



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

OCA CIRCULAR NO. 228A-2017

**TO : ALL JUDGES (PRESIDING/ACTING PRESIDING/ ASSISTING) AND BRANCH CLERKS OF COURT/OFFICERS-IN-CHARGE OF THE FIRST AND SECOND LEVEL COURTS NATIONWIDE**

**SUBJECT : SUBMISSION OF THE QUARTERLY REPORT FOR CRIMINAL CASES USING THE CONTINUOUS TRIAL MONITORING SYSTEM (CTMS)**

In view of the effectivity of the Revised Guidelines for Continuous Trial of Criminal Cases (“Revised Guidelines”) on 1 September 2017 pursuant to the 25 April 2017 Resolution of the Court *en banc* in A.M. No. 15-06-10-SC, all concerned courts covered by the Revised Guidelines shall accomplish and submit quarterly reports for criminal cases using the *Continuous Trial Monitoring System* (“CTMS”), by sending a **soft copy** either through electronic mail (e-mail) at [CTMS@sc.judiciary.gov.ph](mailto:CTMS@sc.judiciary.gov.ph), or via courier to the Court Management Office, Office of the Court Administrator, on or before the tenth (10<sup>th</sup>) day of the month following every quarter. Hard copies of the quarterly reports will not be accepted.

The first submission of the CTMS quarterly report is due on or before the **tenth (10<sup>th</sup>) day of April 2018**, which shall include **ALL pending, newly-filed and disposed criminal cases during the fourth (4<sup>th</sup>) quarter of 2017 (October to December 2017) and first quarter of 2018 (January to March 2018)**. The succeeding CTMS quarterly reports shall be submitted as follows:

<b>Quarterly Periods</b>	<b>Due Dates (on or before)</b>
April to June	10 <sup>th</sup> of July
July to September	10 <sup>th</sup> of October
October to December	10 <sup>th</sup> of January
January to March	10 <sup>th</sup> of April

USB flash drives containing the CTMS application and the User’s Manual will be distributed to all courts nationwide.

For assistance on the use of the CTMS, you may contact the **CMO Help Desk** at:

Hotline Numbers	(632) 527-2439 (632) 404-2731
Email Address	CTMS@sc.judiciary.gov.ph

Considering that the accomplishment and submission of periodic reports is mandated by the Revised Guidelines under item IV on *Monitoring, Evaluation and Training*, failure to comply with this directive may likewise be a ground for disciplinary action.

For your information and strict compliance.

21 December 2017

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator