

Republic of the Philippines
Department of the Interior and Local Government
A. Francisco Gold Condominium II, EDSA, Diliman, Quezon City
OFFICE OF THE SECRETARY

September 19, 2008

MEMORANDUM CIRCULAR
NO. 2008-144

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS, FIELD OPERATIONS OFFICERS AND OTHERS CONCERNED

SUBJECT : REITERATION OF MEMORANDUM CIRCULAR NO. 2005-69 DATED JULY 21, 2005 RE: MAINTENANCE AND UPDATING OF RECORDS OF ALL INHABITANTS OF THE BARANGAY

Section 394 (d) (6) of the Local Government Code provides that the Barangay Secretary is mandated to maintain, update and keep records of inhabitants in the barangay. The information should contain the name, address, place and date of birth, sex, civil status, citizenship and occupation of the inhabitants.

The maintenance and updating of the list of inhabitants is necessitated by the call of the times and the need to formulate an efficient system of keeping the records of inhabitants in all the barangays throughout the country. This needs to be done for the following purposes:

- For easy identification of inhabitants;
- As a tool in planning; and
- As an updated reference in the number of inhabitants in a specific Barangay.

The City/Municipal Mayors and Punong Barangays shall adopt necessary measures to ensure that the right to privacy will be observed in the process of maintaining and updating records of all inhabitants of the Barangay which shall include but not limited to the following:

- a. The data to be recorded and stored shall be used only for the purpose of establishing identity of a person. RBI Form A and RBI Form B shall be used as the data capture instruments.
- b. In no case shall the collection or compilation of other data in violation of a person's right to privacy be allowed or tolerated under this memorandum circular.
- c. Stringent system of access and control to data shall be instituted.
- d. Data collected and stored for this purpose shall be kept and treated as **strictly confidential** and a personal written authorization of the Owner shall be required for access and disclosure of data.
- e. Any correction or revision in the inhabitant's record shall be done provided that a written request from the Owner is obtained.

- f. The Chief of Police and Local Civil Registrar may, from time to time, be allowed to verify the records kept by the Barangay Secretary, when circumstances warrant.

Further, City/Municipal Mayors and Punong Barangays are hereby instructed to ensure that all barangays shall have updated their records of Barangay inhabitants using the attached RBI Form A (Household Record of Barangay Inhabitants) and RBI Form B (Individual Record of Barangay Inhabitant).

To facilitate the updating of records of barangay inhabitants, the Barangay Secretary shall be assisted by a Task Force to be created by the Punong Barangay. The RBI Task Force shall be responsible for the house to house distribution of RBI Forms A & B and retrieval of same. RBI Form A shall be accomplished in two (2) copies by the household head, one copy shall be retained by the household head and the other copy shall be kept on record by the Barangay Secretary. New barangay inhabitants aged 15 years old shall accomplish RBI Form B in two (2) copies and above, the person accomplishing the form shall retain one copy and the Barangay Secretary shall keep the other copy.

The City/Municipal Mayor shall reactivate the RBI Task Force, which she/he will head and shall be composed of the local civil registrar, the city/municipal President of the Liga ng mga Barangay, the DILG Officer assigned in the city/municipality and two (2) other members to be designated by the Mayor. The RBI Task Force shall monitor barangays' compliance to this issuance.



The Sangguniang Panlungsod/Bayan is encouraged to support this undertaking by enacting an appropriate ordinance to pursue the intent and spirit of the law. Such ordinance shall include, among others, the regular updating every six (6) months of Records of Barangay Inhabitants (RBI) by the Barangay Secretary. If there is an existing ordinance to this effect, the RBI Task Force is encouraged to implement it.

Provincial Governors are likewise requested to ensure that the component cities and the municipalities will comply with this issuance.

DILG Regional Directors and Field Operations Officers shall monitor LGU compliance with this issuance by submitting a Quarterly Monitoring Report (RBI Form C) starting 4th Quarter 2008 to the undersigned through the Undersecretary for Local Government.

Funding for this purpose shall be chargeable against local funds.

For your reference and compliance.


RONALDO V. PUNO
Secretary 



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT

IN REPLYING, PLS CITE:

SILG08-002188



INSTRUCTIONS ON HOW TO ACCOMPLISH THE RECORD OF BARANGAY INHABITANTS BY HOUSEHOLD (RBI Form A)

General Instructions:

1. Columns 1 to 8 shall be filled up by the household head or any member of the household. All members of the household including infants and house help (kasambahay) shall be indicated.
2. Write all entries in PRINT (in CAPITAL LETTERS).
3. It is important to seek the assistance of the barangay secretary if there are clarifications on how to accomplish the form.

Specific Instructions:

1. **Letters A to E** is for identifying the Region, Province, City/Municipality, Barangay and Household Number. The barangay secretary shall fill up this portion. The shaded portion on the right shall be left blank.
2. **Column 1** contains four (4) sub-columns:
 - **Column 1.1** Indicate the **Last Name** – Example: REYES, MERCADO, ETC.
 - **Column 1.2** Indicate the **First Name** – Example: SUSAN, MARIA ELENA, ETC.
 - **Column 1.3** Indicate the **Middle Name** – Example: GUTIERREZ, RAMOS, ETC.
 - **Column 1.4** Indicate the **Extension Name** – Example: Jr., Sr., II, III, ETC.
3. **Column 2** contains three (3) sub-columns:
 - **Column 2.1** indicate the **number of the house** – Example: 143-A
 - **Column 2.2** indicate the **name of the street** – Example: PALANCA ST.
 - **Column 2.3** indicate the **name of the subdivision or zone or sitio or purok (if applicable)** – Example: PALMERA SUBD.
4. **Column 3** indicate the **place of birth** to include the **city/municipality and province** in the space provided – Example: Camiling, Tarlac
5. **Column 4** indicate the **date of birth** using the following format: **MM/DD/YYYY** – Example: 07/15/1977
6. **Column 5** indicate the **sex** using the following identifiers: **F for Female and M for Male**
7. **Column 6** indicate the **civil status** using the following identifiers: **S for Single; M for Married; W for Widow or Widower; SE for Separated**
8. **Column 7** indicate the **citizenship of the inhabitant** – Example: FILIPINO, CHINESE, AMERICAN, ETC.
9. **Column 8** indicate the **occupation of all the household members who are working** – Example: GOVT EMPLOYEE, LAWYER, NURSE, ETC.
10. The **name and signature of the household head or member** accomplishing the form shall be indicated on the **“Prepared by”** portion.
11. The **barangay secretary** shall **certify the correctness** of the form and shall print and sign his/her name on the **“Certified Correct”** portion.
12. The **Punong Barangay** shall **validate the entries** in the form and shall print and sign his/her name on the **“Validated by”** portion.

CITY/MUN

BGR

NAME:

(Last)

(First)

(Middle)

(Ext)

DATE OF BIRTH

MM

DD

Y Y Y Y

PLACE OF BIRTH

SEX:

7

MALE

CIVIL STATUS:

10

SINGLE

--	--

WIDOW / ER

1

FEMALE

MARRIED

--	--

SEPARATED

CITIZENSHIP:

PROFESSION/OCCUPATION:

RESIDENCE ADDRESS :

House No

Street Name

Subdivision Name/Zone/Sitio/Purok

I hereby certify that the above information is true and correct to the best of my knowledge.

Date Accomplished

Name/Signature of Person Accomplishing the Form

Attested by:

Barangay Secretary

Left
Thumbmark

Right
Thumbmark

Note: The Household No. shall be filled up by the Barangay Secretary.

Household Number

RBI FORM C

MONITORING REPORT FORM

as of _____

A. REGION:

B. PROVINCE:

C. CITY/MUNICIPALITY:

TOTAL NO. OF BARANGAYS:

		PSG CODES
	NO. OF BARANGAYS with RBI:	

[illegible]

Prepared by:

Submitted by:

C/MLGOO

(Signature over Printed Name)

Province/City Director

(Signature over Printed Name)

Date Accomplished: