



**Supreme Court of the Philippines**  
**Manila**

**OFFICE OF THE COURT ADMINISTRATOR**

**CIRCULAR NO. 38-94**

**T O : ALL 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 : PERSONS RECOMMENDED BY COURTS FOR INCLUSION IN THE HOLD ORDER LIST OF THE DEPARTMENT OF FOREIGN AFFAIRS**

To enhance the credibility of the Philippine passport, the Office of Consular Affairs of the Department of Foreign Affairs is updating the Look-Out List containing the names of persons recommended by various courts for inclusion in the Hold Order List.

To maintain integrity of the decisions and orders of the courts decreeing such inclusions, and as a measure of cooperation with the Department of Foreign Affairs in the pursuit of its objectives, all Judges 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 are hereby directed:

1. to conduct an inventory of all cases where a hold departure order has been issued against a party or parties; and
2. to prepare a list of all active and/or unrevoked hold departure orders and/or decisions.

which list shall contain:

a) the complete name of the person whose departure from the country has been enjoined including the middle name;

b) the complete title and the docket numbers of the case in which the order was issued;

c) the nature of the case;

d) the date of the hold departure order and/or decision; and

e) the date and place of birth of the person subject of the order, if available from the case record.

Compliance with the directive within forty five (45) days from receipt is enjoined.

June 6, 1984.

  
ERNANI CRUZ PANO  
Court Administrator

HCP:JFE:beth