



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

OCA CIRCULAR NO. 186-2015

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 10TH JUDICIAL REGION (INCLUDING SURIGAO DEL SUR, LANAOS DEL NORTE AND LANAOS DEL SUR)

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 10th Judicial Region (including Surigao del Sur, Lanao del Norte and Lanao del Sur) on 18 August 2015, Tuesday, 1:00 - 3:00 p.m., at the VIP Hotel, Don Apolinar Velez-J.R. Borja Streets, Cagayan de Oro City, Misamis Oriental.

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**:

AGUSAN DEL NORTE	
1. Hon. Eduardo S. Casals (EJ)	Br. 1, RTC, Butuan City
2. Hon. Gael P. Paderanga (PJ)	Br. 34, Cabadbaran City
3. Hon. Dennis B. Castilla (EJ)	Br. 1, MTCC, Butuan City
4. Atty. Cisco Franz Maclang (OIC)	OCC, RTC, Butuan City
5. Maria Luz A. Duncano	OCC, MTCC, Butuan 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/>.

AGUSAN DEL SUR	
6. Hon. Kimal Mustapha Prosperidad (PJ)	Br. 6, RTC, Prosperidad
7. Hon. Hector B. Salise (PJ)	Br. 7, RTC, Bayugan City
BUKIDNON	
8. Hon. Ma. Theresa Aban-Camannong (EJ)	Br. 9, RTC, Malaybalay
9. Hon. Jose U. Yamut, Sr. (PJ)	Br. 11, RTC, ManoloFortich
10. Atty. Renie Gloria M. Magtulis-Arino	OCC, RTC, Malaybalay
MISAMIS OCCIDENTAL	
11. Hon. Edmundo P. Pintac (Acting VEJ)	Br. 13, RTC, Oroquieta City
12. Hon. Salome P. Dungog (EJ)	Br. 35, RTC, Ozamis City
13. Hon. Sylvia S. Machacon (PJ)	Br. 16, RTC, Tangub City
14. Hon. Silvestre D. Orejana, Jr. (PJ)	Br. 36, RTC, Calamba
15. Hon. Miriam O. Angot (EJ)	Br. 1, MTCC, Ozamis City
16. Hon. Grace Monica Z. Lariba (AEJ)	Br. 1, MTCC, Oroquieta City
17. Atty. Marla M. Avila	OCC, RTC, Oroquieta City
18. Atty. Iris NinangAnislag-Ylanan	OCC, RTC, Ozamis City
19. Nancy S. Violon	OCC, MTCC, Oroquieta City
20. Abundio C. Adamas	OCC, MTCC, Ozamis City
MISAMIS ORIENTAL	
21. Hon. Dennis Z. Alcantar (EJ)	Br. 18, RTC, Cagayan De Oro City
22. Hon. MaritesFilomena R. Bernales (1 st VEJ)	Br. 39, RTC, Cagayan De Oro City
23. Hon. Judy Sia Galvez (EJ)	Br. 42, RTC, Medina
24. Hon. Giovanni Alfred H. Navarrao (EJ)	Br. 27, RTC, Gingoog City Br. 28, RTC, Mambajo, Camiguin (APJ)
25. Hon. Marissa PajuelasEstabaya (PJ)	Br. 44, RTC, Initao
26. Hon. Romualdo E. Galarrita (EJ)	Br. 3, MTCC, Cagayan de Oro City
27. Atty. Dick Carlo J. Cabanlas	OCC, RTC, Cagayan de Oro City
28. Atty. Joan A. Vallejos	OCC, RTC, Medina
29. Atty. Rhodora P. Nuñez-Restituto	OCC, RTC, Gingoog City
30. Ma. Rizalie Blossom E. Bagas	OCC, MTCC, Cagayan De Oro City
SURIGAO DEL NORTE	
31. Hon. Victor A. Canoy (EJ)	Br. 29, RTC, Surigao City
32. Hon. Cesar P. Bordialba (PJ)	Br. 31, RTC, Dapa
33. Hon. Julieta N. Bajan (EJ)	Br. 2, MTCC, Surigao City
34. Atty. John T. Cubillan	OCC, RTC, Surigao City
35. Felipe G. Ensomo, Jr.	OCC, MTCC, Surigao City
DINAGAT ISLAND	
36. Hon. Dan R. Calderon (APJ)	Br. 32, RTC, San Jose


SURIGAO DEL SUR	
37. Hon. Rufo U. Naragas (EJ)	Br. 40, RTC, Tandag City Br. 41, RTC, Cantilan (APJ)
38. Hon. Edwin Malazarte (APJ)	Br. 28, RTC, Lianga
39. Hon. Merlyn Pacaro-Cañedo (PJ)	Br. 29, RTC, Bislig City
40. Atty. Joseph Emmanuel C. Cotares	OCC, RTC, Tandag City
41. Fe T. Bawagan (OIC)	OCC, RTC, Bislig City
LANAO DEL NORTE	
42. Hon. Albert B. Abragan (EJ)	Br. 3, RTC, Iligan City
43. Hon. Dennis P. Vicoy (APJ)	Br. 7, RTC, Tubod
44. Hon. Ali M. Balindong (PJ)	Br. 21, Kapatagan
45. Hon. Rosite P. Macaraya (EJ)	Br. 3, MTCC, Iligan City
46. Atty. Joel Batua M. Macaraya, Jr.	OCC, RTC, Iligan City
47. Irma D. Celdran	OCC, MTCC, Iligan City
LANAO DEL SUR	
48. Hon. Wenida M. Papandayan (EJ)	Br. 10, RTC, Marawi City
49. Hon. Rasad G. Balindong (EJ)	Br. 12, RTC, Malabang
50. Hon. Pundaya M. Berua (PJ)	Br. 26, RTC, Wao
51. Hon. Rasad S. Laguindab (APJ)	4 th Shari'a District Court, Marawi City
52. Atty. Cairoding P. Maruhom	OCC, RTC, Marawi City
53. Tingcap M. Dimasendel (OIC)	OCC, RTC, Malabang

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.

13 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.

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