



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 04-2014

**TO : THE CONCERNED OFFICIALS AND PERSONNEL
OF THE LOWER COURTS**

**SUBJECT : PROCESS MAPPING ON JANUARY 16 AND 17,
2014 AT THE PHILJA TRAINING CENTER IN
TAGAYTAY CITY**

The Office of the Chief Justice will conduct a process mapping activity for selected Regional Trial Courts on January 16 and 17, 2014 at the PHILJA Training Center in Tagaytay City. All sessions of the activity shall promptly start at 8:30 a.m. and end at 5:00 p.m.

In connection therewith, the following officials and personnel of the lower courts are hereby directed to attend the activity on **OFFICIAL TIME/BUSINESS**:

NAME	POSITION
Regional Trial Court, Branch 46, Manila	
1. Hon. Rainelda H. Estacio-Montesa	Presiding Judge
2. Atty. Enrique C. Selda	Branch Clerk of Court
3. Roffylyn L. Lagundino	Legal Researcher
4. Michael Pargas	Sheriff
5. Arsenia Fajardo	Interpreter
6. Arsenia Dequina	Stenographer
7. Merlita Montenegro	Stenographer
8. Roda Reyes	Stenographer
9. Rochelle Lapara	Stenographer
10. Vanessa Misola	Criminal in charge – Clerk
11. Marissa Jancla De Guzman	Civil in charge – Clerk
Regional Trial Court, Branch 58, Makati City	
12. Hon. Eugene C. Paras	Presiding Judge
13. Atty. Romeo Alfonso B. Ras, Jr.	Branch Clerk of Court
14. Venus L. Florida	Legal Researcher
15. Antonio O. Mendoza	Deputy Sheriff
16. Marietta T. Curso	Interpreter
17. Lodelyn L. Panganiban	Stenographer III
18. Rosario B. Orias	Stenographer III

19. Jaime A. Juego	Process Server
20. Fidel D. Matas, Jr.	Clerk III
Regional Trial Court, Branch 152, Pasig City	
21. Hon. Danilo S. Cruz	Presiding Judge
22. Atty. Roda B. Rigos	Branch Clerk of Court
23. Irene P. Jocson	Legal Researcher
24. Grace G. Obispo	Court Interpreter
25. Edwin S. Cariño	Court Sheriff
26. Carmina V. Roque	Court Stenographer
27. Nicetas A. Sanchez	Court Stenographer
28. Cristina M. Santos	Court Stenographer
29. Regina N. Melchor	Court Stenographer
30. Golda Y. Dimalibot	Clerk III
31. Rodrigo P. Jornacion	Court Process Server
Regional Trial Court, Office of the Clerk of Court, Pasig City	
32. Atty. Pablita M. Migriño	Clerk of Court
33. Atty. Minerva I. Velasco	Assistant Clerk of Court
34. Manuel N. Arellano	Sheriff IV
35. Jovy G. Barnoval	Stenographer III
36. Roderick P. Bernardo	Sheriff IV
37. Marco A. Boco	Sheriff IV
38. Bienvenido V. Calindas, Jr.	Sheriff IV
39. Lina E. Camacho	Social Worker
40. Angeli L. Capco	Clerk III
41. Erwin S. Cariño	Process Server
42. Mia C. Dela Cruz	Administrative Officer I
43. Cherielyn O. Delas Armas	Administrative Officer III
44. Reginaldo M. De Leon	Process Server
45. Brigida Estela Maris A. Delos Santos	Records Officer III
46. Marilyn L. Gatchalian	Social Worker
47. Noel S. Lamano	Clerk III
48. Arnel D. Leynes	Clerk III
49. Luis D. Macaranas	Utility Worker
50. Antonio V. Moises	Clerk III
51. Francis G. Querubin	DAMO II
52. Francisco S. Ramirez	Clerk III
53. Benjamin B. Rivera	Utility Worker
54. Carlos P. Rivera, Jr.	Administrative Officer I
55. Clarita P. Roxas	Administrative Officer I
56. Edna B. Samar	Cash Clerk III
57. Rosalie G. San Juan	Clerk IV
58. Mario C. Silvestre	Sheriff IV
59. Julieta C. Tobias	Social Welfare Officer II
60. Dante L. Torres	Clerk III
61. Gil M. Vasquez	Clerk III
Regional Trial Court, Branch 57, Angeles City	
62. Hon. Omar T. Viola	Presiding Judge
63. Adela A. Medina	Legal Researcher/ Officer-in-Charge
64. Agnes A. Capati	Court Stenographer

65. Lerma L. Celis	Court Stenographer
66. Milagrosa C. Dionicio	Court Stenographer
67. Michael J. Duena	Utility Worker
68. Arnold A. Lozano	Process Server
69. Alice A. Manansala	Court Stenographer
70. Kristian G. Nunag	Clerk III
71. Lovelyn C. Pamintuan	Court Interpreter

All participants are advised to be at the Supreme Court on January 15, 2014. The official vehicle going to Tagaytay City on the said date will leave at 4:00 p.m.

January 14, 2014


JOSE MIDAS P. MARQUEZ
 Court Administrator

RSB.
 MBC/KDS/rgt/cir. ocj.processmapping.lowercourts.1-16to17-14