

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

#### OCA CIRCULAR NO. <u>172-2015</u>

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 4TH JUDICIAL REGION-B

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 4<sup>th</sup> Judicial Region-B (including Batangas) on 11 August 2015, Tuesday, 1:00 – 3:00 p.m., at the Teacher's Conference Center, P. Herrera St., Barangay Poblacion, Batangas 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**:

MARINDUQUE				
1. Hon. Antonina C. Magturo (EJ)	Br. 94, RTC, Boac			
2. Ethel L. Moreno (OIC)	OCC, RTC, Boac			
MINDORO OCCIDENTAL				
3. Hon. Ulysses D. Delgado (PJ)	Br. 44, RTC, Mamburao			
4. Hon. Gay Marie F. Lubigan-Rafael (EJ)	Br. 46, RTC, San Jose			
5. Asuncion A. Pabellano (OIC)	OCC, RTC, San Jose			

<sup>&</sup>lt;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/.

MINDORO ORIENTAL				
6. Hon. Tomas C. Leynes (EJ)	Br. 40, RTC, Calapan City			
7. Hon. Harry D. Jaminola (EJ)	Br. 41, RTC, Pinamalayan			
8. Atty. Luningning Y. Centron	OCC, Calapan City			
9. Atty. Stephen A. Lamanilao	OCC, Pinamalayan			
PALAWAN				
10. Hon. Jose Bayani J. Usman (EJ)	Br. 50, RTC, Puerto Princesa			
11. Hon. Ambrosio B. De Luna (APJ)	Br. 95, RTC, Roxas			
12. Atty. Jyl C. Lauros-Padrones	OCC, RTC, Puerto Princesa			
ROMBLON				
13. Hon. Ramiro R. Geronimo (PJ)	Br. 81, RTC, Romblon			
14. Hon. Jose M. Madrid (PJ)	Br. 82, RTC, Odiongan			
BATANGAS				
15.Hon. Ruben A. Galvez (EJ)	Br. 3, RTC, Batangas City			
16.Hon. Eleuterio L. Bathan (PJ)	Br. 5, RTC, Lemery City			
17.Hon. Arcadio I. Manigbas (EJ)	Br. 6, RTC, Tanauan City			
18. Hon. Marjorie T. Uyengco-Nolasco (PJ)	Br. 83, RTC, Tanauan City			
19.Hon. Cristino E. Judit (EJ)	Br. 10, RTC, Balayan City			
20.Hon. Noel M. Lindog (EJ)	Br. 13, RTC, Lipa City			
21.Hon. Mercedes Dagdag-Lindog (PJ)	Br. 14, RTC, Nasugbu			
22.Hon. Rose Marie M. Austria (PJ)	Br. 87, RTC, Rosario			
23.Hon. Juanita G. Areta (PJ)	Br. 86, RTC, Taal			
24.Hon. Petronila P. Tañas-Arguelles (EJ)	Br. 1, MTCC, Batangas City			
25.Hon. Renato M. Castillo (EJ)	Br. 1, MTCC, Lipa City			
26. Atty. Russell Bautista Dalisay	OCC, RTC, Batangas City			
27. Atty. Mario Garcia Baltazar	OCC, RTC, Tanauan City			
28. Atty. Liwanag Macalipay Dipasupil	OCC, RTC, Balayan			
29. Atty. Robert Ryan Harina Esmenda	OCC, RTC, Lipa City			
30.Cora Manalo Dalangin	OCC, MTCC, Batangas City			
31.Jimmy Lescano Lasin	OCC, MTCC, Lipa 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").

<sup>&</sup>lt;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.

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.

5 August 2015

JOSE MIDAS P. MARQUEZ

Court Administrator

## Annex "A"

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# Annex "B"

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#### Republic of the Philippines Supreme Court Manila

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### ACKNOWLEDGMENT RECEIPT

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