



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

OCA CIRCULAR NO. 01-2017

TO: ALL JUDGES AND CONCERNED COURT
PERSONNEL OF THE AFFECTED REGIONAL TRIAL
COURTS

SUBJECT: SUBMISSION OF QUARTERLY REPORTS BY
REGIONAL TRIAL COURTS ORDERED TO HEAR,
TRY AND DECIDE DRUGS CASES

Pursuant to the 19 July 2016 Resolution of the Court *en banc* in A.M. No. 16-07-06-SC,¹ which ordered that all Regional Trial Courts (RTCs), except family courts, overburdened RTCs, and specially-designated drugs courts exclusively hearing drugs cases pursuant to Republic Act No. 9165,² shall be raffled, hear, try and decide newly-filed drugs cases, and the Office of the Court Administrator (OCA) to submit quarterly reports to the Court including the nature of drugs cases filed and the amount of drugs involved in each case, based on the reports submitted by the trial courts, the following guidelines in the submission of quarterly reports on drugs cases shall be observed:

1. All specially-designated drugs courts and courts in multiple-sala RTCs handling drugs cases shall submit a **Quarterly Status Report of Drugs Cases Per Court Branch** to their respective Executive Judges, through the Office of the Clerk of Court, using the attached **Form 1-DC** (*Annex "A"*), on or before the fifteenth (15th) day of the month following every quarter.
2. Upon receipt of the reports, the Office of the Clerk of Court shall prepare a **Summary Report of Drugs Cases Per Station** using the attached **Form 2-DC** (*Annex "A-1"*).

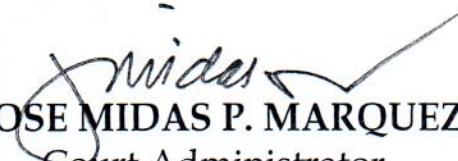
¹ Ordering 240 Other Regional Trial Courts to Hear, Try and Decide Newly-filed Cases under the Comprehensive Dangerous Drugs Act of 2002, As Amended

²Except in stations where the average caseload of the specially-designated drugs courts is lower than the average caseload of the other courts in those stations, all newly-filed drugs cases shall continue to be raffled to, heard and tried by specially-designated drugs courts in those stations.

3. The Executive Judges of the multiple-sala RTCs shall submit the **Summary Report of Drugs Cases Per Station** to the OCA, through the Statistical Reports Division, Court Management Office (SRD-CMO), via personal delivery, mail or email at srdcmo-drugscases@sc.judiciary.gov.ph, at the end of the month following every quarter.
4. Judges of single-sala RTCs handling drugs cases shall likewise submit a **Quarterly Status Report of Drugs Cases Per Court Branch** using the attached **Form 1-DC** (*Annex "A"*) and a **Summary Report of Drugs Cases Per Station** using the attached **Form 2-DC** (*Annex "A-1"*), to the OCA through the SRD-CMO, via personal delivery, mail or email at srdcmo-drugscases@sc.judiciary.gov.ph, at the end of the month following every quarter.
5. All assisting courts of specially-designated drugs courts shall likewise submit a **Quarterly Status Report of Drugs Cases Per Court Branch** of the drugs cases transferred to them to the Executive Judge concerned, through the Office of the Clerk of Court, using the attached **Form 1-DC** (*Annex "A"*), on or before the fifteenth (15th) day of the month following every quarter.
6. The submission of the quarterly status and summary reports of drugs cases shall begin with the fourth (4th) quarter of 2016 covering the period October - December 2016 and continue onwards, until otherwise suspended or stopped by the OCA or the Supreme Court.
7. All RTCs handling drugs cases shall furnish the OCA with copies of all orders, resolutions and decisions dismissing drugs cases, including provisional dismissals, dismissals on demurrer to evidence and acquittal of the accused, for the year 2016, and every month thereafter beginning January 2017, via personal delivery, mail or email at drugscases4oca@sc.judiciary.gov.ph, on or before the fifteenth (15th) day of the next succeeding month, until otherwise suspended or stopped by the OCA or the Supreme Court.

For strict compliance.

9 January 2017


JOSE MIDAS P. MARQUEZ
Court Administrator

REPUBLIC OF THE PHILIPPINES

Judicial Region
REGIONAL TRIAL COURT
Branch _____
City/Municipality/Province _____

FORM 1-DC

QUARTERLY STATUS REPORT OF DRUGS CASES PER COURT BRANCH
_____ Quarter

No.	Case No.	Nature of Drugs Case	Amount of Drugs Involved	Name of the Accused	PROFILE OF THE ACCUSED				Date Ragfled	Date of Arraignment	Date of Pre-Trial	Date of Initial Trial	Date of last Trial	Status of the Case
					Age	Gender (M/F)	Detained/ Bonded/ At-Large	Date of Detention	Date Filed					
1														
2														
3														
4														

Respectfully submitted

(Date)

Prepared by:

Noted by:

Branch Clerk of Court

Presiding/Acting Presiding/ Asisting Judge

REPUBLIC OF THE PHILIPPINES
Judicial Region _____
REGIONAL TRIAL COURT
Branch _____
City/Municipality/Province _____

FORM 2-DC

SUMMARY REPORT OF DRUGS CASES PER STATION

Quarter _____

No.	RTC Branch No.	Nature of Drugs Case (Identify Each Nature of Offense)	Total Amount of Drugs Involved (Per Nature of Offense)	Total No. Of Drugs Cases (Per Nature of Offense)	PROFILE OF THE ACCUSED							TOTAL NO. OF DRUGS CASES PENDING FOR THE QUARTER
					Total No. Of Accused (Per Nature of Offense)	Gender		Status of Detention				
Male	Female	Detained	Bonded	At-Large								
1	e.g. Br. 1											
2	e.g. Br. 2											

Respectfully submitted
(Date)

Prepared by:

Noted by:

Branch Clerk of Court

Presiding/Acting Presiding/ Assisting Judge