



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

OCA CIRCULAR NO. 172-2015

**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 4TH JUDICIAL REGION-B**

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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**:

<b>MARINDUQUE</b>	
1. Hon. Antonina C. Magturo (EJ)	Br. 94, RTC, Boac
2. Ethel L. Moreno (OIC)	OCC, RTC, Boac
<b>MINDORO OCCIDENTAL</b>	
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

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<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/>.

<b><u>MINDORO ORIENTAL</u></b>	
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
<b><u>PALAWAN</u></b>	
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
<b><u>ROMBLON</u></b>	
13. Hon. Ramiro R. Geronimo (PJ)	Br. 81, RTC, Romblon
14. Hon. Jose M. Madrid (PJ)	Br. 82, RTC, Odiongan
<b><u>BATANGAS</u></b>	
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").

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<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](http://www.facebook.com/officeofthecourtad), or send an email at [officeofthecourtad@gmail.com](mailto:officeofthecourtad@gmail.com).

For your information and strict compliance.

5 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 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