



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

OCA CIRCULAR NO. 167-2015

**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 4<sup>TH</sup> JUDICIAL REGION-A

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 4<sup>th</sup> Judicial Region-A (except Batangas) on 4 August 2015, Tuesday, 1:00 - 4:00 p.m., at the PHILJA Training Center, Tagaytay City, Cavite.

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**:

CAVITE	
1. Hon. Lerio C. Castigador (PJ)	Br. 15, RTC, Naic
2. Hon. Agapito S. Lu (EJ)	Br. 88, RTC, Cavite City and Br. 90, RTC, Dasmariñas City (APJ)
3. Hon. Jaime B. Santiago (APJ)	Br. 18, RTC, Tagaytay City
4. Hon. Eduardo I. Tanguanco (EJ)	Br. 89, RTC, Bacoor City
5. Hon. Norberto J. Quisumbing, Jr. (EJ)	Br. 21, RTC, Imus City
6. Hon. Aurelio G. Icasiano, Jr. (PJ)	Br. 23, RTC, Trece Martires
7. Hon. Franco Paulo R. Arago (EJ)	Br. 2, MTCC, Cavite City
8. Hon. Adeliza H. Magno-Gingoyon (PJ)	Br. 1, MTCC, Bacoor City
9. Atty. Grelita F. Ricaza	OCC, RTC, Cavite 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. Liza D. Victa	OCC, RTC, Bacoor City
11. Atty. Regalado E. Eusebio	OCC, RTC, Imus
12. Atty. Rogelio Aguilar Cordero	OCC, MTCC, Cavite City
13. Eddie Hilario Saracanlao	OCC, MTCC, Bacoor City
<b>LAGUNA</b>	
14. Hon. Teodoro N. Solis (EJ)	Br. 25, RTC, Biñan City
15. Hon. Cynthia M. Ricablanca (EJ)	Br. 27, RTC, Sta. Cruz
16. Hon. Agripino G. Morga (EJ)	Br. 32, RTC, San Pablo City
17. Hon. Marlyn Reyes Agama (PJ)	Br. 33, RTC, Siniloan
18. Hon. Alberto F. Serrano (EJ)	Br. 92, RTC, Calamba City
19. Hon. Sonia Y. Casano (EJ)	Br. 31, RTC, San Pedro City
20. Hon. Rean G. Arizala-Joaquin (EJ)	Br. 3, MTCC, San Pablo City
21. Hon. Jeannette L. Bilan (EJ)	Br. 1, MTCC, San Pedro
22. Atty. Ernesto A. Luzod, Jr.	OCC, RTC, Biñan
23. Atty. Rhea R. Alcantara Aquino	OCC, RTC, Sta. Cruz
24. Atty. Melvin Castillo Dequito	OCC, RTC, San Pablo
25. Atty. Leny Bisayas Salazar	OCC, RTC, Calamba
26. Atty. Catherin B. Beran-Baraoidan	OCC, RTC, San Pedro
27. Filipina Alinea Fandiño	OCC, MTCC, San Pablo City
28. Venus Pando	OCC, MTC, San Pedro
<b>QUEZON</b>	
29. Hon. Dennis R. Pastrana (EJ)	Br. 56, RTC, Lucena City
30. Hon. Maria Chona P. Navarro (EJ)	Br. 61, RTC, Gumaca City and Br. 63, RTC, Calauag (PJ)
31. Hon. Rodolfo D. Obnamia, Jr. (EJ)	Br. 64, RTC, Mauban
32. Hon. Arnelo C. Mesa (PJ)	Br. 65, RTC, Infanta
33. Hon. Joselito P. Tamaray (EJ)	Br. 2, MTCC, Lucena City
34. Atty. Tristan Jiff B. Cledera	OCC, RTC, Lucena
35. Atty. Diego Quincena Francia	OCC, RTC, Gumaca
36. Marvin Ignacius L. Llamas	OCC, MTCC, Lucena City
<b>RIZAL</b>	
37. Hon. Dennis Patrick Z. Perez (EJ)	Br. 67, RTC, Binangonan
38. Hon. Ruth C. Santos (EJ)	Br. 72, RTC, Antipolo City
39. Hon. Josephine Z. Fernandez (EJ)	Br. 76, RTC, San Mateo
40. Hon. Gina F. Cenit Escoto (EJ)	Br. 78, RTC, Morong
41. Hon. Elenita C. Dimaguila (EJ)	Br. 4, MTCC, Antipolo City
42. Hon. George Andy B. Pantanosas (EJ)	Br. 2, MTC, Binangonan
43. Atty. Jennifer Cahigas (OIC)	OCC, RTC, Binangonan
44. Atty. Joselita Malibago Santos	OCC, RTC, Antipolo
45. Atty. Aris Z. Bautista	OCC, RTC, San Mateo
46. Atty. Myrna C. Directo	OCC, RTC, Morong
47. Rochelle Franco De Leon-Redondo	OCC, MTCC, Antipolo
48. Willardo Celebre Cerda	OCC, MTC, Binangonan

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.

31 July 2015

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator

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<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.



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 diviations 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