



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

OCA CIRCULAR NO. 182-2015

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 9TH 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 9th Judicial Region on 19 August 2015, Wednesday, 2:00 - 4:00 p.m., at the Ariana Hotel, Airport Road, Minaog, Dipolog City, Zamboanga del Norte.

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**:

BASILAN	
1. Hon. Danilo M. Bucoy (EJ)	Br. 2, RTC, Isabela City
2. Fidencia G. San Juan (OIC)	OCC, RTC, Isabela City
SULU	
3. Hon. Betlee-Ian J. Barraquias (PJ)	Br. 3, RTC, Jolo
4. Hon. Alsad H. Alfad, Jr. (PJ)	Br. 25, RTC, Siasi
5. Hon. Macaundas M. Hadjirasul (PJ)	1 st Shari'a District Court, Jolo
TAWI-TAWI	
6. Hon. Abdulmoin M. Pakam (PJ)	Br. 5, RTC, Bongao

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/>.

ZAMBOANGA DEL NORTE	
7. Hon. Rogelio D. Laquihon (EJ)	Br. 7, RTC, Dipolog City
8. Hon. Reyemar L. Lacaya (PJ)	Br. 11, RTC, Sindangan
9. Hon. Laarni N. Dajao (PJ)	Br. 27, RTC, Siocon
10. Hon. Oscar D. Tomarong (PJ)	Br. 28, RTC, Liloy
11. Hon. Chad M. Paler (EJ)	Br. 1, MTCC, Dipolog City
12. Atty. Helen A. Angeles	OCC, RTC, Dipolog City
13. Rosemarie R. Salvacion	OCC, MTCC, Dipolog City
ZAMBOANGA DEL SUR	
14. Hon. Gregorio V. Dela Peña, III (EJ)	Br. 12, RTC, Zamboanga City
15. Hon. Romeo T. Descallar (EJ)	Br. 19, RTC, Pagadian City
16. Hon. Jaime B. Caberte (PJ)	Br. 23, RTC, Molave
17. Hon. Felix B. Rodriguez (APJ)	Br. 29, RTC, San Miguel
18. Hon. Analyn F. Ramas-Costanilla (PJ)	Br. 30, RTC, Aurora
19. Hon. Ivan C. Mendoza, Jr. (EJ)	Br. 2, MTCC, Zamboanga City
20. Hon. Pablito S. Pielago, Jr. (EJ)	Br. 2, MTCC, Pagadian City
21. Atty. Maricel B. Lahi	OCC, RTC, Zamboanga City
22. Atty. Jessibel M. Pablo-Driessen	OCC, RTC, Pagadian City
23. Abraham Mandi Hakim	OCC, MTCC, Zamboanga City
24. Crispin C. Egipto, Jr.	OCC, MTCC, Pagadian City
ZAMBOANGA SIBUGAY	
25. Hon. Anthony T. Isaw (PJ)	Br. 24, RTC, Ipil
26. Hon. Josefino P. Bael (PJ)	Br. 31, RTC, Imelda

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").

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.

12 August 2015


JOSE MIDAS P. MARQUEZ
 Court Administrator

² For bus, boat, and plane 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)

RELATIVE OF _____

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	TRANSPORTATION	ALLOWANCE EXPECTED			TOTAL AMOUNT
						PER DIEM	DAILY ALLOW		
TOTAL									

(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)

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: _____

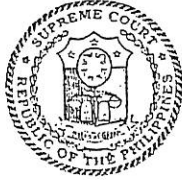
Evidence of travel attached hereto: _____

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 _____		_____
Others: (Specify) _____		_____
Per diem _____		
Taxi _____		
TOTAL	P	_____

Received by:

Signature Over Printed Name