

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II EDSA cor. Mapagmahal St.
Diliman, Quezon City

OFFICE OF THE SECRETARY

July 21, 2005

MEMORANDUM CIRCULAR
NO. 2005- 69

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

**SUBJECT : MAINTENANCE AND UPDATING OF RECORDS OF ALL
INHABITANTS OF THE BARANGAY**

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

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

- For easy identification of inhabitants;
- As a tool for planning, and
- As 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 be limited to the following:

- a. The data to be recorded and stored, which shall be used only for the purpose of establishing the identity of a person, shall be limited to those specified in the RBI Forms A & B;
- 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;
- c. Stringent systems 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. A written request by the Owner of the forms/data shall be required for any correction or revision of relevant data;
- 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 encouraged to ensure that by the end of August 2005, all barangays shall have updated their records of barangay inhabitants using the attached Form A (Individual Record of Barangay Inhabitants) and Form B (Household Record of Barangay Inhabitants).

To facilitate the updating of records of all inhabitants of the barangay, the Barangay Secretary shall be assisted by a Task Force to be created by the Punong Barangay. This Task Force shall be responsible for the house to house distribution of RBI Forms A & B and data gathering. Inhabitants aged 15 years old and above, who are residents in the barangay for at least 6 months shall accomplish RBI Form A in two (2) copies. One copy shall be kept by the Barangay Secretary and the other copy shall be maintained by the person accomplishing the form. RBI Form B shall also 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.

There shall be a City/Municipal Task Force to be created and headed by the City/Municipal Mayor, 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 Task Force shall monitor barangays' compliance to this issuance.




The Sangguniang Panlungsod/Bayan are encouraged to support this undertaking by enacting 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 the Records of Barangay Inhabitants (RBI) by the Barangay Secretary.

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

DILG Regional Directors and Field Operations Officers shall monitor LGU compliance with this issuance by submitting a Monitoring Report (Form C) every quarter starting from the 3rd week of September 2005 to the undersigned through the Undersecretary for Local Government, Attention: National Barangay Operations Office (NBOO).

Funding for this purpose shall be chargeable against local funds.

For your reference and compliance.


ANGELO T. REYES
Secretary
 Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT
IN REPLYING, PLS CITE:
SILG05-006946


INDIVIDUAL RECORD OF BARANGAY INHABITANTS

HOUSEHOLD NUMBER (HN)

Region

Barangay

PERSONAL INFORMATION

Last Name Qualifier

First Name

Middle Name

Address

No.

Street

Name of

Subdivision/Zone/Sitio/Purok

City/ Municipality

Province

Date of Birth

(mm-dd-yyyy)

Place of Birth

Sex Male Female

Civil Status Single Married Widow/er Separated

Occupation

Citizenship

Relationship to Household Head

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

Name/Signature of Person Accomplishing this Form

Date Accomplished

Attested by:

Barangay Secretary



Left

Thumbmark



Right

Thumbmark

(In case inhabitant is unable to read and write)

Note: The HN shall be filled up by the Barangay Secretary

HOUSEHOLD
RECORD OF BARANGAY INHABITANTS [RBI]

A. 1 PSGC;
B. 1 PSGC
C. 1 PSGC;
D. 1 PSGC;

[illegible]

Legend

PSGC : Philippine Standard Geographic Code shall be made available by the DILG City/Municipal Offices

- 1) sleep in the same housing unit; and 2) have a common arrangement in the preparation and consumption of food.

QUALIFIER is the addition and/or inclusion of the word "JR.", "SR.", "II" etc. as the case maybe after the person's surname(s).

Prepared by :

Certified Correct: _____
Barangay Secretary

Validated by :
Punong Barangay

INSTRUCTIONS ON HOW TO ACCOMPLISH THE HOUSEHOLD RECORD OF BARANGAY INHABITANTS (RBI) FORM B

General Instructions:

1. Columns 1 – 9 shall be filled up by the household head. All members of the household including infant shall be indicated.
2. If the household head cannot read and write, any of the household members shall accomplish the form in behalf of the household head and shall affix his/her signature in the space provided for: "Prepared by".
3. It is important to seek the assistance of the barangay secretary if there are questions on how to accomplish the form.

Specific Instructions:

1. Blanks A to E and A to D shall be filled up by the barangay secretary.
2. Column (1.1) indicate the Last name; Example: Reyes, Mercado, Singh, etc.
3. Column (1.2) indicate the First name; Example: Susan, Neshia, Basilio, etc.
4. Column (1.3) indicate the Middle Name; Example: Fernandez, Ramos Rosales, etc.
5. Column (1.4) Qualifier; Example: Jr. Sr., I, II, III, etc.
6. Column (2.1) indicate the No. of the house.
7. Column (2.2) indicate the Name of the Street where the house is located.
8. Column (2.3) indicate the name of the subdivision/zone/sitio/purok (if applicable).
9. Column (3) Place of Birth; indicate the place of birth to include the city/municipality in the space provided for; Example San Jose Del Monte, Camiling.
10. Column (4) indicate the Date of Birth Example: For a person whose birthday is July 9, 1961 he should fill up the space as 07/09/61.
11. Column (5) Sex; indicate whether the inhabitant is *Female* or *Male*.
12. Column (6) Civil Status- indicate whether the inhabitant is *single*, *married*, *widow/widower*, *separated*.
13. Column (7) Citizenship; indicate the citizenship of the inhabitant; Example. Filipino, Chinese, American, etc.
14. Column (8) Occupation; indicate whether a Farmer, Teacher, Student, Housemaker, Helper, etc.
15. Column (9) Relationship to Household Head; indicate the relationship to the household head; Example Wife, Husband, Father, Mother, Son, daughter, etc.
16. Name and signature of the inhabitant accomplishing the form shall be indicated in the space "Prepared by".
17. The barangay secretary shall certify to the correctness of all information.
18. The Punong Barangay shall validate the form.

Monitoring Form
REGISTRY OF BARANGAY INHABITANTS
Region _____
as of _____

PROVINCE: _____
City/Municipality: _____
Total No. of Barangays: _____ No. of Brgys. W/ RBI: _____ % of compliance as of this report: _____

Barangays with RBI	Remarks	Barangays with RBI	Remarks

Prepared by:

Submitted by:

C/MLGOO

Provincial/City Director