



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

OCA CIRCULAR NO. 170-2015

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 1ST 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 1st Judicial Region on 7 August 2015, Friday, 1:30 - 4:30 p.m., at the Pangasinan Training Center, Capitol Compound, Lingayen, Pangasinan.

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**:

<u>ABRA</u>	
1. Hon. Raphiel F. Alzate (EJ)	Br. 1, RTC, Bangued
2. Hon. Jaime L. Dojillo, Jr. (PJ)	Br. 58, RTC, Bucay
3. Atty. Benedicto Peralta Alvarado	OCC, RTC, Bangued
<u>BENGUET</u>	
4. Hon. Mia Joy O. Cawed (EJ)	Br. 4, RTC, Baguio City
5. Hon. Danilo P. Camacho (EJ)	Br. 62, RTC, La Trinidad
6. Hon. Agapito K. Laoagan (PJ)	Br. 64, RTC, Buguias
7. Hon. Roberto R. Mabalot (EJ)	Br. 1, MTCC, Baguio City

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/>.

8. Atty. Linda Montes Loloy	OCC, RTC, Baguio City
9. Atty. Norma L. Carranza	OCC, RTC, La Trinidad
10. Armando G. Ydia	OCC, MTCC, Baguio City
<u>ILOCOS NORTE</u>	
11. Hon. Philip G. Salvador (EJ)	Br. 13, RTC, Laoag City
12. Hon. Isidoro T. Pobre (EJ)	Br. 18, RTC, Batac City
13. Hon. Rosemarie V. Ramos (PJ)	Br. 19, RTC, Bangui
14. Hon. Myra Sheila Nalupta-Barba (EJ)	Br. 1, MTCC, Laoag City
15. Atty. Zaldy Prieto Dela Cruz	OCC, RTC, Laoag City
16. Atty. Arthur Calditera Agullana, Jr.	OCC, RTC, Batac City
17. Noralyn H. Espejo	OCC, MTCC, Laoag City
<u>ILOCOS SUR</u>	
18. Hon. Marita Bernales Balloguing (EJ)	Br. 20, RTC, Vigan City
19. Hon. Gina Juan Chan (EJ)	Br. 22, RTC, Narvacan
20. Hon. Gavino B. Balbin, Jr. (EJ)	Br. 23, RTC, Candon City
21. Hon. Nida B. Alejandro (APJ)	Br. 24, RTC, Cabugao
22. Hon. Mario Anacleto M. Bañez (PJ)	Br. 25, RTC, Tagudin
23. Atty. Alex Rabena Raqueno	OCC, RTC, Vigan City
24. Atty. Helengrace Gines Cabasal	OCC, RTC, Narvacan
25. Atty. Maria Clarissa G. Singson	OCC, RTC, Candon City
<u>LA UNION</u>	
26. Hon. Alpino P. Florendo (AEJ)	RTC, San Fernando
27. Hon. Romeo M. Atillo, Jr. (EJ)	Br. 31, RTC, Agoo
28. Hon. Ferdinand A. Fe (EJ)	Br. 67, RTC, Bauang
29. Hon. Manuel R. Aquino (PJ)	Br. 34, RTC, Balaoan
30. Hon. Imelda P. Cosalan (EJ)	Br. 1, MTCC, San Fernando
31. Atty. Raquel D. Estigo-Andres	OCC, RTC, San Fernando
32. Atty. Diosdado L. Doctolero	OCC, RTC, Agoo
33. Atty. Nida Q. Rodriguera	OCC, RTC, Bauang
34. Noel Ramo Manipon	OCC, MTCC, San Fernando
<u>MT. PROVINCE</u>	
35. Hon. Joseph A. Patnaan (EJ)	Br. 35, RTC, Bontoc
36. Atty. Jocelyn P. Humiwat	OCC, RTC, Bontoc
<u>PANGASINAN</u>	
37. Hon. Ma. Laarni R. Parayno (EJ)	Br. 68, RTC, Lingayen
38. Hon. Caridad V. Galvez (EJ)	Br. 43, RTC, Dagupan City
39. Hon. Tita Rodriguez Villarín (EJ)	Br. 46, RTC, Urdaneta City
40. Hon. Junius Fernandez Dalaten (PJ)	Br. 50, RTC, Villasis
41. Hon. Emma Ines Parajas (EJ)	Br. 52, RTC, Tayug
42. Hon. Teodorico Alfonso P. Bauzon (PJ)	Br. 53, RTC, Rosales
43. Hon. Elpidio N. Abella (EJ)	Br. 55, RTC, Alaminos


44. Hon. Hermogenes C. Fernandez (EJ)	Br. 56, RTC, San Carlos City
45. Hon. Zarah R. Sanchez-Fernandez (EJ)	Br. 2, MTCC, Dagupan City
46. Atty. Ferdinand C. Palma	OCC, RTC, Lingayen
47. Atty. Danilo P. Fernandez	OCC, RTC, Dagupan City
48. Atty. Bernadette EdraPalting	OCC, RTC, Urdaneta City
49. Atty. Kathleen Ann Bromeo-Orouña	OCC, RTC, Tayug
50. Atty. Alejandra P. Paningbatan	OCC, RTC, San Carlos City
51. Andres M. Fernandez	OCC, MTCC, Dagupan City

For reimbursement of actual travel expenses², kindly fill out the attached forms and submit them during the orientation and consultation, along with the official receipts: 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 at www.facebook.com/officeofthecourtad, or send an email at officeofthecourtad@gmail.com.

For your information and strict compliance.

3 August 2015


JOSE MIDAS P. MARQUEZ
 Court Administrator

² For bus and boat fares, the return ticket must be purchased in advance and the official receipt surrendered during the event. For taxi fare, only a maximum of Two Hundred Pesos (P200.00) will be reimbursed (roundtrip). For gas expense, only the equivalent of the Bus Fare will be reimbursed.

Annex "B"

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 or Employee)

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

(Supervisor)



Annex "C"

Republic of the Philippines
Supreme Court
Manila

___ August 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 ___ August 2015 at the _____.

SUMMARY OF EXPENSES:

Plane/Bus/Boat Fare _____ P _____

Terminal Fee _____

Others: (Specify) _____

Per diem _____

Taxi _____

TOTAL P _____

Received by:

Signature Over Printed Name