



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

OCA CIRCULAR NO. 221-2016

TO : ALL SECOND LEVEL COURT JUDGES

SUBJECT : MANDATORY OBSERVANCE OF THE  
REQUIREMENTS SET FORTH IN CIRCULAR NO. 39-  
97 DATED 19 JUNE 1997 (RE: GUIDELINES IN THE  
ISSUANCE OF HOLD-DEPARTURE ORDERS)

In view of the recurring problem involving the issuance of Hold-Departure Orders (HDOs) with incomplete information, which hinders the efficient implementation of the Bureau of Immigration (BI), and acting on the letter-request dated 22 June 2016 of BI Commissioner Jaime H. Morente, all second level court judges are hereby **MANDATED** to observe the guidelines set forth in Circular No. 39-97, which state:

3. The Hold-Departure Order shall contain the following information:

- a. The complete name (including the middle name), the date and place of birth and the place of last residence of the person against whom a Hold-Departure Order has been issued or whose departure from the country has been enjoined;
- b. The complete title and docket number of the case in which the Hold-Departure Order was issued;
- c. The specific nature of the case; and
- d. The date of the Hold-Departure Order.

If available, a recent photograph of the person against

whom a Hold-Departure Order has been issued or whose departure from the country has been enjoined should also be included. (Emphasis supplied.)

Complainants and prosecutors are likewise required to provide all the necessary information in their petitions for the issuance of HDO. Failure to observe the aforementioned guideline requirements may be a ground for the denial of the same.

For strict compliance.

17 October 2016

  
JOSE MIDAS P. MARQUEZ  
Court Administrator