



Republic of the Philippines
CITY COUNCIL
City of Manila

REGULAR SESSION NO. 32

13TH CITY COUNCIL

RESOLUTION NO. 423
Series of 2025

RESOLUTION ENJOINING ALL RESIDENTS OF THE CITY OF MANILA TO UTILIZE THE PHILIPPINE STATISTICS AUTHORITY'S (PSA) "VIEWABLE ONLINE" AND "DOCPRINT" SERVICES FOR BIRTH CERTIFICATE, MARRIAGE CERTIFICATE, DEATH CERTIFICATE, CERTIFICATE OF NO MARRIAGE (CENOMAR), AND CERTIFICATE OF NO DEATH (CENODEATH), AND DIRECTING RELEVANT CITY OFFICES TO DISSEMINATE INFORMATION AND ASSIST CONSTITUENTS THEREON, IN THE INTEREST OF PUBLIC CONVENIENCE AND EFFICIENT SERVICE DELIVERY

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WHEREAS, Section 16 of Republic Act No. 7160 otherwise known as the "Local Government Code of 1991", mandates every local government unit to exercise powers necessary, appropriate, or incidental to promote the general welfare of its inhabitants;

WHEREAS, Republic Act No. 10625 (Philippine Statistical Act of 2013) created the Philippine Statistics Authority (PSA) and vested it with civil registration functions, including the issuance of civil registry documents;

WHEREAS, in PSA's Public Advisory dated May/June 2025, the PSA announced the Viewable Online service through the PSA Serbilis website (psaserbilis.com.ph), allowing applicants to request viewable copies of birth certificate, marriage certificate, death certificate, CENOMAR and CENODEATH records accessible for sixty (60) days via a Web Access Information Slip and unique access code, as part of the Civil Registry System - Information Technology Project Phase II (CRS-ITP2);

WHEREAS, PSA's official channels specify that application fees are Php130.00 per copy for birth/marriage/death certificates and Php185.00 per copy for CENOMAR/CENODEATH, payable at any PSA Civil Registry System (CRS) outlet, and that Viewable Online requests are not printed on Security Paper (SECPA) but are made accessible digitally;

WHEREAS, PSA further provides an add-on service called DocPrint, whereby within the 60-day validity of a Viewable Online record, the applicant may request printed copies on PSA Security Paper at Php80.00 per copy at any PSA CRS outlet upon presentation of the access code;

WHEREAS, the PSA advisory clarifies that Viewable Online and DocPrint transactions need not book an appointment at the PSA CRS outlets, and PSA Serbilis states that payment and/or pickup must be made in person by the document owner (or nearest of kin for deceased persons) and not by an authorized representative;

WHEREAS, these digital services reduce queues, travel time, and costs for residents, while preserving the option of obtaining official SECPA-printed copies via DocPrint for transactions where printed certificates are required by the receiving agency;

WHEREAS, to maximize public benefit, it is prudent for the City to inform residents about these PSA services and to assist those who may need help navigating online application and outlet procedures, consistent with the City's general welfare mandate and initiatives on efficient public service;

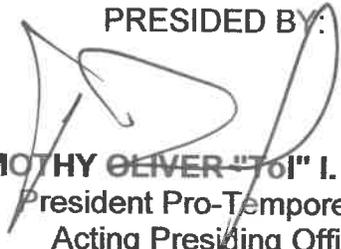
WHEREAS, the City of Manila maintains a City Civil Registry Office (CCRO-Manila) and a Manila Public Information Office (MPIO) with established channels capable of disseminating advisories and assisting the public: NOW, THEREFORE, be it

RESOLVED, by the City Council of Manila to enjoin, as it hereby enjoins all residents of the City of Manila to utilize the Philippine Statistics Authority's (PSA) "Viewable Online" and "DocPrint" services for birth certificate, marriage certificate, death certificate, certificate of no marriage (CENOMAR), and certificate of no death (CENODEATH), and directing relevant city offices to disseminate information and assist constituents thereon, in the interest of public convenience and efficient service delivery; and be it FURTHER

RESOLVED, that the City Civil Registry Office (CCRO-Manila), in coordination with the PSA as needed, set up an assistance/help desk at City Hall and, where practicable, barangay-level information assistance (without imposing any local fees), to guide residents on: (a) filing Viewable Online requests; (b) the 60-day access rule and retrieval of the Web Access Information Slip; and (c) availing DocPrint for SECPA-printed copies within the validity period, noting that Viewable Online images are not on SECPA and acceptance for particular transactions remains subject to the requirements of the requesting agency; and be it FINALLY

RESOLVED, that copies of this Resolution be furnished to the Philippine Statistics Authority (PSA), the City Civil Registry Office-Manila (CCRO), the Manila Public Information Office (MPIO), and all Barangay Councils of the City of Manila for their information and appropriate action.

PRESIDED BY:


TIMOTHY OLIVER "TOI" I. ZARCAL
President Pro-Tempore and
Acting Presiding Officer
City Council, Manila

This Resolution was adopted by the City Council of Manila at its regular session on October 28, 2025.

ATTESTED:


ATTY. HANS ROGER S. LUNA
City Government Department Head III
(Secretary to the City Council)