

What is Administrative Order No. 3, Series of 2004?

Administrative Order No. 3 governs the procedures and guidelines for the effective civil registration of births, marriages, dissolution of marriages, revocation of dissolution of marriages, deaths of indigenous peoples, including legal instruments concerning civil status of Indigenous Cultural Communities (ICCs)/ Indigenous Peoples (IPs).

What is Republic Act 8371 (Indigenous Peoples Rights Act)?

An Act to recognize, protect and promote the rights of indigenous cultural communities/ indigenous peoples, establishing implementing mechanisms, appropriating funds thereof, and for other purposes.

What/Who are the Indigenous Cultural Communities/ Indigenous?

ICCs/IPs are groups of people or homogenous societies identified by self-ascription and ascription by others, who have

- ⇒ continuously live as organized community on communally bounded and defined territory, and
- ⇒ under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language and customs, traditions and other distinctive cultural traits, or
- ⇒ through resistance to political, social and cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of Filipinos.

ICCs/IPs likewise include peoples who are regarded as indigenous on account of their descent from the populations, which inhabited in the country, at the time of conquest or colonization, or at time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic cultural and political institutions, but who may have been displaced

from their traditional domains or who may have been resettled outside their ancestral domains.

What are the Registrable Acts and Events for ICCs/IPs?

1. Birth
2. Death
3. Marriage
4. Dissolution of Marriage
5. Revocation of Dissolution of Marriage
6. Court decrees/ orders and legal instruments applicable for ICCs/IPs

What are the Registry Books which shall be kept by the City/Municipal Civil Registrar for ICCs/IPs aside from regular registry books?

1. Register of marriage dissolution
2. Register of revocation of dissolution of marriage

What are the forms to be used?

1. Municipal Form No. 102 (IP Form No. 1)
2. Municipal Form No. 103 (IP Form No. 2)
3. Municipal Form No. 97 (IP Form No. 3)
4. IP Form No. 4 (Certificate of Dissolution of Marriage)
5. IP Form No.5 (Statement of Revocation of Dissolution of Marriage)

What are the requirements for the registration of birth of ICCs/IPs?

If the person is below 18 years old:

Four (4) copies of the Certificate of Live Birth (COLB) with Attachment IP Form 1 duly accomplished and signed by the proper parties. The name of the child may be:

- ⇒ one name/ indigenous/tribal name
- ⇒ first name, middle name and last name not following filial relationship

- ⇒ first name, middle name and last name according to filial relationship
- ⇒ other names

If delayed registration:

1. Accomplished affidavit for delayed registration (at the back of the COLB) by the father, mother or guardian.
2. Any two of the following documentary evidences which may show the name of the child, date and place of birth, and name of mother (and name of father if acknowledged)
 1. Baptismal certificate;
 2. School records (nursery, kindergarten or preparatory);
 3. Income tax return of parent/s
 4. Insurance policy;
 5. Medical records; and
 6. Certification from tribal chieftain/leaders for the existence of the tribe in the area.
3. Affidavit of two (2) disinterested persons who might have witnessed or known the birth of the child.

If the person is 18 years old and above:

1. all of the requirements for a child who is under 18 years of age; and
2. Certification of marriage, if married.

What are the requirements for the registration of Marriage of ICCs/IPs?

1. Four (4) copies of the Certificate of Marriage with Attachment IP Form 3 duly accomplished and signed by the proper parties. Attachment IP Form 3 states the following:
 - ⇒ ethnic affiliation of contracting parties
 - ⇒ marriage order
 - ⇒ amount of dowry
 - ⇒ other stipulation

If delayed registration:

2. The testimony of authorized community elders, solemnizing officers or authorities of traditional socio-political structures stating the facts and circumstances of marriage.

What are the requirements for the registration of death of ICCs/IPs?

1. Four (4) copies of the Certificate of Death with Attachment IP Form 2 duly accomplished and signed by proper parties;

If delayed registration:

2. Affidavit of delayed registration which shall be executed by the hospital/clinic administrator if the person died in a hospital/clinic of similar institution, or if the person died elsewhere, by the attendant at death. The affidavit shall state the following:

- > Name of the deceased
- > Facts of death
- > Date and place of burial/cremation
- > Cause of not reporting the event within 30 days.

3. Approval for registration by the health officer in the box provided in the Certificate of Death.

If delayed registration:

4. The testimony of authorized community elders, solemnizing officer or authorities of traditional socio-political structures stating the facts and circumstances of death.

What are the requirements for the registration of dissolution of marriage of ICCs/IPs?

1. Five (5) copies of Certificate of Dissolution of Marriage duly accomplished and signed by the proper parties;

2. Certification from NCIP Provincial Office (of the area where the marriage was celebrated) stating that the parties are members of a particular ICC/IP and that the marriage dissolution was made in accordance with customary law and practice.

What are the requirements for the registration of revocation dissolution of marriage of ICCs/IPs?

1. Five (5) copies of Statement of Revocation of Dissolution of Marriage duly accomplished and signed by the proper parties.

“ The child shall be registered immediately after birth and shall have the right from birth to a name, the right to acquire a nationality and, as far as possible, the right to know and cared for by his or her parents...”

-Article 7

*UN Convention on the Rights of the Child
(Ratified by the Philippines in July 1990)*

National Statistics Office
National Capital Region
4/F Philippine Bible Society Bldg.
3961 R. Magsaysay Blvd., Sta. Mesa, Manila
Telephone No.: (02) 714-1721
Telefax No.: (02) 716-4921

(Member, Regional Council for the Welfare of Children)

Civil Registry and Information Management Division (CRIMD)
2/F Philippine Bible Society Bldg.
3961 R. Magsaysay Blvd., Sta. Mesa, Manila
Telefax No.:(02) 713-3052

NATIONAL STATISTICS OFFICE
NATIONAL CAPITAL REGION
STA. MESA, MANILA



What You Need to Know About Civil Registration for Indigenous Cultural Communities/ Indigenous

