



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

**OCA CIRCULAR NO.** 92-2006

**TO : ALL JUDGES AND CONCERNED COURT PERSONNEL OF THE REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS AND SHARI'A CIRCUIT COURTS**

**SUBJECT: AFFIXING THE DATE OF HEARING IN THE REGISTRY RETURN CARD/RECEIPT ATTACHED TO EACH REGISTERED MAIL OF THE COURT**

**WHEREAS**, Presidential Decree No. 26 extends franking privilege to papers connected with judicial proceedings;

**WHEREAS**, the Philippine Postal Corporation, through its Postmaster General Dario C. Rama, has brought to the attention of the Office of the Court Administrator (OCA) the matter of the continuing delays in the delivery of mail matters despite existing orders enjoining postal employees to attend to such mails with dispatch;

**WHEREAS**, Postmaster General Rama advances the suggestion that the registry return card/receipt attached to each registered mail sent out by the trial courts should include the date of hearing to alert postal employees of the urgency of the mails they are receiving;

**WHEREAS**, the OCA finds merit in the suggestion propounded by Postmaster General Rama;

**WHEREFORE**, all concerned personnel of the trial courts are hereby directed to indicate/affix the date of hearing (if the subject court document requires the appearance of the parties in the branch) in the registry return card/receipt attached to each registered mail sent out to the litigants.

For strict compliance.

June 29, 2006.

**CHRISTOPHER O. LOCK**  
Court Administrator

Copy furnished:

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