



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

OCA CIRCULAR NO. 176-2015

**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 8<sup>TH</sup> JUDICIAL REGION

---

Pursuant to the Resolution of the Court *en banc* in A.M. No. 07-3-09-SC,<sup>1</sup> dated 30 June 2015, there will be a Records Disposal Orientation and Consultation for the 8<sup>th</sup> Judicial Region on 14 August 2015, Friday, 10:00 a.m. – 1:00 p.m., at Brgy. 96, Calanipawan Road (across the Remedios Trinidad Romualdez Medical Foundation), Tacloban 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**:

| Eastern Samar                            |                            |
|--|----------------------------|
| 1. Hon. Elvie P. Lim (EJ)                | Br. 1, RTC, Borongan City  |
| 2. Hon. Rolando M. Lacdo-o (PJ)          | Br. 3, RTC, Guiuan         |
| 3. Hon. Filotea M. Estorninos (PJ)       | Br. 4, RTC, Dolores        |
| 4. Hon. Juliana A. White (PJ)            | Br. 5, RTC, Oras           |
| 5. Hon. Rolando M. Lacdo-o (APJ)         | Br. 42, RTC, Balangiga     |
| 6. Hon. Renato Noel C. Echague (PJ)      | MTCC, Borongan City        |
| 7. Hon. Ma. Cleofe Veloso Militante (PJ) | MTCC, Baybay City          |
| 8. Hon. Rene D. Romero, Jr. (PJ)         | MTCC Ormoc City            |
| 9. Hon. Sylvia P. Lamoste (EJ)           | Br. 1, MTCC, Tacloban City |

---

<sup>1</sup> (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/>.

|  |                              |
|--|------------------------------|
| 10. Atty. Jose Ruther P. Robredillo          | OCC, RTC, Borongan           |
| 11. Atty. Paul E. Plaza                      | OCC, RTC, Tacloban City      |
| 12. Mr. Edwin Kempis Cabello                 | OCC, MTCC, Tacloban City     |
| <b>Leyte</b>                                 |                              |
| 13. Hon. Alphinor C. Serrano (EJ)            | Br. 6, RTC, Tacloban City    |
| 14. Hon. Buenaventura A. Pajaron (PJ)        | Br. 10, RTC, Abuyog          |
| 15. Hon. Constantino F. Esber (APJ)          | Br. 11, RTC, Calubian        |
| 16. Hon. James Clinton Richard C. Nuevo (EJ) | Br. 12, RTC, Ormoc City      |
| 17. Hon. Lauro Andres P. Castillo, Jr. (EJ)  | Br. 36, RTC, Carigara        |
| 18. Hon. Carlos O. Arguelles (PJ)            | Br. 14, RTC, Baybay          |
| 19. Hon. Yolanda U. Dagandan (PJ)            | Br. 15, RTC, Burauen         |
| 20. Hon. Mario O. Quinit (PJ)                | Br. 17, RTC, Palompon        |
| 21. Hon. Ephrem S. Abando (PJ)               | Br. 18, RTC, Hilongos        |
| 22. Atty. Maria Pamela S. Oliver             | OCC, RTC, Ormoc City         |
| 23. Atty. Fidelina Quintana Grapilon         | OCC, RTC, Carigara           |
| <b>Biliran</b>                               |                              |
| 24. Hon. Bienvenido M. Montalla (PJ)         | Br. 16, RTC, Naval           |
| 25. Hon. Constantino F. Esber (PJ)           | Br. 37, RTC, Calibiran       |
| <b>Northern Samar</b>                        |                              |
| 26. Hon. Norma Megenio-Cardenas (EJ)         | Br. 19, RTC, Catarman        |
| 27. Hon. Jose F. Falcotelo (EJ)              | Br. 22, RTC, Laoang          |
| 28. Hon. Emerenciana O. Manook (PJ)          | Br. 23, RTC, Allen           |
| 29. Hon. Mory A. Nueva (PJ)                  | Br. 38, RTC, Gamay           |
| 30. Melissa D. Cloma (OIC)                   | OCC, RTC, Catarman           |
| 31. Atty. Hubert Y. Lucban                   | OCC, RTC, Laoang             |
| <b>Southern Leyte</b>                        |                              |
| 32. Hon. Bethany G. Kapili (EJ)              | Br. 24, RTC, Maasin City     |
| 33. Hon. Jacinto B. Elle (PJ)                | Br. 26, RTC, San Juan        |
| 34. Hon. Bethany G. Kapili (APJ)             | Br. 39, RTC, Sogod           |
| 35. Adelina N. Perez (OIC)                   | OCC, RTC, Maasin City        |
| <b>Samar</b>                                 |                              |
| 36. Hon. Agerico A. Avila (EJ)               | Br. 29, RTC, Catbalogan City |
| 37. Hon. Tarcelo A. Sabarre, Jr. (PJ)        | Br. 30, RTC, Basey           |
| 38. Hon. Ronaldo B. Clemens (EJ)             | Br. 31, RTC, Calbayog City   |
| 39. Hon. Janet M. Cabalona (PJ)              | Br. 33, RTC, Calbiga         |
| 40. Hon. Esteban V. Dela Peña (PJ)           | Br. 40, RTC, Tarangnan       |
| 41. Hon. Feliciano Aguilar (PJ)              | Br. 41, RTC, Gandara         |
| 42. Atty. Vernon Hoo Oquiño                  | OCC, RTC, Catbalogan City    |
| 43. Atty. Creschic Campo Ariega              | OCC, RTC, Calbayog City      |

For reimbursement of actual travel expenses<sup>2</sup>, 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](http://www.facebook.com/officeofthecourtad), or send an email at [officeofthecourtad@gmail.com](mailto:officeofthecourtad@gmail.com).

For your information and strict compliance.

10 August 2015

  
JOSE MIDAS P. MARQUEZ  
Court Administrator

---

<sup>2</sup> 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.

(Agency)

Number \_\_\_\_\_

ITINERARY OF TRAVEL

Name \_\_\_\_\_

Position \_\_\_\_\_

Monthly Salary: P \_\_\_\_\_

Official Station \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Residence \_\_\_\_\_

| DATE  | PLACE TO BE VISITED | TIME DEPARTURE | TIME OF ARRIVAL | MEANS OF TRANSPORTATION | ALLOWANCE EXPENDED |          |                 | TOTAL AMOUNT |
|-------|---------------------|----------------|-----------------|-------------------------|--------------------|----------|-----------------|--------------|
|       |                     |                |                 |                         | TRANSPORTATION     | PER DIEM | DAILY ALLOWANCE |              |
|       |                     |                |                 |                         |                    |          |                 |              |
|       |                     |                |                 |                         |                    |          |                 |              |
|       |                     |                |                 |                         |                    |          |                 |              |
|       |                     |                |                 |                         |                    |          |                 |              |
| TOTAL |                     |                |                 |                         | P                  | P        | P               |              |

(2) I certify that I have reviewed the foregoing itinerary (2) This is necessary to the service (3) The period so covered is reasonable and (4) The expenses claimed are proper.

(1) Prepared by \_\_\_\_\_

(Official or Employee)

(3) APPROVED \_\_\_\_\_

(Supervisor)

(Chief of Office)

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

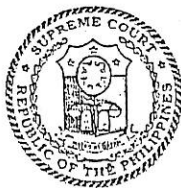
Evidence of travel attached hereto: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_ P \_\_\_\_\_

Others: (Specify) \_\_\_\_\_ P \_\_\_\_\_

Per diem \_\_\_\_\_

Taxi \_\_\_\_\_

TOTAL P \_\_\_\_\_

Received by:

\_\_\_\_\_  
Signature Over Printed Name