



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

OCA CIRCULAR NO. 227-2017

TO: ALL JUDGES AND COURT PERSONNEL

SUBJECT: ISSUANCE OF NEW ID CARDS FOR LOWER
COURT JUDGES AND PERSONNEL

For proper identification and to provide the public with necessary information on the employment of the persons they are dealing with in courts, a new POLYVINYL CHLORIDE (PVC) ID card will be issued to all incumbent judges and court personnel of the lower courts.

All concerned are required to submit personally or by mail within fifteen (15) days from notice, their latest one by one (1x1) picture with white background as well as a fully accomplished personal information sheet, to wit:

INFORMATION SHEET	
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"><div><input type="checkbox"/> Judge <input type="checkbox"/> <u>Other Personnel</u></div><div><input type="checkbox"/> <u>Clerk of Court</u></div></div> <div style="margin-bottom: 5px;">Name: _____</div> <div style="margin-bottom: 5px;">Branch/Station: _____</div> <div style="margin-bottom: 5px;">Employee No.: _____</div> <div style="margin-bottom: 5px;">Position: _____</div> <div style="margin-bottom: 5px;">PHILHEALTH No.: _____</div> <div style="margin-bottom: 5px;">Tin: _____</div> <div style="margin-bottom: 5px;">Date of Birth: _____</div> <div style="margin-bottom: 5px;">GSIS BP Number: _____</div> <div style="margin-bottom: 5px;">Height: _____ Weight: _____</div> <div style="margin-bottom: 5px;">Blood Type: _____ Allergy/ies: _____</div> <div style="margin-bottom: 5px;">Name and contact number of person to be notified in case of emergency: _____</div> <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 20px;"></div> <div style="text-align: center; margin-top: 5px;">(Put signature inside the box)</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"><small>1x1 PHOTO Latest ID Picture (white background)</small></div>

The same shall be submitted to:

RTC Personnel Division
Office of Administrative Services
Office of the Court Administrator
Supreme Court of the Philippines
1000 Manila

For judges and court personnel
of RTC

OR

MTC, etc. Personnel Division
Office of Administrative Services
Office of the Court Administrator
Supreme Court of the Philippines
1000 Manila

For judges and court personnel
of MeTC, MTCC, MTC,
MCTC, SDC and SCC

Likewise, for issuance of new ID, judges and court personnel may submit thru electronic mail (e-mail) scanned copy of their one by one (1x1) picture with white background and fully accomplished information sheet using Portable Document Format (PDF) to the e-mail address of the processor-in-charge of the area.

The following is the list of the e-mail addresses of the processors-in-charge together with their respective areas of assignment, to wit.

E-mail address	Area
Rolando C. Josue rtc.ncjr1@sc.judiciary.gov.ph rtc.ncjr2@sc.judiciary.gov.ph	REGIONAL TRIAL COURT National Capital Judicial Region
	Caloocan City
	Las Piñas City
	Makati City
	Malabon City
	Mandaluyong City
	Manila City
	Marikina City
	Muntinlupa City
	Navotas City
	Parañaque City
	Pasay City
	Pasig City
	Pateros
	Quezon City
	San Juan
	Taguig City
	Valenzuela City

Ma. Rosalyn Marabut rcregions1, 2, 10@sc.judiciary.gov.ph	FIRST JUDICIAL REGION (Region 1) SECOND JUDICIAL REGION (Region 2) and TENTH JUDICIAL REGION (Region 10)
Oscar Benedict T. Montoya Jr. rcregions3&5@sc.judiciary.gov.ph	THIRD JUDICIAL REGION (Region 3) and FIFTH JUDICIAL REGION (Region 5)
Flordeliza D. Marasigan rcregions4@sc.judiciary.gov.ph	FOURTH JUDICIAL REGION (Region 4)
Suzette G. Magnaye rcregions6&7@sc.judiciary.gov.ph	SIXTH JUDICIAL REGION (Region 6) and SEVENTH JUDICIAL REGION (Region 7)
Ferdinand Andres rcregions8,9,11&12@sc.judiciary.gov.ph	EIGHT JUDICIAL REGION (Region 8) NINTH JUDICIAL REGION (Region 9) ELEVENTH JUDICIAL REGION (Region 11) and TWELFTH JUDICIAL REGION (Region 12)

	METROPOLITAN TRIAL COURT National Capital Judicial Region
Marilou E. Mendoza metc.ncjr@sc.judiciary.gov.ph	Caloocan City Las Piñas City Makati City Malabon City Mandaluyong City Manila City Marikina City Muntinlupa City Navotas City Parañaque City Pasay City Pasig City Pateros Quezon City San Juan Taguig City Valenzuela City

	MUNICIPAL TRIAL COURT IN CITIES
Eduardo M. Iglesias mtcregions1to12@sc.judiciary.gov.ph	FIRST JUDICIAL REGION (Region 1) to TWELFTH JUDICIAL REGION (Region 12)

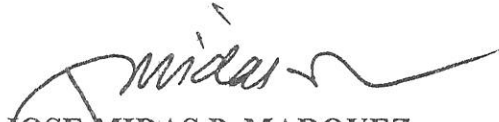
	MUNICIPAL TRIAL COURT
Corazon N. Enriquez mtcregions1to12@sc.judiciary.gov.ph	FIRST JUDICIAL REGION (Region 1) to TWELFTH JUDICIAL REGION (Region 12)

	MUNICIPAL CIRCUIT TRIAL COURT
Marlyn G. Falculan mctcregions1to7@sc.judiciary.gov.ph	FIRST JUDICIAL REGION (Region 1) to SEVENTH JUDICIAL REGION (Region 7)
Heidi J. Andres mctcregions8to9@sc.judiciary.gov.ph	EIGHT JUDICIAL REGION (Region 8) to NINTH JUDICIAL REGION (Region 9)
Engr. Rodolfo R. Bondoc mctcregions10to12@sc.judiciary.gov.ph	TENTH JUDICIAL REGION (Region 10) to TWELFTH JUDICIAL REGION (Region 12)

Heidi J. Andres shari'a.scc@sc.judiciary.gov.ph	SHARI'A CIRCUIT COURT (SCC)
Heidi J. Andres shari'a.sdc@sc.judiciary.gov.ph	SHARI'A DISTRICT COURT (SDC)

For immediate compliance.

23 November 2017


JOSE MIDAS P. MARQUEZ
Court Administrator