



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

OCA CIRCULAR NO. 193-2015

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 3RD 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 3rd Judicial Region on 27 August 2015, Thursday, 12:00 p.m. – 2:00 p.m., at the 3rd Floor Function Room, Hall of Justice, Angeles 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**:

Aurora	
1. Hon. Maximo B. Ancheta, Jr. (EJ)	Br. 90, RTC, Baler
2. Ms. Norina P. Pimentel	OIC, OCC, RTC, Baler
Bataan	
3. Hon. Angelito I. Balderama (EJ)	Br. 1, RTC, Balanga City
4. Hon. Emmanuel A. Silva (EJ)	Br. 4, RTC, Mariveles
5. Hon. Amelita V. Cruz-Corpuz (EJ)	Br. 96, RTC, Dinalupihan
6. Atty. Romeo Lacson De Lemos	OCC, RTC, Balanga City
7. Atty. Rovelyn B. Baluyot	OCC, RTC, Mariveles
8. Atty. Rosario R. Baluyot	OCC, RTC, Dinalupihan

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/>.

Nueva Ecija	
9. Hon. Primo G. Sio, Sr. (EJ)	Br. 23, RTC, Cabanatuan City
10. Hon. Ramon D. Pamular (EJ)	Br. 32, RTC, Guimba
11. Hon. Celso O. Baguio (EJ)	Br. 34, RTC, Gapan City
12. Hon. Eleanor Teodora M. Vizcarra (EJ)	Br. 89, RTC, Sto. Domingo
13. Hon. Cynthia Martinez Florendo (EJ)	Br. 39, RTC, San Jose City
14. Hon. Evelyn A. Turla (PJ)	Br. 40, RTC, Palayan City
15. Hon. Kelly B. Belino (EJ)	Br. 1, MTCC, Cabanatuan City
16. Hon. Analie A. Arocena (EJ)	MTCC, San Jose City
17. Atty. Irma Gay Idago Belino	OCC, RTC, Cabanatuan City
18. Ms. Alicia R. Vinuya	OIC, OCC, RTC, Guimba
19. Atty. Renato Escame Frades	OCC, RTC, Gapan City
20. Ms. Tita R. Mateo	OIC, OCC, RTC, Sto. Domingo
21. Atty. Marivic Manese Alayon-Pobre	OCC, RTC, San Jose City
22. Mr. Arsenio Sarmiento Vicencio	OCC, MTCC, Cabanatuan City
23. Ms. Corazon Nepomuceno Reyes	OCC, MTCC, San Jose City
Pampanga	
24. Hon. Divina Luz P. Aquino-Simbulan (EJ)	Br. 41, RTC, City of San Fernando
25. Hon. Jonel S. Mercado (EJ)	Br. 52, RTC, Guagua
26. Hon. Ma. Josephine M. Rosario-Mercado (EJ)	Br. 55, RTC, Macabebe
27. Hon. Omar T. Viola (EJ)	Br. 57, RTC, Angeles City
28. Hon. Katrina Nora Buan Factora (EJ)	Br. 2, MTCC, Angeles City
29. Hon. Ma. Lourdes F. Tolentino (EJ)	Br. 1, MTCC, City of San Fernando
30. Hon. Regina Balmores Laxa (EJ)	MTC, Guagua
31. Atty. Gian Carlo S. Capati	OCC, RTC, City of San Fernando
32. Atty. Socorro M. Limson	OIC, OCC, RTC, Guagua
33. Atty. Chona Tungol Guiao	OCC, RTC, Macabebe
34. Atty. Denise Austria Dacanay-Sagun	OCC, RTC, Angeles City

35. Ms. Anita Garcia Nunag	OCC, MTCC, Angeles City
36. Ms. Juanita Manlapaz Flores	OCC, MTCC, City of San Fernando
37. Ms. Nelda Garcia Tolentino	OCC, MTC, Guagua
Tarlac	
38. Hon. Ma. Magdalena Anistoso Balderama (EJ)	Br. 65, RTC, Tarlac City
39. Hon. Anarica C. Reyes (APJ)	Br. 66, RTC, Capas
40. Hon. Bernar Dungo Fajardo (PJ)	Br. 67, RTC, Paniqui
41. Hon. Jose S. Vallo (PJ)	Br. 68, RTC, Camiling
42. Hon. Eleanor V. De Jesus (EJ)	Br. 2, MTCC, Tarlac City
43. Atty. Shalane Go Palomar	OCC, RTC, Tarlac City
44. Ms. Emma Martinez Manglicmot	OCC, MTCC, Tarlac City
Zambales	
45. Hon. Consuelo D. Bocar (EJ)	Br. 71, RTC, Iba
46. Hon. Richard A. Paradeza (EJ)	Br. 72, RTC, Olongapo City
47. Hon. Merinnisa O. Ligaya (EJ)	Br. 1, MTCC, Olongapo City
48. Atty. Marie Liza Chagas Fallorin	OCC, RTC, Iba
49. Atty. John De Vera Aquino	OCC, RTC, Olongapo City
50. Mr. Teofilo Lopez Liwanag, Jr.	OCC, MTCC, Olongapo City
Bulacan	
51. Hon. Maria Theresa M. Arcega (EJ)	Br. 17, RTC, Malolos City
52. Hon. Nemesio V. Manlangit (EJ)	Br. 2, MTCC, Malolos City
53. Hon. Cecilia S. Talapian (EJ)	Br. 2, MTCC, City of Meycauayan
54. Hon. Aileen Liza Mamasabulod David (EJ)	Br. 2, MTCC, San Jose Del Monte City
55. Atty. Emmanuel Linda Ortega	OCC, RTC, Malolos City
56. Mr. Conrado Cabellero Aniag	OCC, MTCC, Malolos City
57. Ms. Jenneth Retiro Padua	OCC, MTCC, City of Meycauayan
58. Ms. Froctosa Idos Ceñidoza	OCC, MTCC, San Jose Del Monte City

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) 524-5981, call or text 0916-6399087, 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.

24 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.

(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	ALLOTTANCE ESTIMATED			TOTAL AMOUNT
					TRANSPORTATION	PER DIEM	DAILY ALLOW	
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 _____		_____
Others: (Specify) _____		_____
Per diem _____		
Taxi _____		
TOTAL	P	_____

Received by:

Signature Over Printed Name