



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

OCA CIRCULAR NO. 175-2015

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 7TH 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 7th Judicial Region on 13 August 2015, Thursday, 2:30 - 4:30 p.m., at the Training Room, Hall of Justice, Pusok, Lapu-lapu 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**:

Bohol	
1. Hon. Suceso A. Arcamo (EJ)	Branch 47, RTC, Tagbilaran City
2. Hon. Dionisio R. Calibo, Jr. (PJ)	Branch 50, RTC, Loay
3. Hon. Patsita S. Gamutan (PJ)	Branch 51, RTC, Carmen
4. Hon. Irma Zita V. Masamayor (PJ)	Branch 52, RTC, Talibon
5. Hon. Laebeth L. Varquez (EJ)	Branch 1, MTCC, Tagbilaran City
6. Atty. Romulo T. Puagang	OCC, RTC, Tagbilaran 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/>.

Cebu	
7. Hon. Soliver C. Peras (EJ)	Branch 10, RTC, Cebu City
8. Hon. Jerry B. Dicdican (PJ)	Branch 25, RTC, Danao City
9. Hon. Maximo A. Perez (PJ)	Branch 26, RTC, Argao
10. Hon. Toribio S. Quiwag (EJ)	Branch 27, RTC, Lapu-Lapu City
11. Hon. Teresita A. Galanida (EJ)	Branch 56, RTC, Mandaue City
12. Hon. Hermes B. Montero (EJ)	Branch 59, RTC, Toledo City
13. Hon. Leopoldo V. Cañete (PJ)	Branch 60, RTC, Barili
14. Hon. Antonio D. Marigomen (PJ)	Branch 61, RTC, Bogo City
15. Hon. James Stewart Ramon E. Himalaloan (PJ)	Branch 62, RTC, Oslob
16. Hon. Glenda Ching-Go (EJ)	Branch 65, RTC, Talisay City
17. Hon. Monalila S. Tecson (EJ)	Branch 1, MTCC, Cebu City
18. Hon. Rogelio S. Lucmayon (EJ)	Branch 1, MTCC, Mandaue City
19. Hon. Mario V. Manayon (EJ)	Branch 1, MTCC, Talisay City
20. Atty. Allen Maghanoy Davide	OCC, RTC, Cebu City
21. Atty. Wilson Amodia Magale	OCC, RTC, Lapu-lapu City
22. Atty. Carmen Carmela Araullo Antiporta,	OCC, RTC, Mandaue City
23. Atty. Michelle Ann V. Gacutno	OCC, RTC, Talisay City
24. Atty. Orlando Ty. Bacay, Jr.,	OCC, RTC, Toledo City
25. Atty. Rey D. Caayon,	OCC, RTC, Bogo City
Negros Oriental	
26. Hon. Gerado A. Paguio, Jr. (EJ)	Branch 40, RTC, Dumaguete City
27. Hon. Candelario V. Gonzales (PJ)	Branch 45, RTC, Bais City
28. Hon. Ananson E. Jayme (PJ)	Branch 63, RTC, Bayawan City
29. Hon. Mario O. Trinidad (PJ)	Branch 64, RTC, Guihulngan
30. Hon. Winston M. Villegas (PJ)	Branch 43, RTC, Tanjay
31. Hon. Maria Corazon Calimbayan Gadugdug (EJ)	Branch 2, MTCC, Dumaguete City
32. Atty. Ma. Antonia Lacsican Bulado,	OCC, RTC, Dumaguete City
Siquijor	
33. Hon. Alejandro S. Bahonsua (PJ)	Branch 46, RTC, Larena

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.

10 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: _____

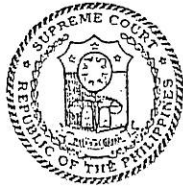
Evidence of travel attached hereto: _____

Respectfully submitted:

(Officer of Employees)

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