



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

OCA CIRCULAR No. 56 - 2012

TO : THE EXECUTIVE JUDGES AND COURT PERSONNEL OF THE
1ST AND 2ND LEVEL COURTS COVERED BY THE CASE DELAY
AND DOCKET REDUCTION PROJECT (CDDRP)

SUBJECT : CONDUCT OF ENCODING THE DATA IN THE SEMESTRAL
DOCKET INVENTORY FOR THE PERIOD JANUARY-JUNE 2012

WHEREAS, the Supreme Court's Judicial Reform Program (JRP) has implemented projects and other interventions to address the perennial problem of docket congestion and delay in the hearings and disposal of cases in all court levels;

WHEREAS, case decongestion and efficient case management are the key priority reform areas of the Court. With this policy direction, the conduct of a Case Delay and Docket Reduction Project (CDDRP) in 16 selected 1st and 2nd level courts found to have high caseloads is expected to significantly declog their dockets, and eventually improve their overall case disposal rate and efficiency in their operations;

WHEREAS, relative thereto, the Court Data Entry System, a database developed to aid the courts in their regular docket inventory, has been pre-tested with the Clerks of Court, Branch Clerks of Courts and Clerks in Charge of the selected CDDRP courts in NCJR and Region 4 last June 14, 2012 pursuant to OCA Circular 53-2012 dated June 13, 2012;

WHEREAS, the identified CDDRP courts need to adopt the said system in the coming semestral docket inventory of their cases in July 2012 as an integral phase of the program;

WHEREFORE, IN VIEW OF THE FOREGOING, the following guidelines shall be observed by the identified CDDRP courts in the encoding of the data from their semestral docket inventory for the second semester of 2012:

1. The following 1st and 2nd level courts are hereby directed to accomplish their semestral docket inventory using the Court Data Entry System:

RTC, Branch 71, Antipolo City	MeTC, Branch 76, Marikina City
RTC, Branch 72, Antipolo City	MeTC, Branch 59, Mandaluyong City
RTC, Branch 74, Antipolo City	MeTC, Branch 54, Navotas City
RTC, Branch 19, Bacoor, Cavite	MeTC, Branch 77, Parañaque City
RTC, Branch 89, Bacoor, Cavite	MeTC, Branch 68, Pasig City
RTC, Branch 24, Biñan, Laguna	MeTC, Branch 72, Pasig City
RTC, Branch 25, Biñan, Laguna	

2. These courts shall still proceed with the conduct of the regular physical inventory of cases during the first two (2) weeks of July 2012 for submission to the Court Management Office and retain a copy thereof in preparation for the encoding of the data gathered therefrom in the database.

3. An Orientation on the Court Data Entry System for the Clerks of Court and Branch Clerks of Court of the aforementioned courts shall be held on July 13, 2012 at the Division Conference Room, 3rd Floor Main Building, Supreme Court. During the orientation, the electronic copy in CD format and a Users Manual of the database shall be distributed to each court.
4. The encoding of the data from the semestral docket inventory shall commence on July 16, 2012 and shall end on August 31, 2012 for these selected courts. During the said period, court activities will continue and proceed accordingly without any disruption since Clerks of Court or Branch Clerks of Court and docket clerks will be principally involved therein.
5. During the semestral docket inventory for the Project, the Judicial Supervisors to be assigned by the OCA will visit these selected courts to assist and monitor the progress of the data encoding being done by these courts.
6. Likewise, no application for leave, whether filed by a judge, branch clerk of court, docket clerk, or the Clerk of Court or Assistant Clerk of Court of these selected courts during the inventory shall be approved except for the most compelling reasons, to be determined by the Court Administrator.

Pursuant thereto, these selected courts are hereby directed to SUBMIT the Semestral Inventory Report for the Project in printed form on or before **September 3, 2012** using the finalized and approved form which shall be sent to by post or courier to:

Office of the Court Administrator
 Attention: DCA RAUL B. VILLANUEVA
 Old Supreme Court Building, Padre Faura Street
 Ermita, 1000 Manila

This Circular shall take effect immediately upon its issuance.

Issued this 2nd day of July 2012.


 JOSE MIDAS P. MARQUEZ
 Court Administrator

Copy furnished:

Office of the Senior Associate Justice
 Office of the Associate Justices
 Office of the Court Administrator
 Office of the Clerk of Court
 Offices of the Deputy Court Administrators
 Offices of the Assistant Court Administrators
 OCA Office of Administrative Services
 OCA Legal Office
 OCA Court Management Office
 OCA Office on Halls of Justice
 Library Services
 Public Information Office
 Program Management Office
 The Official Gazette, National Printing Office, Diliman, Quezon City
 The Presiding Judges and Branch Clerks of Court of the 13 selected courts
 ALL CONCERNED