implementing rules and regulations of the Act within ninety (90) days after its approval;

WHEREAS, NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, That pursuant to the above-same provision of the same law, the following Rules are hereby adopted:

TITLE I
PURPOSE, SCOPE AND OBJECTIVES

RULE 1
Purpose

ARTICLE 1. These Implementing Rules and Regulations (IRR) are adopted to prescribe guidelines, procedures and standards for the implementation of RA 10625.

RULE 2
Scope and Objectives

ART. 2. These Rules shall cover all the mandated functions and duties of the PSA and the PSRTI and all the activities of their offices and units to facilitate compliance of RA 10625 for the achievement of its functions, as enumerated under Section 6 of the said Act, and defined under Rule 5 of this IRR.

ART. 3. The objectives of the said Act are stipulated in its Declaration of Policy under Section 2:

- a) To rationalize and promote efficiency and effectiveness in the delivery of statistical services;
- b) To maintain an integrated statistical system characterized by independence, objectivity and integrity so as to enhance responsiveness to the requirements of equitable national development;
- c) To promote the orderly development of a statistical system capable of providing timely, accurate and useful data for the government and the public; and
- d) To support decentralization through the establishment of the statistical infrastructure necessary to service the statistical needs of local development planning.

RULE 3
Definition of Terms

ART. 4. For purposes of these Rules, the following definition of terms are hereby adopted:

a) Philippine Statistical System (PSS)

The PSS shall consist of statistical organizations at all administrative levels, the personnel therein and the national statistical program. This includes a policy-making body, a coordinating body with primary data collection capability, a statistical research and training institute, and all executive departments, bureaus, offices, agencies and instrumentalities of the national and local governments and all government owned and controlled corporations (GOCCs) and their subsidiaries that are engaged in statistical activities either as their primary functions or as part of their administrative or regulatory functions. The PSS shall remain decentralized with a strong coordination feature to be achieved through postings of trained personnel and closer linkage between statistical programming and budgeting.

b) Policy Coordination

As defined under Book IV, Chapter 7, Sec. 38 of the Administrative Code of 1987, policy coordination is defined as follows:

“The coordination shall be accomplished by having the department represented in the governing board of the attached agency or corporation, either as chairman or as a member, with or without voting rights, if this is permitted by the charter; having the attached corporation or agency comply with a system of periodic reporting which shall reflect the progress of programs and projects; and having the department or its equivalent provide general policies through its representative in the board, which shall serve as the framework for the internal policies of the attached corporation or agency.”

c) Civil Registration and Vital Statistics System (CRVSS)

Civil Registration and Vital Statistics System (CRVSS) comprise the total process of collecting information on the occurrence and characteristics of vital events (e.g. birth, death, cause of death, marriage, adoption, etc.); and generating vital statistics through the compilation, analysis, evaluation, presentation and dissemination of data.

In the Philippines, the CRVSS is mandated under Act 3753, the Law on Registry of Civil Status, which the PSA is mandated to carry out its provisions.

d) System of Designated Statistics

The system of designated statistics is a mechanism that identifies and generates the most critical and essential statistics required for social and economic planning/analysis based on approved criteria.

It establishes priorities for data production and hence provides a means for more rational resource allocation among government statistical activities. It also identifies the sources of official statistics.

e) Official Statistics

Official statistics in the PSS are statistics produced by the government and are disseminated by the PSA, excepting those that are explicitly stated not to be official.

The PSS in defining official statistics, follows the Fundamental Principles for Official Statistics adopted by the United Nations Statistical Commission.

f) Statistical Services

Statistical services in the PSS include designated census and statistical survey operations for the various sectors, data collection on administrative records and the processing of all these operations.

Statistical services also include non-designated statistics such as the conduct of censuses and surveys for other government agencies and multilateral institutions, subject to approval by the PSA Board.

g) Civil Registration Services

The PSA serves as the central repository of all registered vital documents. The public is served through copy issuance of their civil registry documents archived in the Civil Registry System Database.

h) Philippine Statistical Development Program (PSDP)

The PSDP shall consist of all statistical activities and their corresponding budgetary estimates to be undertaken by the PSS in response to the requirements of development planning and policy formulation. The statistical programs in the PSDP shall integrate broad set of statistical indicators that are indispensable for the development and improvement of planning.

TITLE II
MANDATES AND FUNCTIONS OF THE PSA

RULE 4
Mandates

ART. 5. The PSA shall primarily be responsible for the implementation of the objectives and provisions of R.A. 10625.

It shall plan, develop, prescribe, disseminate and enforce policies, rules and regulations and coordinate government-wide programs governing the production of official statistics, general-purpose statistics, and civil registration services.

It shall primarily be responsible for all national censuses and surveys, sectoral statistics, consolidation of selected administrative recording systems and compilation of national accounts.

RULE 5 **Functions**

ART. 6. The PSA shall:

- a) serve as the central statistical authority of the Philippine government on primary data collection;
- b) prepare and conduct periodic censuses on population, housing, agriculture, fisheries, business, industry, and other sectors of the economy;
- c) collect, compile, analyze, abstract and publish statistical information relating to the country's economic, social, demographic and general activities and condition of the people;
- d) prepare and conduct statistical sample surveys on all aspects of socioeconomic life including agriculture, industry, trade, finance, prices and marketing information, income and expenditure, education, health, culture, and social situations for the use of the government and the public;
- e) carry out, enforce and administer civil registration functions in the country as provided for in Act 3753, the Law on Registry of Civil Status;
- f) collaborate with departments of the national government including GOCCs and their subsidiaries in the collection, compilation, maintenance and publication of statistical information, including special statistical data derived from the activities of those departments, corporations and their subsidiaries;
- g) promote and develop integrated social and economic statistics and coordinate plans for the integration of those statistics, including the national accounts;

- h) develop and maintain appropriate frameworks and standards for the collection, processing, analysis and dissemination of data;
- i) coordinate with government departments and local government units (LGUs) on the promotion and adoption of statistical standards involving techniques, methodologies, concepts, definitions and classifications, and on the avoidance of duplication in the collection of statistical information;
- j) conduct continuing methodological, analytical and development activities, in coordination with the PSRTI , to improve the conduct of censuses, surveys and other data collection activities;
- k) recommend executive and legislative measures to enhance the development of the statistical activities and programs of the government;
- l) prepare, in consultation with the PSA Board, a Philippine Statistical Development Program (PSDP);
- m) implement policies on statistical matters and coordination, as directed by the PSA Board and;
- n) perform other functions as may be assigned by the PSA Board and as may be necessary to carry out the purposes of this Act.

TITLE III

ORGANIZATIONAL STRUCTURE AND STAFFING

RULE 6

The PSA Board

ART. 7. The PSA Board shall be composed of the following:

Chairperson:

Secretary of Socioeconomic Planning
and Director-General, NEDA

Vice Chairperson:

Secretary or the duly designated Undersecretary,
Department of Budget and Management (DBM)

Members:

Secretary or duly designated representative (not lower than an Undersecretary) of the following national government agencies:

Commission on Higher Education (CHED);
Department of Agrarian Reform (DAR);
Department of Agriculture (DA);
Department of Education (DepEd);
Department of Energy (DOE);
Department of Environment and Natural Resources (DENR);
Department of Finance (DOF);
Department of Foreign Affairs (DFA);
Department of Health (DOH);
Department of the Interior and Local Government (DILG);
Department of Justice (DOJ);
Department of Labor and Employment (DOLE);
Department of National Defense (DND);
Department of Public Works and Highways (DPWH);
Department of Science and Technology (DOST);
Department of Social Welfare and Development (DSWD);
Department of Trade and Industry (DTI);
Department of Transportation and Communications (DOTC);
Department of Tourism (DOT);
Technical Education and Skills Development Authority (TESDA)
Deputy Governor or duly designated representative, Bangko Sentral ng Pilipinas (BSP);
President or duly designated representative, Philippine Statistical Association, Inc. (PSAI);
President or duly designated representative, Union of Local Authorities of the Philippines (ULAP);
National Statistician, PSA;
Executive Director, PSRTI;
Representative, Private Sector;
Representative, GOCCs.

In the absence or temporary incapacity of the Secretary of Socioeconomic Planning and Director-General of NEDA, the Secretary of the DBM or the duly designated Undersecretary shall act as Chairperson of the Board.

The representatives from the private sector and ULAP shall be appointed by the PSA Board Chairperson for a term of three (3) years, with reappointment, from a list of nominees submitted by the other members of the Board.

ART. 8. The PSA Board shall constitute (5) sections, each with a maximum of seven (7) members. Each section shall meet as often as possible to deliberate on matters to be discussed by the PSA Board. These sections are:

- a) Agriculture, Industry, Trade and Services, Environment and Natural Resources, Prices and National Accounts;
- b) Labor and Employment, Population, Women and Gender, Health and Welfare, Education, Science and Technology and other Socioeconomic Sectors;
- c) Census and Survey Design;
- d) Theoretical Statistics and Statistical Modelling; and
- e) Statistical Information System and Information Technology

The Board may create sections as deemed necessary and appropriate.

ART. 9. The PSA Board shall hold regular quarterly meetings and have as many special meetings as may be necessary on call of the Chairperson or upon request of any fifteen (15) members thereof.

The members of the Board, except for the *ex officio* members, shall each receive *per diem* at rates to be determined by the DBM in accordance with existing rules and regulations: *Provided, however,* That the total *per diem* collected each month shall not exceed the equivalent *per diem* for four (4) meetings.

RULE 7

Powers and Functions of the PSA Board

ART. 10. The PSA Board shall have the following powers and functions:

- a) Establish appropriate mechanisms to promote and maintain an efficient and effective statistical system in the government;
- b) Formulate policies on all matters relating to government statistical operations, standards and classifications;

- c) Review the statistical programs of the departments and agencies of the national government and the LGUs and rationalize responsibilities in these government organizations on matters relating to such statistical programs;
- d) Review budgetary proposals involving statistical operations and submit an integrated budget for the PSS to the DBM;
- e) Prescribe appropriate frameworks for the improvement of statistical coordination and establish mechanisms for statistical coordination at the regional and LGU levels;
- f) Provide technical assistance and exercise supervision over major government statistical activities;
- g) Recommend executive and legislative measures to enhance the development and efficiency of the system, including the internal structure of statistical agencies;
- h) Approve the Philippine Statistical Development Program (PSDP).

The PSA Board shall act on and decide matters before it *through a Board Resolution* by a majority vote of all its members. A majority of the members of the PSA Board shall constitute a quorum in the conduct of its day to day affairs and business.

All agencies of government are hereby mandated to comply with any and all directives requested by the PSA Board, either *motu proprio* or through the PSA. Failure, without justifiable reason, by any agency to comply with this mandate shall result in the filing of administrative and criminal cases against the erring government personnel and the immediate superior concerned without prejudice to violation of any other law or regulation.

In a criminal case, the penalties provided in the second paragraph of Section 27 of the Act and Rule 30 hereof shall apply.

RULE 8

Inter-Agency Committees on Statistics

ART. 11. The following inter-agency statistical committees (IACs) shall be created by the PSA Board to coordinate and resolve agency and sectoral concerns on statistical matters. The IAC shall serve as a forum for discussion of the issues raised by concerned producers, users and other stakeholders of sectoral and agency-specific statistics:

- a) Committee on Agriculture;
- b) Committee on Trade and Industry Statistics;
- c) Committee on Infrastructure;
- d) Committee on Financial Statistics;
- e) Committee on Social Statistics;
- f) Committee on Gender Statistics;
- g) Committee on Environment and Natural Resources;
- h) Committee on Information and Communications Technology;
- i) Committee on Science and Technology;
- j) Committee on Governance;
- k) Committee on Migration;
- l) Committee on Fiscal Matters; and
- m) Committee on PSS Resources.

The PSA Board may create other IACs to assist in the exercise of its functions or abolish them as appropriate. It shall define the membership, functions and terms of reference of the IACs to allow flexibility and the ability to respond to future emerging statistical concerns on various sectors.

ART. 12. The membership of the IACs may be increased or decreased as the exigencies of the work require, provided that these shall be authorized by the PSA Board. The IACs may create subcommittees or working groups as the need arises in the work to be done. Membership of said subcommittees or working groups shall come from the technical staff of the government agencies represented and other private entities.

The IACs shall submit to the PSA Board their work programs and report on the progress of their work, including findings and recommendations on technical issues referred to them.

RULE 9
The PSA Offices

ART. 13. The PSA shall consist of the following constituents units:

a) Office of the National Statistician (NS) with the following four (4) support units:

i) Legal Services Unit

It shall be responsible for providing legal services and advice to the PSA. These matters include providing legal advice and guidance; prosecution of cases in courts and litigation management; documentation preparation and drafting; and complying documentation with existing local/ international agreements and legislation. Likewise, it shall be responsible in liaising with both Houses of Congress on legislative matters affecting the PSS and CRVSS; assist legislators in facilitating their requests for technical assistance on statistics and civil registration matters; and coordinating commitments of the PSA with the other government agencies in the PSS, GOCCs, academe and the private sector.

ii) Statistical Methodology Unit

It shall be responsible for the development of statistical frames for all censuses, surveys and administrative-based reports. It shall likewise be responsible for research undertakings in coordination with PSRTI, on the development and improvement of sampling designs, methodologies, economic indices and other indicators estimation and data collection process to enhance the quality of statistics.

iii) International Cooperation Unit

It shall be responsible for organizing and managing the application for international cooperation projects and coordinating commitments of the PSA with the UN, ASEAN and other international bodies and development partners. Likewise it shall be responsible in formulating policies concerning international cooperation in statistics and civil registration.

iv) Management and Corporate Planning Unit

It shall be responsible in coordinating and supporting corporate planning and management activities in line with the PSA's strategic objectives.

It shall also be responsible for establishing internal control systems and procedures; enhancement of individual and unit accountabilities of established systems and

procedures; determining cost effectiveness and value for money of major investments and expenditures of the PSA; and efficiency of operations of the PSA. Correspondingly, it shall coordinate the PSA's management process, providing advice and assistance to the different units of the PSA and ensuring robust links with the corporate planning process.

Likewise, it shall be responsible in programming and coordinating the regular and special meetings of the PSA Board as well as managing and maintaining all decisions, policies, pronouncements, issuances, and records of the PSA Board.

The support unit shall be headed by a Director to be appointed by the President of the Philippines. They shall have a rank equivalent to a Director of a constituent unit in other national government agencies with the same qualifications for appointment, rank, salaries, allowances and retirement privileges in accordance with existing civil service rules.

b) Office of the Deputy National Statisticians (DNS) of the following three (3) offices:

i) Sectoral Statistics Office.

The Sectoral Statistics Office shall:

a) Provide technical staff support to the PSA in the areas of agriculture, natural resources, agrarian reform, mining and quarrying, manufacturing, electricity, gas and water, energy, construction, foreign and domestic trade, services, science and technology, finance, investment, population, women and gender, health, nutrition, education, labor and employment, social welfare, governance, public order and justice;

b) Provide technical staff support to the PSA in generating the national accounts and the development and maintenance of economic and social accounts;

c) Plan and conduct surveys as may be required, in accordance with the approved statistical calendar; and

d) Perform such other tasks as may be assigned by the National Statistician.

ii) Censuses and Technical Coordination Office

The Censuses and Technical Coordination Office shall:

- a) Prepare, conduct, process and disseminate census results in accordance with the approved statistical calendar;
- b) Maintain and develop statistical standards and classification systems;
- c) Provide technical assistance to other concerned government offices to meet their statistical requirements for policy-making, planning and programming;
- d) Coordinate the activities of the Regional Statistical Services;
- e) Provide information technology systems and programming and IT operations support for the PSA projects;
- f) Provide other PSA offices with cartographic services;
- g) Maintain archives and communication and information services of PSA generated data;
- h) Provide the data center for statistics and civil registration; and
- i) Perform such other tasks as may be assigned by the National Statistician.

iii) Civil Registration and Central Support Office

The Civil Registration and Central Support Office shall provide technical and support services to the various units of the PSA in the areas of administrative services, financial management services and human resources.

It shall likewise provide technical and support services for the efficient functioning of civil registration system and perform such other tasks as may be assigned by the National Statistician.

c) Office of the Assistant National Statisticians (ANS) of the following eight (8) offices/services:

Sectoral Statistics:

i) Macroeconomic Accounts Services

It shall be responsible for the development and maintenance of national accounts, regional accounts, satellite accounts, input/output tables and other related macroeconomic accounts.

ii) Economic Sector Statistics Services

It shall be responsible for the production of primary data on agriculture, industry, trade, services, environment and natural resources, prices and other related economic statistics.

iii) Social Sector Statistics Services

It shall be responsible for the production of primary data on labor and employment, population, women and gender, health and welfare, education, science and technology, housing and urbanization, emerging concerns and other related social statistics.

Censuses and Technical Coordination:

iv) National Censuses Services

It shall be responsible for the planning and production of data from censuses on population and housing, agriculture, fisheries and economic activities; and development and maintenance of sampling frames and geographic information on population and housing, agriculture, fisheries and economic activities.

v) Standards Services

It shall be responsible for the formulation and monitoring of statistical development programs, formulation of standards and classification, including glossary of statistical terms and geographic classification.

vi) Information Technology (IT) and Dissemination Services

It shall be responsible for the development and maintenance of IT systems and programs, IT operations, statistical data archives, communication and information services.

Civil Registration and Central Support

vii) Civil Registration Services It shall be responsible for the civil registry document management and archiving, policy advocacy and research on civil registration matters, court decrees and legal instruments affecting civil registry documents, administrative correction of civil registry documents, outlet and customer services and other civil registration concerns.

viii) Central Support Services

It shall be responsible for the general administration, financial services, human resource management, human resource development and procurement.

d) Field Statistical Services Office

A Regional Statistical Services Office (RSSO) and Provincial Statistical Office (PSO) shall be established in each of the administrative regions and provinces, respectively. The RSSO and PSO shall:

- i) Provide technical staff support to the PSA;
- ii) Provide technical assistance as may be required by the implementing agencies and local governments in the regions and provinces; and
- iii) Perform such other tasks as may be assigned by the National Statistician.

RULE 10
The National Statistician

ART. 14. The head of the PSA is the National Statistician who shall be appointed by the President of the Philippines from a list of nominees submitted by a Special Committee and endorsed by the PSA Board Chairperson.

The Special Committee shall be composed of representatives from the PSAI, the University of the Philippines' School of Statistics (UPSS), the University of the Philippines-Los Baños Institute of Statistics (UPLB-INSTAT), the Department of Economic Statistics of the BSP and the NEDA.

The National Statistician shall have a rank equivalent to an Undersecretary and shall have the same rank and privileges as Undersecretary in other national government agencies.

ART. 15. The National Statistician shall possess the following minimum qualifications:

- a) Master's Degree in Statistics
- b) Experience in the management of data collection

The Special Committee, referred to in Art. 14 may determine the other relevant qualifications and competencies of the position.

The National Statistician shall serve for a term of five (5) years and may be reappointed for another term.

RULE 11
Powers and Functions of the National Statistician

ART. 16. The National Statistician shall perform the following duties:

- a) Direct and supervise the general administration of the PSA;
- b) Prescribe rules and regulations, instructions, schedule and form of business of the PSA in the collection, compilation and dissemination of statistics and other information and in the conduct of any census;
- c) Provide overall direction in the implementation of the Civil Registry Law and related issuances and exercise technical supervision over the civil registrars as Civil Registrar General;
- d) Act as ex-officio Chairperson of the PSA Board Secretariat;
- e) Direct and manage the implementation and execution of policies, standards, rules and regulations formulated by the PSA Board;
- f) Issue appointments of PSA personnel below the rank of a Director;
- g) Represent PSA as signatory to all contracts, researches and other awards;
- h) Represent the Philippines in regional and international conferences and meetings as the country's highest authority with respect to statistical matters;
- i) Submit a report to the President of the Republic of the Philippines through the NEDA Director-General on the activities of the PSA in the preceding year. Such report shall also be submitted separately in the annual report to Congress during the presentation of the President's budget;
- j) Perform such other functions as may be assigned by the PSA Board.

ART. 17. The National Statistician shall have the authority to appoint and designate PSA personnel below the Director level. Key positions in the PSA with ranks below Director III shall be classified as second level positions.

The National Statistician shall, from time to time, as and when necessary, appoint any person as consultants and/or service contractors to carry out statistical and civil registration activities, such as manpower needed for censuses and statistical surveys and workforce for civil registration services. The term of appointment shall be prescribed in a service contract.

RULE 12
Powers and Functions of the National Statistician
as Civil Registrar General

ART. 18. The National Statistician as Civil Registrar General shall have the following functions:

- a) Issue all policies, instructions and standards on civil registration;
- b) Exercise technical supervision over all civil registrars;
- c) Decide on petitions of administrative corrections in the civil registry pursuant to RA 9048 and its IRR pursuant to Administrative Order No. 1, series of 2001 and RA 10172 and its IRR pursuant to Administrative Order No. 1, series of 2012;
- d) Act on policy matters involving the registration of solemnizing officers pursuant to Article 7 of EO 209, the Family Code of the Philippines and its IRR pursuant to Administrative Order No. 1, series of 2008;
- e) Coordinate with the Department of Foreign Affairs (DFA) and Philippine consular offices on issues concerning civil registration of events occurring to Filipinos abroad and all civil registration issues of Filipinos abroad;
- f) Coordinate with the Office of the Supreme Court Administrator on concerns involving civil registration of Muslim Filipinos as provided for under EO 157 and PD 1083 and its IRR pursuant to Administrative Order No. 1, series of 2005;
- g) Coordinate with the National Commission on Indigenous Peoples (NCIP) on the civil registration of indigenous peoples as provided for under Rule VI, Section 8 of RA 8371 and its IRR pursuant to Administrative Order No. 3, Series of 2004;
- h) Coordinate with the Department of Social Welfare and Development (DSWD) on the civil registration of children in need of special protection;

i) Delegate inspection and visitorial functions over the civil registrars to the Regional Directors and Provincial Statistics Officers;

RULE 13

Appointment of Deputy National Statisticians

ART. 19. The National Statistician shall be assisted by three (3) Deputy National Statisticians (DNS) who shall be responsible for the various offices of the PSA, namely: sector statistics office; censuses and technical coordination; civil registration and central support.

ART. 20. The DNS shall possess the following minimum qualifications:

- a) Master's Degree appropriate to the position
- b) Relevant experience in management

The DNS shall be appointed by the President of the Philippines upon the recommendation of the National Statistician and endorsement of the PSA Board Chairperson and shall have a rank equivalent to an Assistant Secretary in other national government agencies.

RULE 14

Appointment of Assistant National Statisticians

ART. 21. The DNS shall be assisted by eight (8) Assistant National Statisticians (ANS), three (3) of which shall be assigned for sector statistics, three (3) for censuses and technical coordination and two (2) for civil registration and central support.

ART. 22. The ANS shall possess the following minimum qualifications:

- a) Master's Degree appropriate to the position
- b) Relevant experience in management

The ANS shall be appointed by the President of the Philippines upon the recommendation of the National Statistician and endorsement of the PSA Board Chairperson and shall have a rank equivalent to a Director IV position in other national government agencies.

RULE 15
Field Statistical Services

ART. 23. There shall be Regional Statistical Service Office (RSSO) for each of the administrative regions in the country. The RSSO shall be headed by a Regional Director (RD) with a rank equivalent to an RD position in other national government agencies.

ART. 24. The RSSO shall have the following divisions which shall each be headed by a Division Chief:

a) Statistical Operations and Coordination Division

It shall be responsible in the statistical, technical and ICT operations as well as coordination of the different field activities of the RSSO/PO. Likewise, it shall be responsible in all statistical coordination and development activities in the region.

b) Civil Registration and Administrative Support Division

It shall be responsible for the civil registration and vital statistics services and coordinating activities in the region. Likewise, it shall also be responsible in the operation of the CRS outlets in the region, including customer services and other civil registration concerns.

It shall also be responsible for the general administration, financial services, human resource management, human resource development and procurement activities of the RSSO/PO.

The RSSO shall have such Provincial Statistical Office (PO) in all provinces of the country. The PO shall be headed by a Provincial Statistics Officer (PSO).

The PO shall have District Statistical Office (DSO) per congressional district in the province.

ART. 25. Civil Registration System (CRS) outlets shall be established in all administrative regions of the country, and as maybe necessary, each province shall have at least one (1) CRS outlet to provide copy issuance service of civil registry documents enrolled in the CRS database.

ART. 26. The RSSO and the PSO shall have direct linkages to the civil registrars. They shall exercise delegated visitorial functions as authorized by the Civil Registrar General with respect to the performance of the mandated functions of the civil registrars.

RULE 16 **Staffing Pattern**

ART. 27. The National Statistician shall approve the position structure and staffing pattern of the PSA in accordance with the existing regulations of the Department of Budget and Management (DBM).

The staffing complement necessary for the operationalization of the PSA structure shall be subject to the rules and regulations of the DBM and the Civil Service Commission (CSC).

ART. 28. All matters pertaining to human resources and development in the PSA shall be governed by the Civil Service Law, Rules and Regulations and other issuances.

TITLE IV **PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE**

RULE 17 **Creation, Functions and Operations of PSRTI**

ART. 29. The PSRTI is hereby created and shall be attached to the NEDA for purposes of policy coordination. As such, the Statistical Research and Training Center (SRTC) is hereby abolished and all SRTC assets and liabilities, appropriations, records and personnel, if any, shall be transferred to the PSRTI.

ART. 30. The PSRTI shall carry out the following functions:

- a) Develop a comprehensive and integrated research and training program on the theories, concepts and methodologies for the promotion of the statistical system;
- b) Undertake research on statistical concepts, definitions and methods;

- c) Promote collaborative research efforts among members of the academic community, data producers and users;
- d) Conduct non-degree training programs to upgrade the quality of statistics personnel and expand the statistics human resource base in support of the needs of the PSS;
- e) Provide scholarships, financial and other forms of assistance to build statistical manpower and enhance training and statistical research and development;
- f) Serve as repository of all statistical researches and studies to be generated by the PSA as well as back-up/duplicate files of data archives and other statistical databases of the PSS; and
- g) Invest its funds in such undertaking as it may deem wise or necessary to carry out its objectives with due consideration to existing guidelines on investing government funds.

RULE 18

The Office of the Executive Director

ART. 31. The PSRTI shall be headed by an Executive Director (ED), who shall be nominated by the PSA Board and endorsed by the PSA Board Chairperson to the President of the Republic of the Philippines for appointment.

The ED shall have a rank of an Executive Director and shall have the same salary and privileges to those with equivalent positions in other national government agencies.

ART. 32. The ED shall possess the following minimum qualifications:

- a) Master's Degree in Statistics
- b) Relevant experience in the management of statistical research

RULE 19

Functions and Responsibilities of the Executive Director

Art. 33. The ED shall perform the following duties and responsibilities:

- a) Direct and supervise the general administration of the PSRTI;

- b) Prescribe rules and regulations, instructions, schedule and form of business of the PSRTI in the conduct of statistical research, training and other related activities;
- c) Act as ex-officio member of the PSRTI Board;
- d) Direct and manage the implementation and execution of policies, standards, rules and regulations formulated by the PSRTI Board;
- e) Issue appointments of PSRTI personnel;
- f) Represent PSRTI as signatory to all contracts, awards and similarly related matters;
- g) Represent the Philippines in regional and international conferences and meetings on matters related to the implementation of statistical research and training program for the PSS;
- h) Manage the PSRTI's endowment fund including its investment;
- i) Direct and manage the implementation of PSRTI's fellowship program for statistical research and training;
- j) Submit annual report to the President of the Republic of the Philippines and Congress of the Philippines through the NEDA Director-General on the activities of the PSRTI; and
- k) Perform such other functions as may be assigned by the PSRTI Board.

RULE 20
The PSRTI Governing Board

ART. 34. The PSRTI shall have a governing board that shall formulate policies for its management and operations:

Chairperson:

Secretary of Socioeconomic Planning and Director-General, NEDA (PSA Board Chairperson)

Members:

Dean of the University of the Philippines' School of Statistics
Executive Director of the Philippine Social Science Council (PSSC)
Representative of NEDA (ex-officio)
Executive Director of the PSRTI (ex-officio)

The PSA Board Chairperson may appoint two (2) representatives from the private sector to the PSRTI Governing Board from among a list of nominees submitted by the Board.

The PSRTI Governing Board shall meet at least once every semester to discuss and formulate policies for the management and operations of the PSRTI.

The PSRTI shall provide reasonable allowances to its Governing Board.

RULE 21

Organizational Structure of PSRTI

ART. 35. The PSRTI shall consist of the Office of the Executive Director with the following services support divisions:

- a) Finance and Administrative Services
- b) Knowledge Management Services
- c) Research Services
- d) Training Services

Each of the services support divisions shall be headed by a Division Chief who will be appointed by the ED. They shall have the same qualifications for appointment, rank, salaries and benefits to that of a Division Chief in other national government agencies.

ART. 36. The PSRTI shall be authorized to engage professionals either as fellows or associates, for purposes of conducting training sessions and researches for the PSRTI.

Fellows should have actual experience in research or training and have preferably earned a doctorate degree in Statistics, Economics, Social Sciences, Computer Sciences or related disciplines. Associates should have earned at least a Master's degree in these fields.

Those so engaged by the PSRTI shall be issued appointments and paid fees as determined by the PSRTI, and as approved by the PSA Board.

RULE 22

Incumbents Affected by the Reorganization of the PSRTI

ART. 37. SRTC officials and employees affected by the reorganization as provided under RA 10625 shall occupy their new positions, provided that they will qualify with the standards of the new staffing pattern of PSRTI. The reappointment shall be subject to applicable rules and regulations of the Civil Service Commission (CSC).

Accordingly, they shall receive the salary and benefits corresponding to their duly approved appointments, subject to applicable budgetary rules and regulations

ART. 38. Officials and employees who will not be absorbed in the new staffing pattern of the PSRTI shall be offered early retirement scheme as provided for under Section 30 of RA 10625 and Rule 36 of this IRR.

RULE 23

PSRTI Endowment Fund

ART. 39. The existing SRTC Endowment Fund shall be transferred to the PSRTI and serve as the initial PSRTI endowment fund.

The PSRTI is authorized to accept into its endowment fund any contributions, donations, bequests, grants and loans from domestic and/or foreign sources, government appropriations and other incomes accruing from the operations of the PSRTI, for purposes of executing its mandate and functions. The amount necessary to augment the endowment fund shall be included in the annual General Appropriations Act.

RULE 24

PSRTI Operating Funds

ART. 40. The amount appropriated for the operating fund of the SRTC under the current General Appropriations Act (GAA) shall constitute the initial operating fund of the PSRTI.

Thereafter, the government contribution necessary to support the research and training programs of the PSRTI shall be determined based on the annual financial plan approved by its Governing Board and submitted to the DBM.

TITLE V
POSTING OF STATISTICAL PERSONNEL,
PHILIPPINE STATISTICAL DEVELOPMENT PROGRAM

RULE 25
Posting of Statistical Personnel in Government Offices

ART. 41. In the exercise of its functions and in accordance with the priorities set by the PSA Board, the PSA may post teams of its statistical personnel in other government offices, including the LGUs to carry out the work program to be drawn up in coordination with the host offices.

The posted teams shall be proportional to the size and needs of the government offices. Personnel posted in a government office shall be supervised by the DNS for Sectoral Statistics and shall render fortnightly statistical reports to the Office of the National Statistician. The heads of the host offices shall submit periodic performance evaluation reports on posted personnel to the National Statistician.

ART. 42. In the exercise of its functions in carrying out the Civil Registration Law, the PSA through the Office of Civil Registrar General (OCRG) may post CRVS personnel in the LGU or in the Philippine consular services abroad, should there be requests for civil registration assistance, subject to evaluation by the DNS for Civil Registration and approval of the Civil Registrar General.

ART. 43. The posting of statistical and CRVS personnel shall commence after the PSA has conducted statistical and civil registration capacity development programs, two (2) years after the implementation of this IRR.

The posting shall comprise technical assistance to government agencies and LGUs for their respective statistical development programs or civil registration capacity programs.

ART. 44. Budgetary allocations for the posting of statistical and CRVS personnel shall be drawn from the PSA budget. Host agencies, organizations and LGUs, subject to their capabilities, may extend financial and other support in the form of service allowances in accordance with applicable DBM and COA rules.

RULE 26
Philippine Statistical Development Program

ART. 45. The Philippine Statistical Development Program (PSDP) shall consist of all statistical activities and their corresponding budgetary estimates to be undertaken by the PSS in response to the requirements of development planning and policy formulation.

The statistical programs in the PSDP shall integrate broad set of statistical indicators that are indispensable for the development and improvement of planning.

ART. 46. The PSA shall formulate the PSDP which will be endorsed to the PSA Board for approval.

TITLE VI
STANDARDS AND CLASSIFICATION SYSTEMS,
STATISTICAL SURVEY REVIEW AND CLEARANCE SYSTEM

RULE 27
Standards and Classification Systems

Art. 47. The PSA shall prescribe uniform standards and classification systems in government statistics and in the generation of official statistics to ensure harmonization and comparability of statistics in the country and at the international level.

Art. 48. The PSA shall continually formulate statistical standards such as definitions of statistical terms and concepts used in official statistics, and likewise develops classification systems for adoption by government agencies. It shall maintain the following classification systems:

a) Philippine Central Product Classification (PCPC). The PCPC is a standard classification of goods and services in the Philippines, including tangible assets based on their physical properties and intrinsic nature as well as industrial origin.

b) Philippine Classification of Individual Consumption according to Purpose (PCOICOP). The PCOICOP is a detailed classification of individual consumption expenditures on goods and services incurred by the three institutional sectors of the 1993 and 2008 System of National Accounts.

c) Philippine Standard Classification of Education (PSCEd). The PSCEd is a detailed classification of all educational levels in the Philippine Educational System.

d) Philippine Standard Commodity Classification (PSCC). The PSCC is a detailed classification of all commodities that enter the Philippine trade.

e) Philippine Standard Occupational Classification (PSOC). The PSOC is a classification of the different occupations of the working population, including the military workforce of the country.

f) Philippine Standard Geographic Classification (PSGC). The PSGC is a classification and coding of the geographical-political subdivisions of the country, such as the region, the province, the municipality/city and the barangay.

g) Philippine Standard Industrial Classification (PSIC). The PSIC is a classification of all economic activities obtaining in the country.

The official concepts and definitions for statistical purposes shall be approved by the PSA Board.

RULE 28

Statistical Survey Review and Clearance System

Art. 49. The PSA shall establish a Statistical Survey Review and Clearance System (SSRCS) to provide assistance and support to the statistical work of other government agencies in the PSS, including the LGUs and the GOCCs.

Art. 50. The SSRCS shall involve the evaluation of surveys or censuses sponsored and/or to be conducted by government agencies at the national and sub-national level. It shall cover several areas such as the need to conduct the inquiry; duplication; sampling design; forms content and table format; operational plans and; the outputs.

The review process shall evaluate that such conduct of statistical activity shall ensure conformity with the standard definitions, concepts and classifications, and, consequently, the reliability, comparability and accuracy of statistics generated. At the

same time, it shall minimize the burden of respondents, to effect economy in data collection, and to inform respondents about the survey and to enjoin their cooperation as well.

Art. 51. The PSA shall maintain a database of surveys, which can be accessed by users.

Art. 52. The non-compliance of SSRCS by other government agencies, LGUs and the GOCCs in the conduct of their statistical activities shall be subject to penalties as provided for under Sec. 27 of RA 10625 and Art. 60 of this IRR.

TITLE VII OBLIGATION TO PROVIDE INFORMATION, CONFIDENTIALITY OF INFORMATION AND PENALTIES

RULE 29

Obligation to Provide Information and Confidentiality of Information

ART. 53. The National Statistician shall determine whether a statistical inquiry or survey to be conducted is with or without an obligation to provide information. If such obligation is stipulated, all respondents whether natural or legal persons shall be liable to reply to the statistical inquiry or survey. This section applies to all statistical inquiries or surveys conducted by other statistical offices in the PSS.

The respondents under this Act are required to give truthful and complete answers to statistical inquiries or surveys of the PSA and other statistical offices of the PSS. The respondent is considered to have complied with the obligation only upon receipt of the duly completed statistical inquiry or survey forms. The government shall provide franking privileges, charges and postings to the survey offices, unless otherwise disallowed by law.

ART. 54. The PSA is authorized to gather data from other government agencies for statistical purposes.

ART. 55. Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding. The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.

The confidentiality of information does not apply to:

- a) Information in the form of a list or index of individual business firms, establishments or organizations that contain any or all of the following information: *i) the name, address and telephone numbers; ii) the business and products that they are engaged in; and iii) the specific ranges of number of employees.*
- b) Microdata from statistical inquiries or survey form/ questionnaire/ schedule prepared by the PSA for purposes of research, with care to ensure that identities of a particular person, business or organization will not be disclosed in whatever form; and
- c) Access to census data after one hundred (100) years for historical, genealogical, scientific or other research purposes.

ART. 56. The National Statistician and all staff of the PSA shall take a solemn oath regarding confidentiality of information.

RULE 30 **Penalties**

ART. 57. Respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner.

ART. 58. To ensure compliance, any violation of this Act shall result in the imposition of the penalty of one (1) year imprisonment and a fine of One hundred thousand pesos (P100,000.00). In cases where the respondent who fails to give a truthful and complete answer to such statistical inquiries is a corporation, the above penalty shall be imposed against the responsible officer, director, manager and/or agent of said corporation. In addition, such erring corporation or any other juridical entity, depending on the category of the enterprise or business concerned whether small, medium or large, shall be imposed a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00).

ART. 59. Any person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit, are considered guilty of an offense and shall be liable to fines as prescribed by the PSA Board which shall not be less than Five thousand pesos (P5,000.00) nor more than

Ten thousand pesos (P10,000.00) and/or imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information.

ART. 60. Failure to comply with the survey clearance provision shall be penalized by a fine of Fifty thousand pesos (P50,000.00) to One hundred thousand pesos (P100,000.00), depending on the gravity and seriousness of such noncompliance.

TITLE VIII MISCELLANEOUS PROVISIONS

RULE 31 Statistical Advocacy

ART. 61. To heighten awareness for the increased use of statistics in decision making and to inculcate awareness and appreciation of the importance and value of statistics in all sectors, all existing and emerging advocacy programs of the PSS shall be assessed by the PSA for endorsement to the PSA Board for its institution.

RULE 32 Civil Registration Advocacy

ART. 62. To strengthen civil registration and vital statistics advocacy, all existing and emerging coordinating mechanisms and advocacy programs, including networks and partnerships in CRVSS development programs with development institutions, national government agencies and LGUs shall be assessed by the PSA for endorsement to the PSA Board for its institution.

RULE 33 Abolition and Transfer

ART. 63. The NSO, the BAS of the Department of Agriculture (DA), the BLES of the Department of Labor and Employment (DOLE), and the NSCB are hereby abolished, and their personnel, appropriations, assets and properties, fixed and movable and all contracts, records and documents relative to their operations are hereby transferred to the PSA.

ART. 64. All agreements and contracts entered into by the abolished agencies shall remain in full force and effect unless otherwise terminated, modified or amended by the PSA.

RULE 34 Transition

ART. 65. The PSA shall carry out the reorganization of the PSS in such a manner that personnel of the agencies absorbed by the PSA shall continue to perform their respective duties and responsibilities in a holdover capacity so as not to unduly delay the production of statistics from ongoing censuses, surveys and processing of administrative records.

ART. 66. Officials and employees of the merged agencies will be absorbed by the PSA on the basis of merit and fitness and in accordance to the new staffing pattern of the PSA, pursuant to the provisions of RA 6656 (An Act to Protect the Security of Tenure of Civil Service Officers and Employees in the Implementation of Government Reorganization); Provided, that officers and employees who shall be separated from the service as a result of the abolition and reorganization shall receive retirement and other benefits to which they are entitled under existing laws.

ART. 67. Upon the effectivity of the IRR, the agencies under the PSS shall change their signages, letterheads, contact information, etc. into their new names as PSA or PSRTI.

RULE 35 Designation of the Interim National Statistician, Interim Deputy National Statisticians, and the Interim PSRTI-ED

ART. 68. The PSA Board Chairperson shall designate an interim National Statistician, interim Deputy National Statisticians and interim PSRTI-ED upon the effectivity of the IRR and until appropriate appointments for said positions have been made by the President of the Republic of the Philippines; Provided, such designation does not exceed one (1) year.

RULE 36
Early Retirement Scheme

ART. 69. Personnel of the merged agencies who will not be absorbed into the new staffing pattern due to redundancy or failure to comply with the qualification standards; position being offered under the new staffing pattern but who decline such appointment due to diminution in rank, benefits and work conditions; position being offered under the new staffing pattern without any diminution in rank, benefits and work conditions but who decline such appointment, if qualified, shall be given the option to avail themselves of any of the following, whichever is beneficial to them:

a) Retirement gratuity provided under Republic Act No. 1616 (An Act Further Amending Section Twelve Of Commonwealth Act Numbered One Hundred Eighty-Six, As Amended, By Prescribing Two Other Modes Of Retirement And For Other Purposes), as amended, payable by the last employer of the affected personnel, plus the refund of retirement premiums payable by the Government Service Insurance System (GSIS), without the incentive herein provided;

b) Retirement benefit under Republic Act No. 660 (An Act to Amend Commonwealth Act Numbered One Hundred and Eighty-Six, Entitled “An Act To Create And Establish A Government Service Insurance System, To Provide For Its Administration, And To Appropriate The Necessary Funds Therefore,” And To Provide Retirement Insurance And For Other Purposes) or applicable retirement, separation or unemployment benefit provided under Republic Act No. 8291 (An Act Amending Presidential Decree No. 1146, As Amended, Expanding And Increasing The Coverage And Benefits Of The Government Service Insurance System, Instituting Reforms Therein And For Other Purposes) if qualified, plus the following applicable incentives:

i) 1/2 month of the present basic salary for every year of government service and a fraction thereof, for those who have rendered twenty (20) years of service and below;

ii) 3/4 month of the present basic salary for every year of government service and a fraction thereof, computed starting from the 1st year, for those who have rendered twenty-one (21) to less than thirty-one (31) years of service; and

iii) 1 month of the present basic salary for every year of government service and a fraction thereof, computed starting from the 1st year, for those who have rendered thirty-one (31) years of service and above.

In addition, the affected personnel shall be entitled to the refund of PAG-IBIG contributions, and the commutation of unused vacation and sick leave credits.

RULE 37
Funds for Reorganization

ART. 70. The amount necessary for the effective implementation of the provisions of this Act shall be taken from funds available to the affected agencies, as enumerated in Section 28 of RA 10625 and Art. 63 of this IRR.

ART. 71. Additional requirements shall be charged to the appropriations under the current General Appropriations Act. Thereafter, such sum as may be needed for the continued implementation of this Act shall be included in the annual General Appropriations Act.

TITLE IX
AMENDMENTS TO THE IMPLEMENTING RULES AND REGULATIONS

RULE 38
Amendments

ART. 72. This Implementing Rules and Regulations (IRR) maybe amended, modified or supplemented when necessary for effective implementation and enforcement of RA 10625.

ART. 73. The PSA through the PSA Board may amend or modify these Rules as may be necessary in accordance with the laws.

ART. 74. In order for any amendment to become fully effective and legally binding, publication of such in the Official Gazette or in a national newspaper of general circulation shall be made mandatory.

TITLE X
FINAL PROVISIONS

RULE 39
Separability

ART. 75. If any part or provision of this Act shall be declared invalid or unconstitutional, the other parts or provisions hereof which are not affected thereby, shall continue in full force and effect.

RULE 40
Repealing

ART. 76. Executive Order No. 121 is hereby repealed. All other laws, decrees, ordinances, rules and regulations, other issuances or parts thereof inconsistent with the provisions of this IRR are hereby repealed or modified accordingly, including provisions of any rules and regulations or part thereof which are inconsistent with this Act and IRR are hereby repealed or modified accordingly.

ART. 77. Notwithstanding the foregoing, nothing in the Act or this IRR shall diminish the powers and functions of the PSA as provided for under CA 591 and its mandate in carrying out the Law on Registry of Civil Status.

RULE 41
Effectivity

ART. 79. These Rules shall take effect fifteen (15) days after its publication in a national newspaper of general circulation in the Philippines.

Approved, December 11, 2013.

ARSENIO M. BALISACAN
Chairperson, PSA Board
(Secretary of Socioeconomic Planning
and Director-General, NEDA)