



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

**OCA CIRCULAR NO. 192-2015**

**TO: THE CONCERNED EXECUTIVE JUDGES, PRESIDING JUDGES 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 NATIONAL CAPITAL JUDICIAL REGION**

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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 National Capital Judicial Region on 27 August 2015, Thursday, 10:00 am - 12:00 nn, at the Training Room, Ground Floor, Centennial Building, Supreme Court, Padre Faura St., Ermita, Manila.

In connection therewith, the following executive judges, presiding judges 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>MANILA</b>	
1. Hon. Reynaldo A. Alhambra (EJ)	Br. 53, RTC
2. Hon. Glenda R. Mendoza-Ramos (EJ)	Br. 30, MeTC
3. Atty. Jennifer Dela Cruz Buendia	OCC, RTC
4. Ezra Olivero M. Lim (OIC)	OCC, MeTC
<b>QUEZON CITY</b>	
5. Hon. Fernando T. Sagun, Jr. (EJ)	Br. 78, RTC
6. Hon. Juris S. Dilinila-Callanta (EJ)	Br. 42, MeTC
7. Atty. Gregorio C. Tallud	OCC, RTC
8. Atty. Jose R. Ortiz, Jr.	OCC, MeTC

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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/>.

<b><u>PASAY CITY</u></b>	
9. Hon. Racquelen Abary-Vasquez (EJ)	Br.116, RTC
10. Hon. Restituto V. Mangalindan, Jr. (EJ)	Br. 46, MeTC
11. Atty. Marivic S. Tibayan	OCC, RTC
12. Miguel C. Infante	OCC, MeTC
<b><u>CALOOCAN CITY</u></b>	
13. Hon. Victoriano B. Cabanos (EJ)	Br. 127, RTC
14. Hon. Michael V. Francisco (EJ)	Br. 85, MeTC
15. Atty. Avelinda P. Dabalos	OCC, RTC
16. Atty. Mona Lisa A. Buencamino	OCC, MeTC
<b><u>MAKATI CITY</u></b>	
17. Hon. Selma P. Alaras (EJ)	Br. 62, RTC
18. Hon. Barbara Aleli H. Briones (EJ)	Br. 61, MeTC
19. Atty. Ma. Corazon Cecilia H. Pineda	OCC, RTC
20. Atty. Dante Gil D. Gumpal	OCC, MeTC
<b><u>PASIG CITY</u></b>	
21. Hon. Danilo S. Cruz (EJ)	Br. 152, RTC
22. Hon. Eduardo Ramon R. Reyes (EJ)	Br. 68, MeTC
23. Atty. Pablita M. Migriño	OCC, RTC
24. Atty. Reynaldo V. Bautista	OCC, MeTC
<b><u>MALABON CITY</u></b>	
25. Hon. Celso Raymundo L. Magsino, Jr. (EJ)	Br. 74, RTC
26. Hon. Ma. Ofelia S. Contreras-Soriano (EJ)	Br. 55, MeTC
27. Atty. Esmeralda G. Dizon	OCC, RTC
28. Ma Fe Brenda J. Traviño	OCC, MeTC
<b><u>MARIKINA CITY</u></b>	
29. Hon. Geraldine Fiel Macaraig (EJ)	Br. 192, RTC
30. Hon. Shirley Magsipoc-Pagalilauan (EJ)	Br. 95, MeTC
31. Atty. Peter Paul A. Matabang	OCC, RTC
32. Mary Jane L. Saloma	OCC, MeTC
<b><u>MANDALUYONG CITY</u></b>	
33. Hon. Monique Q. Ignacio (EJ)	Br. 209, RTC
34. Hon. Flordeliza M. Silao (EJ)	Br. 59, MeTC
35. Atty. Erwin N. Barata	OCC, RTC
36. Atty. Nathaniel G. Cacapit	OCC, MeTC
<b><u>PARAÑAQUE CITY</u></b>	
37. Hon. Jaime M. Guray (EJ)	Br. 260, RTC
38. Hon. Leilani Marie D. Grimares (EJ)	Br. 87, MeTC
39. Atty. Jerry R. Toledo	OCC, RTC
40. Atty. Melinda Cielo C. Mendoza	OCC, MeTC
<b><u>LAS PIÑAS CITY</u></b>	
41. Hon. Salvador V. Timbang, Jr. (EJ)	Br. 253, RTC
42. Atty. Vladimir Berla S. Daral-Saura	OCC, RTC
<b><u>MUNTINLUPA CITY</u></b>	
43. Hon. Juanita Tomas Guerrero (EJ)	Br. 204, RTC
44. Atty. Charmaine Apolinario-Jimenez (OIC)	OCC, RTC

<u>VALENZUELA CITY</u>	
45. Hon. Maria Nena J. Santos (EJ)	Br. 171, RTC
46. Hon. Mateo B. Altarejos (EJ)	Br. 82, MeTC
47. Atty. Gemma L. Peliño	OCC, RTC
48. Atty. Jesus G. Salvacion	OCC, MeTC

<u>SAN JUAN CITY</u>	
49. Hon. Cesar Pabel D. Sulit (PJ)	Br. 162, RTC
50. Hon. Marianito C. Santos (EJ)	Br. 57, MeTC
51. Jose F. Sian III, Jr. (OIC)	Br. 162, RTC
52. Ruth G. Cabigas (OIC)	OCC, MeTC
<u>TAGUIG CITY</u>	
53. Hon. Lorifel L. Pahimna (VEJ)	Br. 69, RTC
54. Atty. Aimee Marie B. Alcera	Br. 69, RTC

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").

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 "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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

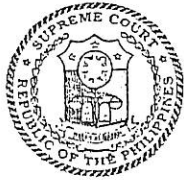
Evidence of travel attached hereto: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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