



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

OCA CIRCULAR NO. 40-2007

TO : ALL EXECUTIVE JUDGES

SUBJECT : DISTRIBUTION AND DISSEMINATION OF ADMINISTRATIVE ORDERS, CIRCULARS AND OTHER COURT ISSUANCES

This Office has been distributing copies of administrative orders, circulars and other issuances of the Court to the Executive Judges for dissemination to the courts within their respective administrative area of supervision. However, it has come to the attention of this Office that some courts have neither been given nor timely received the administrative issuances of the Court. As such, they either fail or belatedly comply with the necessary requirements especially if directed to do so by the Court.

In this connection, you are reminded of the provisions of Section 12 (a and b), Chapter VII of the Court En Banc Resolution dated January 27, 2004 in A.M. No. 03-8-02-SC, to wit:

- a) *The Executive Judge shall be responsible for the distribution and dissemination of all administrative orders and circulars issued by the Supreme Court, the Chief Justice and the Office of the Court Administrator to all the judges within his/her area of administrative supervision. The Executive Judge shall submit to the Office of the Court Administrator a report on the distribution within ten (10) days from the date of dissemination. He shall attach to the report the proof of service, such as acknowledgement receipts, of the copies thereof to the judges.*
- b) *The Executive Judge shall monitor the implementation of the issuances by the courts within his/her area of administrative supervision. For this purpose, he/she may conduct dialogues with the Presiding Judges and examine court records and documents to determine whether or not the officials and employees of the courts have complied with the issuances.*

Henceforth, you are directed to distribute and disseminate to the courts under your respective area of supervision immediately upon receipt, copies of administrative orders, circulars and other Court issuances, and submit to the Court Management Office a report on the distribution within ten (10) days from date of dissemination.

For strict compliance.

May 2, 2007.


CHRISTOPHER O. LOCK
Court Administrator