

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

OCA CIRCULAR NO. <u>163-2015</u>

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-	Br. 1, RTC, Tagum City and Br. 3,			
Ang (EJ)	RTC, Nabunturan (APJ)			
2. Judge Dorothy M. Gonzaga	Br. 4, RTC, Panabo City			
(EI)				
3. Judge Carfelita C. Flores (EJ)	Br. 1, MTCC, Island Garden City of			
Ci yang	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.	Br. 32, RTC, Lupon City and Br. 7,				
Dayanghirang III	RTC, Baganga City (APJ)				
9. Atty. Ronald Pagaran Ruedas	OCC, RTC, Mati City				
•					
DAVAO					
10. Judge Emmanuel C. Carpio	Br. 16, RTC, Davao City				
(EJ)					
11. Judge Carmelita S. Davin (EJ)	Br. 19, RTC, Digos City				
12. Judge Loida S. Posadas-	Br. 21, RTC, Bansalan				
Kahulugan					
13. Judge Silverio M. Mandalupe	Br. 3, MTCC, Davao City				
(EJ)					
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

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(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 EXPENSE	S:		
Plane / Bus / Boat Fare		P	
Terminal Fee			
Others: (Specify)			* 9
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