



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

OCA CIRCULAR NO. 188-2015

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 6TH 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 6th Judicial Region on 20 August 2015, Thursday, 11:30a.m. – 1:00 p.m., at the Holding Area 1, Casa Real (Old Provincial Capitol Building), Iloilo 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**:

Aklan	
1. Hon. Marietta H. Valencia (EJ)	Br. 1, RTC, Kalibo
2. Atty. Arnaldo Comia Tejada, Jr.	OCC, RTC, Aklan
Antique	
3. Hon. Nery G. Duremdes (EJ)	Br. 11, RTC, San Jose
4. Hon. Bienvenido P. Barrios, Jr. (APJ)	Br. 13, RTC, Culasi
5. Hon. Mario G. Andres, Jr. (PJ)	Br. 64, RTC, Bugasong
6. Atty. Ruby Remedios Abelgos Espera	OCC, RTC, San Jose
Capiz	
7. Hon. Ignacio I. Alajar (EJ)	Br. 18, RTC, Roxas City
8. Hon. Daniel Antonio Gerardo S. Amular (EJ)	Br. 21, RTC, Mambusao

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/>.

9. Hon. Kristine B. Tiangco-Vinculado (EJ)	Br. 1, MTCC, Roxas City
10. Atty. Jelou Fuerte Almalbis-Laguna	OCC, RTC, Roxas City
11. Atty. Ma. Luz Marin Romero	OCC, RTC, Mambusao
12. Mr. Marlo Billanes Baes	OCC, MTCC, Roxas City
Iloilo	
13. Hon. Loida D. Maputol (EJ)	Br. 28, RTC, Iloilo City
14. Hon. Rogelio J. Amador (PJ)	Br. 66, RTC, Barotac Viejo
15. Hon. Victor E. Gelvezon (APJ)	Br. 67, RTC, Guimbal
16. Hon. Vicente V. Go (PJ)	Br. 68, RTC, Dumangas
17. Hon. Enrique Z. Trespeces (EJ)	Br. 10, MTCC, Iloilo City
18. Atty. Gerry D. Sumaculub	OCC, RTC, Iloilo City
19. Atty. Lina P. Dela Cruz	OCC, RTC, Barotac Viejo
20. Ms. Charlene G. Sevileno	OIC, OCC, RTC, Guimbal
21. Ms. Marite E. Peniero	OCC, MTCC, Iloilo City
Guimaras	
22. Hon. Rosario Abigail D. Villanueva (PJ)	Br. 65, RTC, Jordan
Negros Occidental	
23. Hon. Dyna Doll C. Trocio (EJ)	Br. 40, RTC, Silay City
24. Hon. Anita Guanzon Chua (EJ)	Br. 51, RTC, Bacolod City
25. Hon. Nilo M. Sarsaba (EJ)	Br. 56, RTC, Himamaylan City
26. Hon. Katherine A. Go (EJ)	Br. 59, RTC, San Carlos City
27. Atty. Felix G. Guarmes, Jr.	Br. 60, RTC, Cadiz City
28. Hon. Rodney Z. Magbanua (PJ)	Br. 61, RTC, Kabankalan City
29. Hon. Frances V. Guanzon (PJ)	Br. 62, RTC, Bago City
30. Hon. Cyclamen J. Fernandez (PJ)	Br. 63, RTC, La Carlota City
31. Hon. Jose Paolo G. Ariola (EJ)	Br. 1, MTCC, Bacolod City
32. Atty. Eric Bermejo De Vera	OCC, RTC, Silay City
33. Atty. Ildefonso M. Villanueva, Jr.	OCC, RTC, Bacolod City
34. Ms. Maria Helen B. Ormeo	OIC, OCC, RTC, Himamaylan
35. Atty. Edelyn Layumas-Celeste	OIC, OCC, RTC, San Carlos City
36. Atty. Mary Emilie P. Templado-Villanueva	OCC, RTC, Bago City

37. Atty. Maria Concepcion Elumba Rivera	OCC, RTC, La Carlota City
38. Ms. Mary Ann Baranda Ma-alat	OCC, MTCC, Bacolod City

For reimbursement of actual travel expenses², 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) 524-5981, call or text 0916-6399087, 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.

17 August 2015


JOSE MIDAS P. MARQUEZ
 Court Administrator

² 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.

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: _____

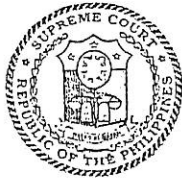
Evidence of travel attached hereto: _____

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