Procedure for Issuance of BREQS Installer

Step 1. CRSD Personnel receives Endorsement Letter from PSA RSSO with attached signed MOA between PSA and concerned BREQS User/Partner and other required documents through the Office of the Assistant National Statistician of the Civil Registration Service;

Step 2. Authorized PSA Personnel checks if the client has an existing record in the database;

Step 3. If new BREQS User/Partner, authorized PSA Personnel prepares the Customer Information text file containing the BREQS Number, Customer ID, Customer Name, and Designated Servicing Outlet;

Step 4. Authorized PSA Personnel consolidates the Customer Information and Installation Manuals for sending to the corresponding Regional Statistical Service Office (RSSO) that has jurisdiction on the BREQS User/Partner.

Step 5. Authorized PSA Personnel sends the link of files to the concerned RSSO for dissemination to the BREQS User/Partner.

Installation of BREQS Application

PSA will give each BREQS User/Partner a copy of the BREQS Installation and manual package thru the provided google link. PSA will also provide information to be entered into the Batch.ini file to enable recognition of the created BREQS Account by the Servicing CRS Outlet.

Data Privacy Act of 2012

PSA ensures that the BREQS User/Partner adheres to the protection of the fundamental right of privacy of the document owners in compliance with Republic Act No. 10173, also known as "Data Privacy Act of 2012"

Client Application and Releasing of Civil Registry Documents Process Flow

START

Client files an application at the authorized BREQS User/Partner.

BREQS Receiving Staff screens Application Form (AF), accepts payment, issues Acknowledgment Slip and encodes application by batch.

PSA Accounting Division validates the proof of payment and notify servicing outlet to proceed with the processing.

BREQS User/Partner submits batch files and proof of payment online to the psaserbilis.com.ph. website.

Servicing Outlet prints and releases batch requests and official receipt to the BREQS Liaison Officer.

The system forwards the Batch files to PBO and SBO for processing and results are forwarded to the servicing outlet.

BREQS Releasing Staff releases result to the client.

When needed, requests are sent to PSA Central Office for manual processing

END

For concerns please call (02) 8461-0500 loc. 315
JASMINE P. DIZON
BREQS Focal Person
email address: j.dizon@psa.gov.ph, crs.breqs@psa.gov.ph

WHAT YOU NEED TO KNOW ABOUT BREQS

BATCH REQUEST SYSTEM

Philippine Statistics Authority
Solid · Responsive · World-class

BAGONG PILIPINAS

WHAT IS BREQS?

The Batch Request System (BREQS) is a scheme where the Philippine Statistics Authority (PSA) authorizes a partner to receive requests for PSA-issued copies and certifications of civil registry documents from the public and issue the documents to its clientele.

PSA provides the BREQS User/Partner the software, form templates, updates and procedures necessary in servicing its clientele. The system enables the BREQS User/Partner to do off-line encoding of the application details.

Actual processing of the requests is done by the Servicing Civil Registry System (CRS) Outlet assigned to the BREQS User/Partner.

With the BREQS scheme, the public can avail the civil registration services offered in a CRS Outlet through the authorized agent.

BENEFITS/IMPORTANCE

✓ Offers convenience to constituents;
✓ Save time, effort and money;
✓ Expansion of service to clients by offering new service like CENODEATH;
✓ Can cater clients from different localities;
✓ Provide additional revenue to the Local Government Unit (LGU);

WHO MAY AVAIL?

The LGUs may enter into a Memorandum of Agreement with PSA after the accreditation process by the PSA Regional Office through the endorsement of the Provincial Statistical Office (PSO).

Likewise, other government agencies, private institutions and establishments, and other stakeholders who are interested to partner with PSA on BREQS, must submit a letter of intent for evaluation and approval of the Civil Registrar General (CRG) through the Civil Registration Service.

HOW TO AVAIL?

A. BREQS FOR LGU

1. Submit Letter of Intent stating interest in availing the BREQS to the PSA PSO;
2. The PSO shall indorse the request to the Regional Director (RD) for evaluation;
3. If the request is approved, the RD of the Regional Statistical Service Office (RSSO) along with the Chief Statistical Specialist (CSS) shall enter into a Memorandum of Agreement (MOA) and Data Sharing Agreement (DSA) with the concerned LGU;
4. The BREQS User/Partner shall submit a Designation Order of the Authorized Liaison Officer, Screener, and Encoder.
5. The RD shall indorse the signed MOA, along with the pertiment documents (request letter from interested party, evaluation feedback, and decision of RD) to the PSA Central Office for documentation and archiving through the Office of Assistant National Statistician - Civil Registration Service - Civil Registration Services Division
6. If the request is denied, the RD shall copy furnish the decision to the LGU or the interested party, through the CSS. A copy of the decision should also be furnished to the Assistant National Statistician of the Civil Registration Service.

B. BREQS for Other Stakeholders

1. Submit Letter of Intent stating interest in availing the BREQS to the Assistant National Statistician of the Civil Registration Service for interested parties within Metro Manila;
2. If necessary, an ocular visit will be conducted;
3. If the request is approved, the National Statistician along with the Assistant National Statistician and Data Protection Officer shall enter into a MOA and Data Sharing Agreement with the concerned government agency or private establishment
4. The BREQS User/Partner shall submit a Designation Order of the Authorized Liaison Officer, Screener, and Encoder.
5. The Civil Registration Services Division (CRSD) shall create the necessary system requirements and installers for BREQS User/Partners.
6. If the request is denied, the Civil Registration Service shall communicate the decision to the concerned BREQS User/Partner.

What documents can be applied through BREQS?

Only the following requests can be filed through BREQS:

- Copy Issuance for birth, death, marriage certificates;
- Copy Issuance of annotated or endorsed documents that have been previously issued by PSA;
- Certificate of No Marriage (CENOMAR) / Advisory on Marriages; and
- Certificate of No Death (CENODEATH) / Advisory on Deaths.

Since the BREQS User/Partner does not have all the facilities of a CRS Outlet, they could not implement the currently available services offered by a CRS Outlet.

Training on BREQS

1. A Letter of Request from the BREQS User/Partner will be submitted to the PSA PSO that has jurisdiction on the location of the BREQS User/Partner;

2. The PSO shall endorse the request to the Office of the Assistant National Statistician of the Civil Registration Service;

3. The Assistant National Statistician thru the CRSD shall provide feedback on the request for training to the concerned LGU, through the PSO;

4. The RD shall be furnished with a copy of the aforementioned feedback.

5. The target participants of the training shall include but is not limited to LGU, other stakeholders or private entities personnel.

6. The LGU, other stakeholders, or private entities shall provide written designation of staff who will undergo the training on the use of the system conducted by the PSA.