



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

**OCA CIRCULAR NO. 16-2007**

**TO :** ALL CLERKS OF COURT OF THE CONCERNED FIRST LEVEL COURTS

**SUBJECT :** DESIGNATION AS MUNICIPAL COURT INFORMATION OFFICERS FOR THE *ACCESS TO JUSTICE FOR THE POOR PROJECT*

**WHEREAS**, the *Access to Justice for the Poor Project* is an initiative under the Action Program for Judicial Reform funded by the European Commission, the goal of which is to increase access to justice by the poor and vulnerable groups, especially women and children. To achieve this goal, the project aims to (1) enhance the ability of the poor and vulnerable groups (poor women and children in particular) to pursue justice through their increased knowledge about their basic rights and the justice system and (2) to strengthen the justice system to make it more accessible to poor and vulnerable groups;

**WHEREAS**, the Project shared endeavor among the following partner agencies: the Supreme Court, Department of Justice, the Department of the Interior and Local Government, Alternative Law Groups, Inc.; and the Department of Social Welfare and Development as the Executing Agency;

**WHEREAS**, it is imperative that the Project be fully supported to ensure its success and attainment of objectives;

**WHEREAS**, the Municipal Court Information Officers (MCIOs) under Component 1 of the Project are tasked to

- (1) actively participate in capacity-building training;
- (2) disseminate information to facilitate access to justice by the poor and vulnerable groups especially women and children in accordance with these Guidelines; and
- (3) submit quarterly progress report on the performance of their duties within ten (10) days of the first month of the succeeding quarter to the Court Management Office, Office of the Court Administrator;

**WHEREAS**, the MCIOs shall be guided by the Information, Education, Communication (IEC) Guidelines for Municipal Court Information Officers in the performance of their duties as MCIOs for the Project.

**WHEREAS**, the Clerks of Court of the first-level Courts of the following project areas: Oriental Mindoro, Camarines Sur, Capiz, Sultan Kudarat, and Lanao del Norte are deemed the Project's MCIOs pursuant to their mandated duty to provide information services under the Revised Manual for Clerks of Court;

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NOW THEREFORE, the Clerks of Court in the following Project sites are hereby designated as MCIOs:

**A. Capiz**

1. President Roxas-Pilar MCTC
2. Pontevedra-Panay MCTC
3. Dao-Ivisan MCTC
4. Dumarao-Cuartero MCTC
5. Sigma-Sapian-Jamindan MCTC

**B. Camarines Sur**

1. Magarao-Canaman MCTC
2. Tigaon-Sagnay MCTC

**C. Oriental Mindoro**

1. San Teodoro-Baco-Puerto Galera MCTC
2. Bansud-Gloria MCTC

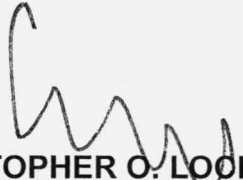
**D. Sultan Kudarat**

1. Bagumbayan-Esperanza MCTC
2. Tacurong Shari'a Circuit Court
3. Palimbang Shari'a Circuit Court

**E. Lanao del Norte**

1. Baloi-Pantar-Pantao Ragat MCTC
2. Linamon-Matungao-Togoloan MCTC
3. Kauswagan-Poona-Piagapo MCTC
4. Kolambugan-Tangcal MCTC
5. Lala-Salvador MCTC

February 21, 2007.

  
**CHRISTOPHER O. LOOK**  
Court Administrator