



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

OCA CIRCULAR NO. 163-2015

TO: THE CONCERNED EXECUTIVE JUDGES, THE PRESIDING JUDGES OF SINGLE SALA REGIONAL TRIAL COURTS AND THE CLERKS OF COURT OF THE OFFICE OF THE CLERK OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT: RECORDS DISPOSAL ORIENTATION AND CONSULTATION FOR THE 11TH JUDICIAL REGION

Pursuant to the Resolution of the Court *en banc* in A.M. No. 07-3-09-SC,¹ dated 30 June 2015, there will be a Records Disposal Orientation and Consultation for the 11th Judicial Region (except Sarangani, South Cotabato and Surigao del Sur) on 30 July 2015, Thursday, 1:00 - 4:00 p.m., at the Grand Menseng Hotel, Magallanes St., Davao City.

In connection therewith, the following executive judges, presiding judges of single-sala Regional Trial Courts, and clerks of court of the Office of the Clerk of Court of first and second level courts are hereby directed to attend the orientation and consultation, which will be on **OFFICIAL TIME**:

DAVAO DEL NORTE	
1. Judge Virginia D. Tehano-Ang (EJ)	Br. 1, RTC, Tagum City and Br. 3, RTC, Nabunturan (APJ)
2. Judge Dorothy M. Gonzaga (EJ)	Br. 4, RTC, Panabo City
3. Judge Carfelita C. Flores (EJ)	Br. 1, MTCC, Island Garden City of Samal
4. Atty. Gilbert Aldama Torrijos	OCC, RTC, Tagum City
5. Atty. Giselle G. Talion	OCC, RTC, Panabo City
6. Maria Luisa F. Elorde-Ellima	OCC, MTCC, Island Garden City of Samal

¹ (Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers, and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers]). Please see OCA Circular No. 142-2015 dated 9 July 2015, available at <http://oca.judiciary.gov.ph/>.

DAVAO ORIENTAL	
7. Judge Jordan H. Reyes (EJ)	Br. 5, RTC, Mati City
8. Judge Emilio G. Dayanghirang III	Br. 32, RTC, Lupon City and Br. 7, RTC, Baganga City (APJ)
9. Atty. Ronald Pagaran Ruedas	OCC, RTC, Mati City
DAVAO DEL SUR	
10. Judge Emmanuel C. Carpio (EJ)	Br. 16, RTC, Davao City
11. Judge Carmelita S. Davin (EJ)	Br. 19, RTC, Digos City
12. Judge Loida S. Posadas-Kahulugan	Br. 21, RTC, Bansalan
13. Judge Silverio M. Mandalupe (EJ)	Br. 3, MTCC, Davao City
14. Atty. Edipolo P. Sarabia, Jr.	OCC, RTC, Davao City
15. Atty. Baisy R. Mabuti	OCC, RTC, Digos City
16. Maria Fe. O. Maloloy-on	OCC, MTCC, Davao City

For reimbursement of actual travel expenses, kindly fill out the attached forms and submit them during the orientation and consultation: 1. Itinerary of Travel (Annex "A"); 2. Certificate of Travel Completed (Annex "B"); and 3. Acknowledgment Receipt (Annex "C").

For inquiries, clarifications and confirmation of attendance, you may call (02) 525-7143, call or text 0929-2119626, send a message via the Office of the Court Administrator Facebook page, or send an email at officeofthecourtad@gmail.com.

For your information and guidance.

28 July 2015


JOSE MIDAS P. MARQUEZ
 Court Administrator

APPENDIX B

(Agency)

CERTIFICATE OF TRAVEL COMPLETED

SUPREME COURT
(Agency Head)

Official Station

Manila

(Date)

I certify that I have completed the travel authorized in Itinerary of travel No. _____
dated _____, under conditions indicated below.

- Strictly in accordance with the approved Itinerary
- Cut short as explained below. Excess payment in the amount of _____ was refunded on C.A. No. _____ dated _____
- Extended as explained below. Additional Itinerary was submitted.
- Other deviations as explained below.

Explanation or justifications: _____

Evidence of travel attached hereto: _____

Respectfully submitted:

(Officer of Employee)

On evidence and information of which I have knowledge, the travel was actually undertaken.

(Supervisor)



Republic of the Philippines
Supreme Court
Manila

30 July 2015

ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of reimbursement expenses incurred in connection with my attendance to the "**Records Disposal Orientation and Consultation**" conducted by the Supreme Court on 30 July 2015 at Grand Menseng Hotel, Davao City.

SUMMARY OF EXPENSES:

Plane / Bus / Boat Fare	-----	P	_____
Terminal Fee	-----		_____
Others: (Specify)	-----		_____
Per diem	_____		
Taxi	_____		
	TOTAL	P	_____

Received by:

Signature Over Printed Name