



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

**OCA CIRCULAR NO. 194-2015**

**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 5<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 5<sup>th</sup> Judicial Region on 28 August 2015, Friday, 12:00 p.m. - 2:00 p.m., at the at the Session Hall, *Sangguniang Panlalawigan ng Albay*, Albay Provincial Capitol, Legazpi 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**:

Albay	
1. Hon. Pedro R. Soriano (EJ)	Br. 5, RTC, Legazpi City
2. Hon. Edwin C. Ma-alat (EJ)	Br. 14, RTC, Ligao City
3. Hon. Alben C. Rabe (EJ)	Br. 15, RTC, Tabaco City
4. Hon. Arlinda G. Resari (EJ)	Br. 1, MTCC, Legazpi City
5. Atty. Roy A. Alzaga	OCC, RTC, Legazpi City
6. Atty. Candice Guada Cresilda Cortes Almodovar	OCC, RTC, Ligao 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/>.

7. Atty. Asuncion Austero Bolilan	OCC, RTC, Tabaco City
8. Mr. Antonio Remondavia Mangampo	OCC, MTCC, Legazpi City
<b>Camarines Norte</b>	
9. Hon. Arniel E. Dating (EJ)	Br. 41, RTC, Daet
10. Hon. Roberto A. Escaro (APJ)	Br. 64, RTC, Labo
11. Atty. Perfecto M. Loria	OCC, RTC, Daet
<b>Camarines Sur</b>	
12. Hon. Valentine E. Pura, Jr. (EJ)	Br. 23, RTC, Naga City
13. Hon. Irma Isidora M. Boncodin-Zamudio (EJ)	Br. 57, RTC, Libmanan
14. Hon. Vivencio Gregorio Atutubo III (EJ)	Br. 31, RTC, Pili
15. Hon. Timoteo A. Panga, Jr. (EJ)	Br. 60, RTC, Iriga City
16. Hon. Ma. Angela Acompañado Arroyo (EJ)	Br. 58, RTC, San Jose
17. Hon. Pedro M. Redoña (PJ)	Br. 63, RTC, Calabanga
18. Hon. Ma. Luz B. Torres-Clasio (EJ)	Br. 2, MTCC, Iriga City
19. Hon. Margaret N. Armea (EJ)	Br. 2, MTCC, Naga City
20. Atty. Egmedio Dela Cruz Blacer	OCC, RTC, Naga City
21. Atty. Rebecca Obsequio Bagasala	OCC, RTC, Libmanan
22. Atty. Alexander A. Tordilla	OCC, RTC, Pili
23. Atty. Wilmentita Oliva Zorilla	OCC, RTC, Iriga City
24. Ms. Joan Credo	OCC, RTC, San Jose
25. Ms. Elena Cynthia M. Lacbay	OCC, MTCC, Iriga City
26. Mr. Emmanuel A. Cecilio	OCC, MTCC, Naga City
<b>Catanduanes</b>	
27. Hon. Lelu P. Contreras (EJ)	Br. 43, RTC, Virac
28. Atty. Edelyn S. Valen	OCC, RTC, Virac
<b>Masbate</b>	
29. Hon. Manuel L. Sese (EJ)	Br. 45, RTC, Masbate City
30. Hon. Arturo Clemente B. Revil (PJ)	Br. 50, RTC, San Jacinto & Br. 49, RTC, Cataingan (APJ)
31. Atty. Leomar Real Lanuza	OCC, RTC, Masbate
<b>Sorsogon</b>	
32. Hon. Rofebar F. Gerona (EJ)	Br. 53, RTC, Sorsogon City
33. Hon. Bernardo E. Jimenez, Jr. (PJ)	Br. 54, RTC, Gubat

34. Hon. Adolfo G. Fajardo (PJ)	Br. 65, RTC, Bulan & Br. 55, RTC, Irosin (APJ)
35. Hon. Cynthia G. Falcotelo (EJ)	Br. 2, MTCC, Sorsogon City
36. Atty. Marilyn D. Valino	OCC, RTC, Sorsogon City
37. Ms. Elsa Bagsic Meneses	OCC, MTCC, Sorsogon 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) 524-5981, call or text 0916-6399087, 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.

24 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 EXPENSES			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)

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