



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 21CRS02-09-2097

MEMORANDUM CIRCULAR NO. 2021- 20

TO : ALL PHILIPPINE FOREIGN SERVICE POST OFFICIALS AND STAFF AND CONCERNED PSA OFFICIALS AND EMPLOYEES

SUBJECT : Annotation of Civil Registry Documents Duly Registered in Philippine Embassies/Consulates Pursuant to a Court Order or Decree

Date : 24 September 2021

The Philippines has ratified the Vienna Convention on Diplomatic Relations on 15 November 1965 where civil registration functions have been clearly delineated as part of the consular functions, viz:

Article 5. Consular functions consist in:

X X X

(f) **Acting as notary and civil registrar and in capacities of similar kind**, and performing certain functions of an administrative nature, provided that there is nothing contrary thereto in the laws and regulations of the receiving State; (Emphasis and Underscoring Supplied) x x x

In relation thereto, Rule 5 of Administrative Order No. 1, Series of 1993, (*Implementing Rules and Regulations of Act No. 3753 and Other Laws on Civil Registration*) expressly enumerates the duties of the civil registrar. Some of these duties do not only pertain to the act of registration but also to the act of annotating civil registry documents pursuant to a court order or decree, to wit:

Rule 5. Duties of the Civil Registrar. – The civil registrar shall take charge of the office civil registry and shall:



X X X

h) accept all registrable documents and judicial decrees/orders affecting the civil status of persons;

X X X

j) transcribe and enter immediately upon receipt all registrable documents and judicial decrees affecting the civil status of persons in the appropriate civil registry books;

X X X

Further, Rule 50 (3) of the same Administrative Order expressly states that the proper party to annotate civil registry documents under a court order or decree is the civil registry office where the subject document is originally registered, viz:

Rule 50(3) the civil registry office where the event of the decree/order was registered shall forward a certified true copy of the decision to the Office of the Civil Registrar where an event affected was originally registered. The latter shall make the proper annotations in the document and in the applicable registry book. He shall likewise send a certified true copy of the annotated document and the registered court decree to the Office of the Civil Registrar-General within ten (10) days from receipt thereof. (Emphasis and Underscoring Supplied)

In view of the foregoing, the Philippine Embassies/Consulates, as the civil registrars abroad, are required to undertake all the functions of a civil registrar including the annotation of civil registry documents under a court order or decree. However, for foreign court judgments/orders/decree, we would like to emphasize that they must be proven as fact under the rules on evidence because Philippine courts do not take judicial notice on such foreign court judgements/orders/decree.

Therefore, in processing the annotation of civil registry documents, the following documents are required:

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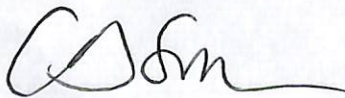
A. Domestic Court Order/Decree

1. Certified photocopy of the registered Court Order/Decree;
2. Certified photocopy of the corresponding Certificate of Finality;
3. Original copy of the Certificate of Registration of the Court Order/Decree; and
4. Original Copy of the Certificate of Authenticity of the Court Order/Decree.

B. Foreign Court Judgment/Order/Decree

1. Certified copy of the registered Foreign Court Judgment/Order/Decree issued by CCR of Manila;
2. Certificate of Registration of the Foreign Court Judgment/Order/Decree issued by CCR of Manila;
3. Certified photocopy of the Court Decision recognizing the Foreign Court Judgment/Order/Decree;
4. Certified photocopy of the corresponding Certificate of Finality;
5. Original copy of the Certificate of Registration of the Court Decision recognizing the Foreign Court Judgment/Order/Decree; and
6. Original Copy of the Certificate of Authenticity of the Court Decision recognizing the Foreign Court Judgment/Order/Decree.

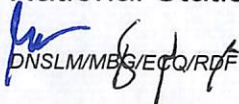
For your information and guidance.



CLAIRE DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General



DN/SLM/MEG/ECQ/RDF