



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

**OCA CIRCULAR NO. 85-2017**

**TO : ALL JUDGES AND CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT : FURNISHING THE NATIONAL BUREAU OF INVESTIGATION WITH REPORT ON DECISIONS IN ALL CRIMINAL CASES WITH THE APPENDED COPIES OF DECISIONS**

The National Bureau of Investigation, through the Director, Atty. Dante A. Gierran, has brought to the attention of this Office that despite the issuance of OCA Circular No. 128-2014 dated 30 September 2014 (*Reiteration of OCA Circular No. 33-2003 dated 08 April 2003 [Re: Compliance with Memorandum Circular No. 2 dated 26 May 1980 [Re: Submission to the NBI of Report on Decisions in Criminal Cases, Pursuant to RA 157, in Relation to Circular Nos. 37 and 42, dated 07 October 1953 and 15 May 1969, Respectively, of the Department of Justice, and Memorandum Circular No. 1 dated 13 February 1978 of this Court]*), still many trial courts have not yet complied with the directives of the administrative issuance.

Pursuant to OCA Circular No. 128-2014, all judges and clerks of court of the first and second level courts are reminded to strictly comply with the directives set forth in OCA Circular No. 33-2003, the relevant portions of which are hereby quoted as follows:

This Office has received a report from the National Bureau of Investigation that most courts are not complying with Memorandum Circular No. 2 dated 6, 1980 [sic], directing all courts in the first and second levels that in their reports on decisions rendered in criminal cases to the National Bureau of Investigation the following shall be stated:

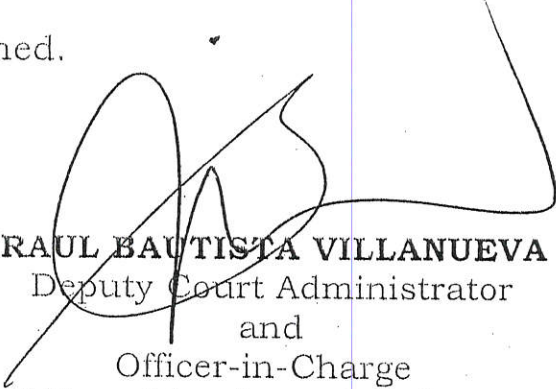
- (1) full name of the accused and/or convicted or acquitted persons including maternal surname;
- (2) date of birth;
- (3) place of birth;
- (4) address; and
- (5) all other pertinent descriptions and information which will identify said persons.

The above directive is hereby reiterated and **the said report shall be submitted to the National Bureau of Investigation within (10) days from promulgation of the decision** (emphasis supplied).

In view thereof and for final reiteration of the abovementioned directives, all concerned are hereby **DIRECTED** to **FURNISH** the **NATIONAL BUREAU OF INVESTIGATION** with **REPORT** on **DECISIONS** in all criminal cases under your administrative and adjudicative jurisdiction, together with attachment of the **COPIES** of said **DECISIONS**, within ten (10) days from their promulgation.

Strict compliance is enjoined.

April 4, 2017



**RAUL BAUTISTA VILLANUEVA**  
Deputy Court Administrator  
and  
Officer-in-Charge  
Office of the Court Administrator