



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

OCA CIRCULAR NO. 171-2015

**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 2<sup>ND</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 2<sup>nd</sup> Judicial Region on 7 August 2015, Friday, 1:00 - 4:00 p.m., at the Session Hall, Sangguniang Panlungsod, City Hall Building, Enrile Boulevard, Tuguegarao City, Cagayan.

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**:

CAGAYAN	
1. Hon. Vilma Tumaliuan Pauig (EJ)	Br. 2, RTC, Tuguegarao City
2. Hon. Oscar T. Zaldivar (EJ)	Br. 7, RTC, Aparri
3. Hon. Edmar P. Castillo, Sr (PJ)	Br. 11, RTC, Tuao
4. Hon. Gemma P. Bucayu-Madrid (PJ)	Br. 12, RTC, Sanchez Mira
5. Hon. Francisco S. Donato (PJ)	Br. 33, RTC, Ballesteros
6. Hon. Racquel R. Aglaua (EJ)	Br. 1, MTCC, Tuguegarao City
7. Hon. Glenda C. Dupaya (EJ)	Br. 3, MTC, Lal-lo (Acting)
8. Hon. Blaise Sambolledo-Barcena (EJ)	MCTC, Aparri-Calayan
9. Atty. Aura Clarissa T. Querubin	OCC, RTC, Tuguegarao City
10. Atty. Jane Sta. Ines Paga	OCC, RTC, Aparri
11. Mr. Nestor Bejec Sales	OCC, MTCC, Tuguegarao 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/>.

12. Ms. Thelma Sac Abadilla	MTC, Lal-lo
13. Mr. Rogelio Mabbagu Calanoga	MCTC, Aparri-Calayan
<b>BATANES</b>	
14. Hon. Ramon B. Barona (PJ)	Br. 13, RTC, Basco
<b>IFUGAO</b>	
15. Hon. Romeo U. Habbiling (PJ)	Br. 14, RTC, Lagawe
16. Hon. Rufus G. Malecdan, Jr. (PJ)	Br. 15, RTC, Alfonso Lista
17. Hon. Ester P. Flor (PJ)	Br. 34, RTC, Banaue
<b>ISABELA</b>	
18. Hon. Rodolfo B. Dizon (EJ)	Br. 18, RTC, Ilagan
19. Hon. Raul V. Babaran (EJ)	Br. 19, RTC, Cauayan City
20. Hon. Anastacio D. Anghad (EJ)	Br. 36, RTC, Santiago City
21. Hon. Felipe J. Torio II (PJ)	Br. 22, RTC, Cabagan
22. Hon. Bernabe B. Mendoza (PJ)	Br. 23, RTC, Roxas
23. Hon. Bonifacio T. Ong (PJ)	Br. 24, RTC, Echague
24. Hon. Alexander V. De Guzman (EJ)	Br. 2, MTCC, Santiago City
25. Atty. Arvil Philipp A. Nicolas	OCC, RTC, Ilagan
26. Atty. Nelson Baliuag Castillejos, Jr.	OCC, RTC, Cauayan City
27. Atty. Norbert Bong S. Obedoza	OCC, RTC, Santiago City
28. Mr. Emmanuel Bala Leal	OCC, MTCC, Santiago City
<b>KALINGA</b>	
29. Hon. Marcelino K. Wacas (PJ)	Br. 25, RTC, Tabuk City
<b>APAYAO</b>	
30. Hon. Quirino M. Andaya (PJ)	Br. 26, RTC, Luna
<b>NUEVA VIZCAYA</b>	
31. Hon. Cicero B. Jandoc (EJ)	Br. 29, RTC, Bayombong
32. Hon. Jose Godofredo M. Naui (EJ)	Br. 31, RTC, Bambang
33. Atty. Jonagay A. Pua-Mendoza	OCC, RTC, Bayombong
34. Atty. Joselyn M. Emperador-Garingan	OCC, RTC, Bambang
<b>QUIRINO</b>	
35. Hon. Eufren F. Changale (EJ)	Br. 32, RTC, Cabarroguis
36. Hon. Mendrado V. Corpuz (PJ)	Br. 38, RTC, Maddela
37. Atty. Dennis P. Feliciano	OCC, RTC, Cabarroguis

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").

<sup>2</sup> For plane, 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.

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.

3 August 2015

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator



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 diviations as explained below.

Explanation or justifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

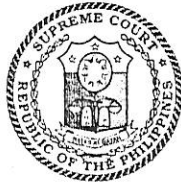
Evidence of travel attached hereto: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully submitted:

\_\_\_\_\_  
(Officer or Employee)

On evidence and information of which I have knowledge, the travel was actually undertaken.

\_\_\_\_\_  
(Supervisor)



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