



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

**OCA CIRCULAR NO. 191-2015**

**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 12<sup>TH</sup> JUDICIAL REGION (INCLUDING SOUTH COTABATO AND SARANGANI)**

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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 12<sup>th</sup> Judicial Region (including South Cotabato and Sarangani) on 25 August 2015, Tuesday, 9:30a.m. - 12:00 nn, at the Casa Luisa Restaurant, J. Catolico Sr. Avenue, General Santos City, South Cotabato.

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**:

<b><u>SOUTH COTABATO</u></b>	
1. Hon. Oscar P. Noel, Jr. (EJ)	Br. 35, RTC, General Santos
2. Hon. Renato V. Tampac (EJ)	Br. 25, RTC, Koronadal
3. Hon. Roberto L. Ayco (PJ)	Br. 26, RTC, Surallah
4. Hon. Eddie Rojas (PJ)	Br. 39, RTC, Polomolok
5. Hon. Alejandro Ramon C. Alano (EJ)	Br. 3, MTCC, General Santos
6. Atty. Marion Gay C. Mirabueno	OCC, RTC, General Santos
7. Atty. Milagros P. Naval	OCC, RTC, Koronadal
8. Glenda M. Melliza	OCC, MTCC, General Santos

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<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/>.

<u>SARANGANI</u>	
9. Hon. Lorenzo F. Balo (PJ)	Br. 38, RTC, Alabel
<u>MAGUINDANAO</u>	
10. Hon. Bansawan Z. Ibrahim (EJ)	Br. 13, RTC, Cotabato
11. Hon. George C. Jabido (PJ)	Br. 15, RTC, Shariff Aguak
12. Atty. Janis Rohaniah Dumama-Kadatuan	OCC, RTC, Cotabato
<u>NORTH COTABATO</u>	
13. Hon. Laureano T. Alzate (EJ)	Br. 22, RTC, Kabacan
14. Hon. Arvin Sadiri B. Balagot (EJ)	Br. 17, RTC, Kidapawan
15. Hon. Lily Lydia A. Laquindanum (EJ)	Br. 24, RTC, Midsayap
16. Sarah Joy C. Bona (OIC)	OCC, RTC, Kabacan
17. Atty. Ruby M. Luy-Dela Banda	OCC, RTC, Kidapawan
18. Atty. Kristine M. Camandero	OCC, RTC, Midsayap
<u>SULTAN KUDARAT</u>	
19. Hon. Renato B. Gleyo (PJ)	Br. 19, RTC, Isulan
20. Hon. Milanio M. Guerrero (PJ)	Br. 20, RTC, Tacurong

For reimbursement of 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"). **Requests for expense reimbursements must be filed before the consultation begins.**

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.

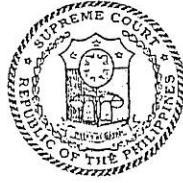
19 August 2015

  
**JOSE MIDAS P. MARQUEZ**  
 Court Administrator

<sup>2</sup> For bus, boat, and plane 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 "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