

## MEMORANDUM

**TO :** All OICs/Regional Directors  
All OICs/Provincial Statistics Officers  
All Division Chiefs, Civil Registration Department  
All Outlet Supervisors

**FROM:** CARMELITA N. ERICTA  
Administrator and Civil Registrar General

**SUBJECT:** Entry in the “Name and Title” of Solemnizing Officer for Marriages  
Reported in the Philippine Embassy in Japan

**Date:** May 17, 2010

Under Chapter 2.3 (e) on the Manual of Instructions on Civil Registry Forms: Accomplishment in Coding: “All items must have an entry”.

However, per report of the Department of Foreign Affairs, under the Japanese system, it is enough to validly register the marriage of the parties by submitting a duly filled out and signed Marriage Notification report and its supporting documents.

For marriages registered by the mayor or local ward, no entry in the name and title of the solemnizing officer is entered since no such person is mentioned in the Family Register (*koseki tohon*) or Acceptance Certificate (*juri shomeisho*).

Further, marriages celebrated in Japan are not solemnized by any individual or public official, thus the Philippine Embassy uses N/A (no applicable) entry in the “**Name and Title of Solemnizing Officer**” in the Report of Marriage.

In connection with this, all marriages reported to the Philippine Embassy of Japan and forwarded to this office shall bear entry “N/A” or “Not Applicable” in the “Name and Title of Solemnizing Officer”.

For information and guidance of all concerned.