



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 22CRS02-03-172

**MEMORANDUM CIRCULAR NO. 2022-13**

TO : ALL REGIONAL DIRECTORS, CHIEF STATISTICAL SPECIALISTS, CRASD CHIEFS, OFFICERS-IN-CHARGE, AND SOLEMNIZING OFFICERS

SUBJECT : Reiteration on the Filing of the Application for Issuance of Certificate of Registration of Authority to Solemnize Marriage (CRASM)

Date : 17 June 2022

Pursuant to Article 7 of the Family Code of the Philippines, the duty to register the authority to solemnize marriages and the issuance of Certificate of Registration of Authority to Solemnize Marriage (CRASM) is given to the Civil Registrar General. On 07 November 2021, the Philippine Statistics Authority (PSA) issued Administrative Order No. 1, series of 2021 known as the 2021 CRASM Rules or the 2021 Implementing Rules and Regulations Governing the Registration of Authority to Solemnize Marriages of Bishops, Heads/Founders of Religions and Religious Sects, Priests, Rabbis, Imams, Religious Ministers, Tribal Heads/Leaders/Chieftains, Community Elders, and Other Designated Authorities with the Office of Civil Registrar General and became effective on 15 February 2022.

Under this Administrative Order, it retains the process on the filing of application for issuance of CRASM as stated in Office Memorandum 2018-173, a copy of which is attached hereto for reference.

To reiterate, all applications for CRASM shall be filed at the PSA Provincial Statistical Office (PSO) where the church, temple, chapel, mosque, synagogue, and other places of worship is situated. Thereafter,



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://www.psa.gov.ph)

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the PSO, after checking the completeness and consistencies of the entries in the Application for Registration of Authority to Solemnize Marriage submitted by the Solemnizing Officer, shall send the application form and supporting documents together with the Revised Solemnizing Officer Screener's Evaluation Sheet to the PSA Regional Statistical Services Office for the processing and issuance of CRASM.

For your information and guidance.



**CLAIRE DENNIS S. MAPA, Ph.D.**

Undersecretary

National Statistician and Civil Registrar General



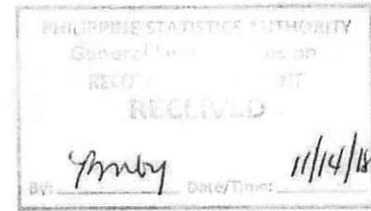
Attachment:

1. Office Memorandum 2018-173 dated 22 October 2018



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 18CRS01-14827



**OFFICE MEMORANDUM 2018- 113**

TO : ALL REGIONAL DIRECTORS  
ALL PROVINCIAL STATISTICS OFFICERS  
ALL OFFICERS-IN-CHARGE (OICs)  
ALL CHIEFS OF CIVIL REGISTRATION AND ADMINISTRATIVE  
SUPPORT DIVISION (CRASD)

SUBJECT : Reiteration on the Decentralization of the Registration of Authority to Solemnize Marriage and Guidelines in the Implementation of the New Registry Book of Solemnizing Officers

DATE : 22<sup>nd</sup> October 2018

With reference to issuances by the Office of the Civil Registrar General on the decentralization of the Solemnizing Officers Information System (SOIS), dated 16 August 2002<sup>1</sup>, and on its full decentralization, dated 28 June 2005<sup>2</sup>, all applications for Certificate of Authority to Solemnize Marriage (CRASM) shall be filed at the Provincial Offices (POs) where the church of the Solemnizing Officer (SO) applying for registration/renewal of authority is situated.

The PO, after checking the completeness and the consistencies of the entries in the OCRG-SO Form No. 1 (Application for Registration of Authority to Solemnize Marriage) submitted by the SO, shall send the application form and supporting documents together with the Revised Solemnizing Officer Screeners Evaluation Sheet<sup>3</sup> to the Office of the Regional Director, who has delegated authority from the Civil Registrar General, for the processing and issuance of CRASM.

Pursuant to Chapter 2, Items 2.2 a and b of the Operations Manual of Administrative Order No. 1 Series of 2007<sup>4</sup>, it is the responsibility of the Regional Director to review and to evaluate applications for registration of authority to solemnize marriage from the PSOs and to ensure that available **Registry Books** where registration of the CRASM of SOs are recorded.

In view of the foregoing, please be advised that the registry book pertaining to the registration of SOs should be able to provide the following information:

- 1) Registry Number – The sequential number that indicates the order by which the SO for registration is entered in the Registry Book.

<sup>1</sup> Effective 01 October 2002.

<sup>2</sup> Effective 01 July 2005.

<sup>3</sup> Pursuant to Office Memorandum No. 2017-058 dated 17 May 2017.

<sup>4</sup> Implementing Rules and Regulations Governing the Registration of the Authority to Solemnize Marriage with the Civil Registrar General of Bishops, Heads/Founders of Religions and Religious Sects, Priests, Imams, Religious Ministers, Tribal Heads/Leaders/Chieftains, Community Elders and Other Designated Authorities.



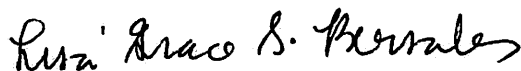
2/F TAM Bldg. PSA Complex, East Ave., Diliman, Quezon City, Philippines 1101  
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- 2) Name – The first, middle and last names of the SO.
- 3) Title/Position – The designation of the SO (i.e. Bishop, Head/Founder of Religion and Religious Sect, Priest, Imam, Religious Minister, Tribal Head/Leader/Chieftain, Community Elder, etc.)
- 4) Religion/Religious Sect<sup>5</sup> where the SO is a member.
- 5) Period of Authority – The inclusive date (beginning to end) of effectivity/validity of the CRASM.
- 6) Territorial Jurisdiction – The area or place where the SO can validly officiate marriages as recommended by the Appointing Officer. Can be the whole Philippines, or only part thereof, such as region, province, congressional district or a diocese.
- 7) Complete Address of the Place of Assignment – Detailed information as to where the chapel/church/mosque where the SO is assigned.
- 8) Sex – The gender (can be male or female) of the SO.
- 9) Date of Birth – The complete date (month, day, year) when the SO was born.
- 10) Citizenship – The nationality (can be Filipino or a citizen of a foreign country) of the SO.
- 11) Remarks – This portion is for additional information relevant to the registration of the SO.

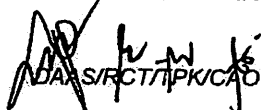
Attached is OCRG-SO Form No. 5 for ready reference.

The chief of the Civil Registration and Administrative Support Division (CRASD) of the PSA Regional Statistical Services Office shall be responsible in supervising the filling out, updating, and safekeeping of the Registry Book of Solemnizing Officers.

For guidance and strict compliance.



**LISA GRACE S. BERSALES, Ph.D.**  
Undersecretary  
National Statistician and Civil Registrar General



DA/SIRCT/TPKICAO

<sup>5</sup> General requirements as per Rule 2.21 and 2.22 of AO No. 1 series of 2007.

