



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

**OCA CIRCULAR NO. 128-2014**

**TO : ALL JUDGES AND CLERKS OF COURT OF  
THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT : REITERATION OF OCA CIRCULAR NO. 33-  
2003 DATED 08 APRIL 2003 (RE:  
COMPLIANCE WITH MEMORANDUM  
CIRCULAR NO. 2 DATED 26 MAY 1980 [RE:  
SUBMISSION TO THE NBI OF REPORT ON  
DECISIONS IN CRIMINAL CASES, PURSUANT  
TO RA 157, IN RELATION TO CIRCULAR  
NOS. 37 AND 42, DATED 07 OCTOBER 1953  
AND 15 MAY 1969, RESPECTIVELY, OF THE  
DEPARTMENT OF JUSTICE, AND  
MEMORANDUM CIRCULAR NO. 1 DATED 13  
FEBRUARY 1978 OF THIS COURT])**

Acting on the 19 August 2014 letter of Atty. Virgilio L. Mendez, Director, National Bureau of Investigation (NBI), requesting the reiteration of issuances relative to the requirement of furnishing the NBI with copies of decisions in all criminal cases, it appearing that there are some trial court judges who do not comply with the directives of the said issuances, all judges and clerks of court of the first and second level courts, in furnishing copies of decisions in all criminal cases rendered by their respective courts, are hereby **REMINDED** to **strictly comply** with the directives set forth in OCA Circular No. 33-2003, quoted hereunder, as follows:

**OCA CIRCULAR NO. 33-2003**

**TO : ALL JUDGES AND CLERKS OF COURT OF THE  
FIRST AND SECOND LEVEL COURTS**

**SUBJECT : COMPLIANCE WITH MEMORANDUM CIRCULAR  
NO. 2 DATED MAY 26, 1980**

This Office has received a report from the National Bureau of Investigation that most courts are not complying with Memorandum Circular No. 2 dated May 6, 1980 [sic], directing all courts in the first and second levels that in their reports on decisions rendered in criminal cases to the National Bureau Investigation the following shall be stated:

- (1) full name of the accused and/or convicted or acquitted persons including maternal surname;
- (2) date of birth;
- (3) place of birth;
- (4) address; and
- (5) all other pertinent descriptions and information which will identify said persons.

The above directive is hereby reiterated and **the said report shall be submitted to the National Bureau of Investigation within ten (10) days from promulgation of the decision** (emphasis supplied).

Strict compliance is hereby enjoined.

8 April 2003.

(Sgd.) **PRESBITERO J. VELASCO, JR.**  
Court Administrator

30 September 2014

**JOSE MIDAS P. MARQUEZ**  
Court Administrator