



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

**OCA CIRCULAR NO. 93-2018**

**TO : ALL EXECUTIVE JUDGES AND CLERKS OF COURTS OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, AND MUNICIPAL CIRCUIT TRIAL COURTS; AND JUDGES AND CLERKS OF COURT OF SINGLE-SALA REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS AND MUNICIPAL CIRCUIT TRIAL COURTS**

**SUBJECT : DUTY ON ELECTION DAY, 14 MAY 2018**

In the interest of an efficient administration of justice and to ensure speedy disposition of election related cases, you are hereby **DIRECTED** to **REPORT** to your respective courts on 14 May 2018 to act on all election matters within your jurisdiction and to resolve the same with utmost caution and dispatch.

In multiple-sala Regional Trial Courts (RTC), the Executive Judge shall assign another Presiding Judge of a branch to report for duty on 14 May 2018.

In multiple-sala first level courts, Presiding Judges of special courts designated to try and decide election contests involving elective barangay officials pursuant to Administrative Order No. 54-2018 dated 16 March 2018 shall likewise report for duty. Should the Executive Judge in a station and the Presiding Judge of the special court be the same person, or if there are two or more special courts in a station, the Executive Judge shall assign by raffle another Presiding Judge who shall report for duty.

In case the Executive Judge would not be able to report for duty on 14 May 2018, the Vice Executive Judge or any of the judges in the station may be designated in his/her stead.

Similarly, all Judges and Clerks of Court of single-sala RTCs, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts and Municipal Circuit Trial Courts are likewise directed to report for duty on 14 May 2018.


In vacant single-sala RTC where the court of the acting presiding judge is very far from the court concerned, any urgent/election matter shall be referred for appropriate action by the clerk of court to the Executive Judge of the nearest court or station. In the case of vacant Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts and Municipal Circuit Trial Courts, any urgent election matter shall be referred to the Presiding Judge of the nearest court or to the Executive Judge, whichever is nearer.

The Clerk of Court in the Office of the Clerk of Court shall maintain a skeletal force in the office to attend to the collection of court fees and to receive cash bonds or any other bonds that may be posted for any offenses.

Strict compliance is hereby enjoined.

May 10, 2018

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator

  
MBC/RDS/frc/05.09.13/duty.election.5-14-18.doc