



SPECIAL RELEASE

April 2025 Figures on Decentralized Copy Annotation Process (DeCAP)

Date of Release: **03 June 2025**
Reference No.: **2025CAR11SR-06-031**

❖ **Decentralized Copy Annotation Process (DeCAP)**

DeCAP is a system that enables the Regional *Serbilis* Outlets to cater requests for copy issuance of annotated civil registry documents. Further, the system will reduce the processing time and ultimately bring civil registration services closer to the people. Annotations of civil registry documents affected by administrative proceedings such as Republic Act No. 9048, 10172 and Supplemental Reports will be filed, processed, annotated and released by the Regional *Serbilis* Outlets.

Figure 1. Total DeCAP Documents per City/Municipality, April 2025

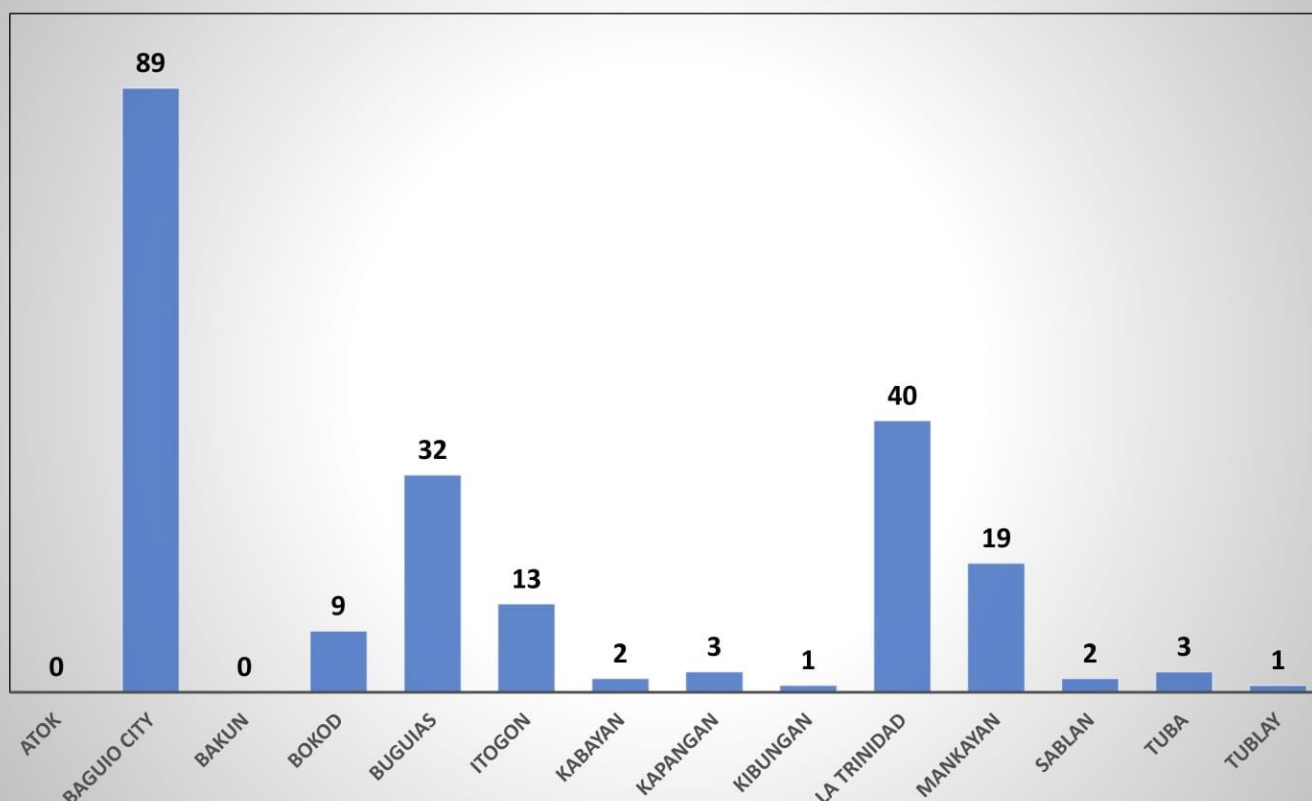


Figure 1. Presents the total number of DeCAP documents received at the Philippine Statistics Authority Benguet Provincial Statistical Office by City/Municipality for the month of April 2025. The majority of DeCAP documents are received from LCRO Baguio City with a total of eighty-nine (89) followed by LCRO La Trinidad with forty (40) and LCRO Buguias having a total of thirty-two (32) and the least are LCRO Bakun and LCRO Atok with zero (0) and LCRO Tublay and LCRO Kibungan having a total of one (1) document each for DeCAP.

Baguio City Figures

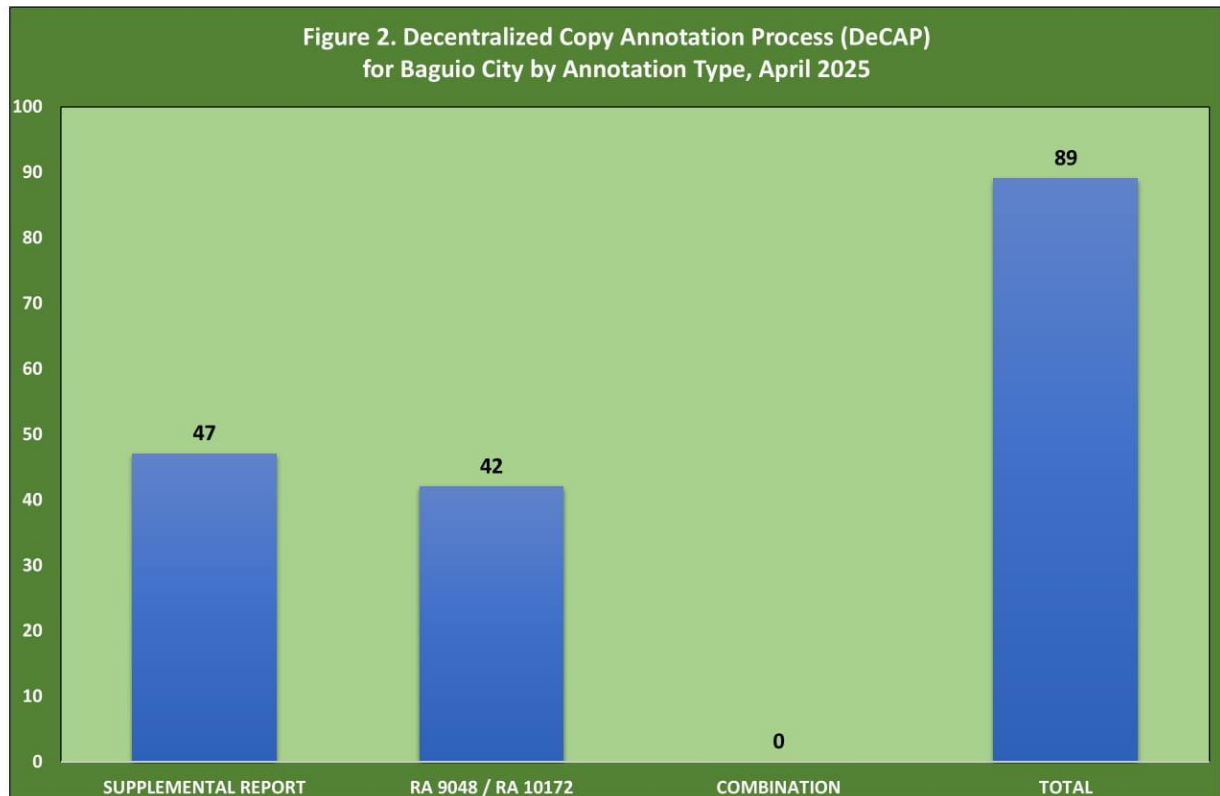


Figure 2. Presents the Decentralized Copy Annotation Process (DeCAP) for Baguio City received and screened for the month of April 2025 by Annotation Type. Corrections under Supplemental Report accumulated the highest with forty-seven (47) followed by Administrative Petitions under RA 9048 and RA 10172 with forty-two (42) and zero (0) received for combination annotation/s.

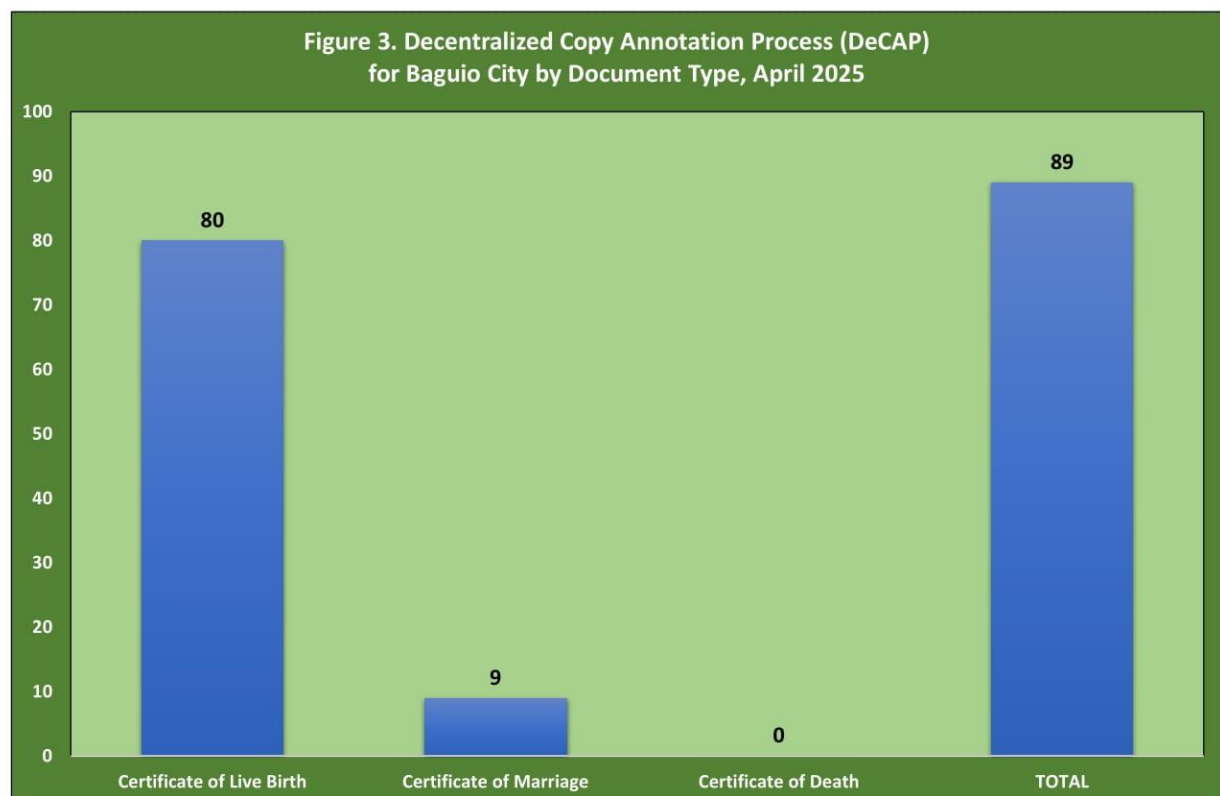


Figure 3. Presents the Decentralized Copy Annotation Process (DeCAP) for Baguio City received and screened for the month of April 2025 by Document Type. Certificate of Live Birth (COLB) accumulated the highest with one eighty (80) followed by Certificate of Marriage (COM) with nine (9) and zero (0) received for Certificate of Death (COD).

Benguet Municipality Figures except Baguio City

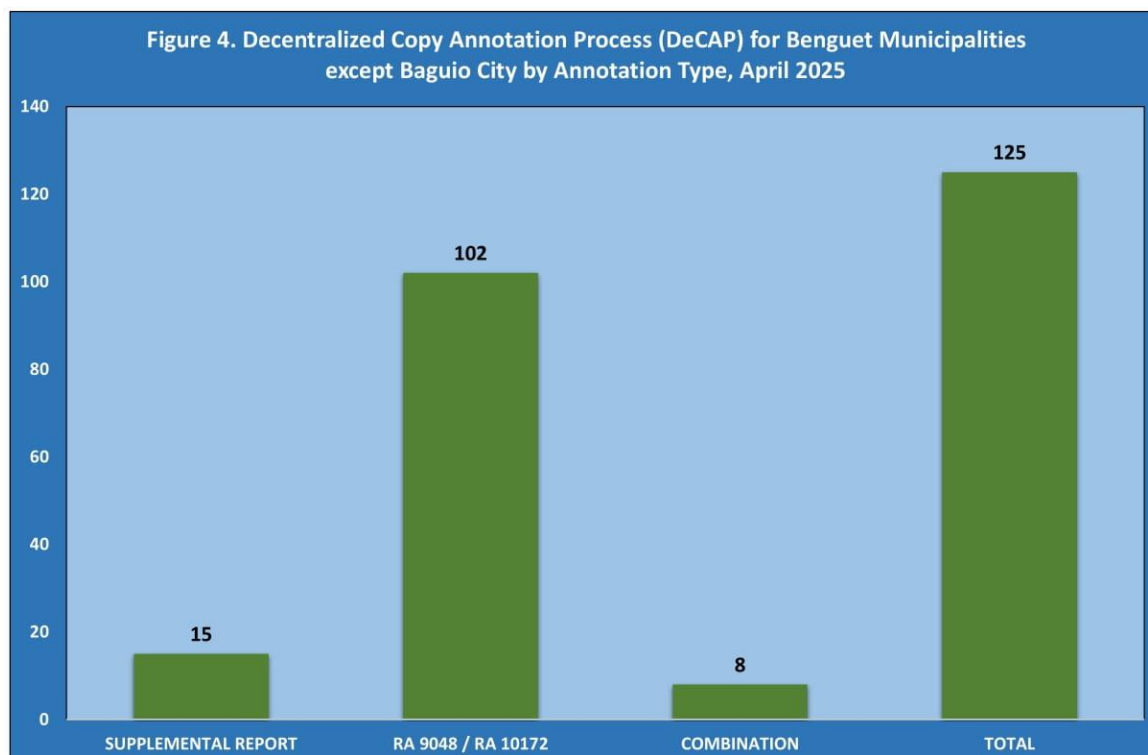


Figure 4. Presents the Decentralized Copy Annotation Process (DeCAP) for Benguet Municipalities received and screened for the month of April 2025 by Annotation Type. Administrative Petitions under RA 9048 or RA 10172 is the highest with one hundred-two (102) followed by Supplemental Report with fifteen (15) and eight (8) received for combination annotation.

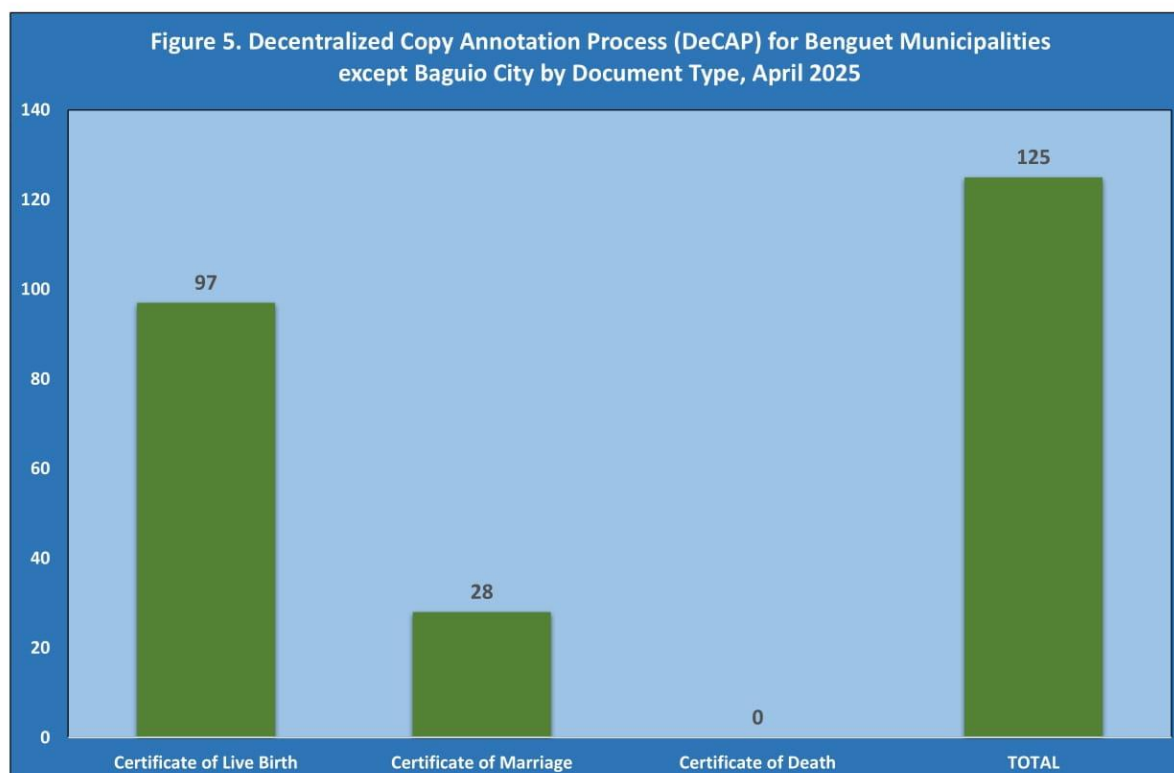


Figure 5. Presents the Decentralized Copy Annotation Process (DeCAP) for Benguet Municipalities received and screened for the month of April 2025 by Document Type. Certificate of Live Birth (COLB) accumulated the highest with ninety-seven (97) followed by Certificate of Marriage (COM) with twenty-eight (28) and zero (0) received for Certificate of Death (COD).

Whole Province of Benguet including Baguio City

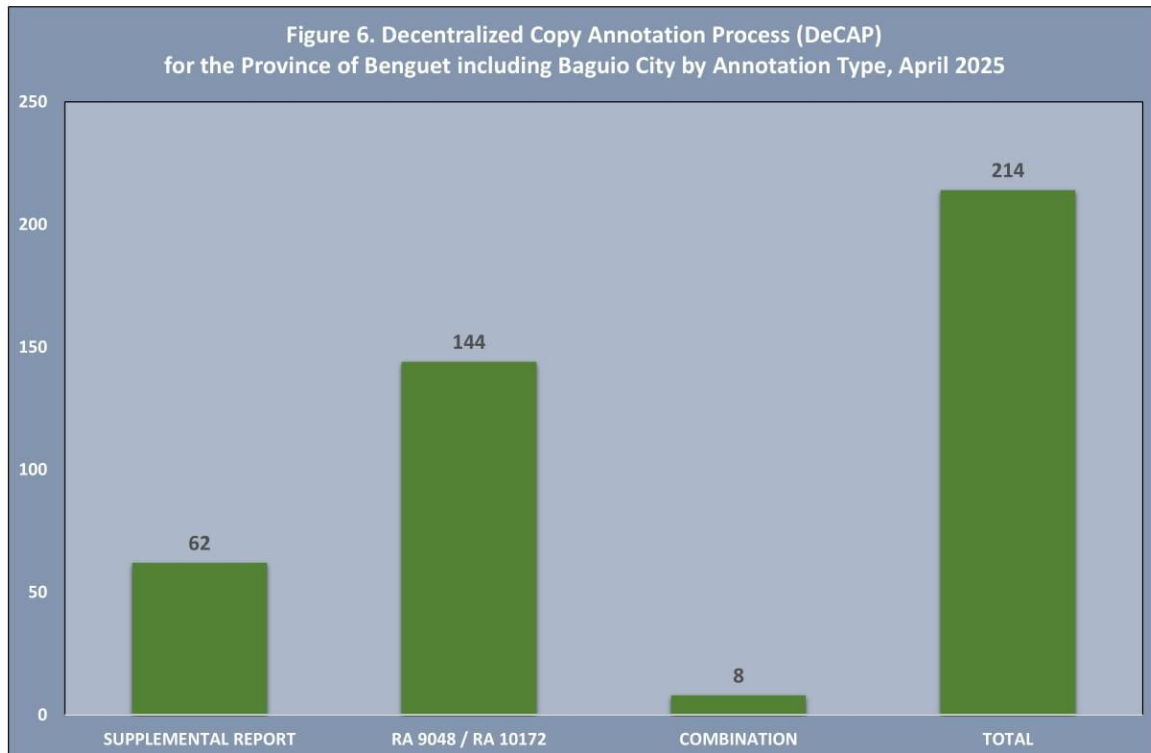


Figure 6. Presents the Decentralized Copy Annotation Process (DeCAP) for the Province of Benguet including Baguio City received and screened for the month of April 2025 by Annotation Type. Overall, the administrative petition tops the process having a total of one hundred forty-four (144) followed by supplemental report with sixty-two (62) and lastly combination annotations with eight (8).

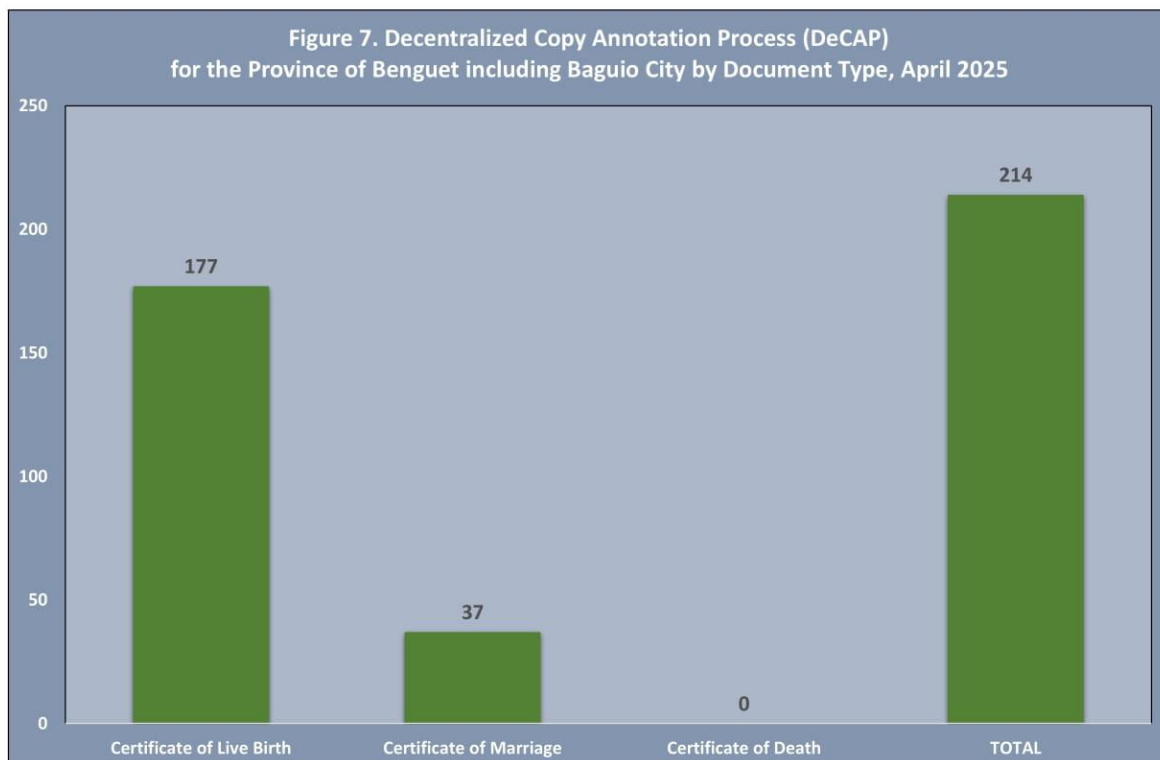


Figure 7. Presents the Decentralized Copy Annotation Process (DeCAP) for the Province of Benguet including Baguio City received and screened for the month of April 2025 by Document Type. Overall, the Certificate of Live Birth (COLB) top the process having total of one hundred seventy-seven (177) followed by Certificate of Marriage (COM) with thirty-seven (37) and lastly Certificate of Death (COD) with zero (0).

TECHNICAL NOTES:

Civil Registration - is a continuous, permanent, compulsory and universal recording of the occurrence of characteristics of vital events as provided through decree or regulations in accordance with legal requirements of a country (UN).

It is a system by which a government records vital events (Birth, Marriage and Death) of its citizens or residents.

Annotation – are remarks or statements reflected on the birth/marriage/death and other civil registry document to indicate that some entries in the original documents have been corrected or changed as a result of a Court Decree or Administrative Decisions. The original misspelled entry is left intact in its original place.

Vital Acts and Events - are the births, deaths, fetal deaths, marriages, and all such events that have something to do with an individual's entrance and departure from life together with the changes in civil status that may occur to a person during his lifetime.

Marriage- is defined as a special contract of permanent union between a man and a woman entered into in accordance with law for the establishment of conjugal and family life. It is the foundation of the family and an inviolable social institution whose nature, consequences, and incidence are governed by law and not subject to stipulation, except that marriage settlements may fix the property relations during the marriage within the limits provided in the Family Code of the Philippines.'

Live Birth- is a complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of the pregnancy, which after such separation, breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached- each product of such a birth is considered live born.

Death - is a permanent disappearance of all evidence of life at any time after live birth has taken place (postnatal cessation of vital functions without capability of resuscitation). (U.N. Statistical Commission).

Supplemental Report – is used to supply entries or information in the Certificate of Live Birth, Certificate of Marriage, Certificate of Death and Certificate of Fetal Death which are inadvertently omitted when the document was registered.

Annotation – are remarks or statements reflected on the birth/marriage/death and other civil registry documents to indicate that some entries in the original document have been corrected or changed as a result of a Court Decree or Administrative Decisions (Legal Instruments, RA 9048, RA 10172, and Supplemental Report).



IMELDA L. BUYUCCAN

Chief Statistical Specialist

Philippine Statistics Authority

Benguet Provincial Statistical Office

email: benguet@psa.gov.ph