

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 2ND 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 2nd 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					

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/.

12. Ms. Thelma Sac Abadilla	MTC, Lal-lo						
13. Mr. Rogelio Mabbagu Calanoga	MCTC, Aparri-Calayan						
BATANES							
14. Hon. Ramon B. Barona (PJ)	Br. 13, RTC, Basco						
IFUGAO							
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						
ISABELA	,						
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						
KALINGA							
29. Hon. Marcelino K. Wacas (PJ)	Br. 25, RTC, Tabuk City						
APAYAO							
30. Hon. Quirino M. Andaya (PJ)	Br. 26, RTC, Luna						
NUEVA VIZCAYA							
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						
QUIRINO							
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,² 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").

² 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, or send an email at officeofthecourtad@gmail.com.

For your information and strict compliance.

3 August 2015

JOSE MIDAS P. MARQUEZ

Court Administrator

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Republic of the Philippines Supreme Court Manila

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ACKNOWLEDGMENT RECEIPT

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