



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

OCA CIRCULAR NO. 200-2018

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

**SUBJECT: FIRST AND SECOND LEVEL COURT STAFFING
SURVEY IN RELATION TO THE REVISED
GUIDELINES FOR CONTINUOUS TRIAL OF
CRIMINAL CASES**

In relation to the study being conducted by The Asia Foundation (TAF), in partnership with the Supreme Court, to assess the impact of the Revised Guidelines for Continuous Trial of Criminal Cases during its first year of implementation, the judges and branch clerks of the concerned first and second level trial courts (see Annex "A") are hereby DIRECTED to answer a short **Staffing Survey** to be accomplished either online at <https://goo.gl/Fy4VIt>, or using the attached document (see Annex "B") to be sent to taf.ct.survey@gmail.com, on or before **21 September 2018, Friday**.

TAF, through its consultant, Ms. Ana Flor M. Lacanlalay, and Assistant Program Officer, Ms. Russel Christy Ramos is hereby authorized to (1) collate and gather the accomplished surveys; (2) follow-up incomplete or unaccomplished survey forms; and (3) call or email to verify the answers in the survey.

For strict compliance.

14 September 2018


JOSE MIDAS P. MARQUEZ
Court Administrator

ANNEX A

COURT	STATION AND BRANCH
Regional Trial Courts	Branch 203, Muntinlupa City Branch 110, Pasay City Branch 172, Valenzuela City Branch 132, Makati City Branch 255, Las Piñas City Branch 258, Parañaque City Branch 272, Marikina City Branch 283, Valenzuela City Branch 206, Muntinlupa City Branch 118, Pasay City Branch 198, Las Piñas City Branch 192, Marikina City Branch 124-FC, Caloocan City Branch 260, Parañaque City Branch 263, Marikina City Branch 119, Pasay City Branch 199, Las Piñas City Branch 73, Malabon Branch 269, Valenzuela City Branch 74, Malabon City Branch 194, Parañaque City Branch 130, Caloocan City Branch 32, Agoo, La Union Branch 51, Tayug, Pangasinan Branch 27, San Fernando City, La Union Branch 33, Bauang, La Union Branch 18, Batac, Ilocos Norte Branch 16, Laoag City, Ilocos Norte Branch 20, Vigan City, Ilocos Sur Branch 38, Lingayen, Pangasinan Branch 46, Urdaneta City, Pangasinan Branch 35, Bontoc, Mt. Province Branch 14, Laoag City, Ilocos Norte Branch 6, Baguio City, Benguet Branch 67, Bauang, La Union Branch 13, Laoag City, Ilocos Norte Branch 1, Bangued, Abra Branch 8, La Trinidad, Benguet Branch 30, San Fernando City, La Union Branch 70, Burgos, Pangasinan Branch 5, Tuguegarao City, Cagayan Branch 38, Maddela, Quirino Branch 37, Bambang, Nueva Vizcaya Branch 82, Malolos City, Bulacan Branch 1, Balanga City, Bataan Branch 46, San Fernando City, Pampanga Branch 44, San Fernando City, Pampanga Branch 101, Casiguran, Aurora

Branch 2, Balanga City, Bataan
Branch 79, Malolos City
Branch 21, Malolos City, Bulacan
Branch 20, Malolos City, Bulacan
Branch 83, Malolos City, Bulacan
Branch 28, Cabanatuan City, Nueva Ecija
Branch 8, Malolos City, Bulacan
Branch 7, Malolos City, Bulacan
Branch 53, Guagua, Pampanga
Branch 51, Guagua, Pampanga
Branch 47, San Fernando City, Pampanga
Branch 81, Malolos City, Bulacan
Branch 96, Dinalupihan, Bataan
Branch 34, Gapan City, Nueva Ecija
Branch 84, Malolos City, Bulacan
Branch 19, Malolos City, Bulacan
Branch 80, Malolos City, Bulacan
Branch 134, Tagaytay City, Cavite
Branch 68, Binangonan, Rizal
Branch 91, Sta. Cruz, Laguna
Branch 24, Biñan, Laguna
Branch 85, Lipa City, Batangas
Branch 57, Lucena City, Quezon
Branch 5, Lemery, Batangas
Branch 77, San Mateo, Rizal
Branch 95, Roxas, Palawan
Branch 37, Calamba, Laguna
Branch 75, San Mateo, Rizal
Branch 26, Sta. Cruz, Laguna
Branch 51, Puerto Princesa City, Palawan
Branch 61, Gumaca, Quezon
Branch 84, Batangas City, Batangas
Branch 39, Calapan, Mindoro Oriental
Branch 31, San Pedro, Laguna
Branch 22, Imus, Cavite
Branch 20, Imus, Cavite
Branch 28, Sta. Cruz, Laguna
Branch 38, Boac, Marinduque
Branch 10, Balayan, Batangas
Branch 96, Catanauan, Quezon
Branch 34, Calamba, Laguna
Branch 73, Antipolo City, Rizal
Branch 67, Binangonan, Rizal
Branch 97, Antipolo City, Rizal
Branch 34, Iriga City, Camarines Sur
Branch 38, Daet, Camarines Norte
Branch 42, Virac, Catanduanes
Branch 16, Tabaco, Albay
Branch 11, Ligao, Albay
Branch 31, Pili, Camarines Sur
Branch 61, Naga City, Camarines Sur

Branch 7, Legaspi City, Albay
Branch 55, Irosin, Sorsogon
Branch 3, Legaspi City, Albay
Branch 50, San Jacinto, Masbate
Branch 17, Tabaco, Albay
Branch 44, Masbate, Masbate
Branch 14, Ligao, Albay
Branch 12, Ligao, Albay
Branch 14, Roxas City, Capiz
Branch 48, Bacolod City, Negros Occidental
Branch 21, Mambusao, Capiz
Branch 9, Kalibo, Aklan
Branch 38, Iloilo City, Iloilo
Branch 31, Iloilo City, Iloilo
Branch 22, Iloilo City, Iloilo
Branch 51, Bacolod City, Negros Occidental
Branch 58, San Carlos City, Negros Occidental
Branch 29, Iloilo City, Iloilo
Branch 1, Kalibo, Aklan
Branch 33, Iloilo City, Iloilo
Branch 19, Roxas City, Capiz
Branch 10, San Jose, Antique
Branch 12, San Jose, Antique
Branch 39, Dumaguete City, Negros Oriental
Branch 40, Dumaguete City, Negros Oriental
Branch 49, Tagbilaran City, Bohol
Branch 42, Dumaguete City, Negros Oriental
Branch 42, Balangiga, Eastern Samar
Branch 26, San Juan, Southern Leyte
Branch 44, Tacloban City, Leyte
Branch 27, Catbalogan, Samar
Branch 15, Burauen, Leyte
Branch 24, Maasin, Southern Leyte
Branch 17, Palomplon, Leyte
Branch 32, Zamboanga City, Zamboanga Del Sur
Branch 23, Molave, Zamboanga Del Sur
Branch 22, Pagadian city
Branch 25, Siasi, Sulu
Branch 18, Pagadian City, Zamboanga Del Sur
Branch 22, Regional Trial court, pagadian city
Branch 33, Butuan City, Agusan Del Norte
Branch 1, Butuan City, Agusan Del Norte
Branch 14, Oroquieta City, Misamis Occidental
Branch 8, Malaybalay City, Bukidnon
Branch 6, Mati, Davao Oriental
Branch 28, Lianga, Surigao Del Sur
Branch 2, Tagum City, Davao Del Norte
Branch 36, General Santos City, South Cotabato
Branch 37, General Santos City, South Cotabato
Branch 22, General Santos City, South Cotabato
Branch 46, Alabel, Sarangani

	<p>Branch 38, Alabel, Sarangani</p> <p>Branch 27, Tandag, Surigao Del Sur</p> <p>Branch 28, Midsayap, North Cotabato</p> <p>Branch 24, Midsayap, North Cotabato</p> <p>Branch 5, Iligan City, Lanao Del Norte</p> <p>Branch 19, Isulan, Sultan Kudarat</p>
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Metropolitan Trial Court	<p>Branch 78, Parañaque City</p> <p>Branch 75, Marikina</p> <p>Branch 94, Marikina</p> <p>Branch 95, Marikina City</p> <p>Branch 114, Muntinlupa City</p> <p>Branch 116, Taguig</p> <p>Branch 89, Parañaque City</p> <p>Branch 86, Caloocan City</p> <p>Branch 122, Las Piñas City</p>
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Municipal Trial Courts in Cities	<p>Branch 2, San Fernando City, La Union, La Union</p> <p>Branch 3, Baguio City, Benguet, Benguet</p> <p>Candon City, Ilocos Sur</p> <p>Urdaneta City, Pangasinan</p> <p>Branch 4, Baguio City, Benguet</p> <p>Branch 1, San Fernando City</p> <p>Branch 3, Tuguegarao City, Cagayan</p> <p>Tabuk City, Kalinga,</p> <p>Science City of Muñoz</p> <p>Branch 2, Olongapo City, Zambales</p> <p>Palayan City, Nueva Ecija</p> <p>Branch 3, City of San Jose del Monte, Bulacan</p> <p>Branch 2, San Jose del Monte City, Bulacan</p> <p>Branch 3, Cabanatuan City, Nueva Ecija</p> <p>Branch 5, Olongapo City, Zambales</p> <p>Branch 3, San Fernando city, Pampanga</p> <p>Mabalacat City, Pampanga</p> <p>Trece Martires City, Cavite</p> <p>Branch 1, Lipa City, Batangas</p> <p>Branch 1, Lucena City, Pangasinan</p> <p>Branch 2, San Pablo City, Laguna</p> <p>Branch 2, Cavite City, Cavite</p> <p>Branch 3, Naga City, Camarines Sur</p> <p>Branch 3, Bacolod City, Negros Occidental</p> <p>Silay City, Negros Occidental</p> <p>Branch 10, Iloilo City, Iloilo</p> <p>Branch 7, Bacolod City, Negros Occidental</p> <p>Branch 2, Roxas City, Capiz</p> <p>Branch 3, Roxas City, Capiz</p> <p>Branch 2, Bacolod City, Negros Occidental</p> <p>Branch 9, Iloilo City, Iloilo</p> <p>Branch 3, Mandaue City, Cebu</p> <p>Ormoc City</p> <p>Branch 3, Cagayan De Oro City, Misamis Oriental</p>
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	<p>Branch 1, Ozamis City, Misamis Occidental Branch 6, Cagayan De Oro City, Misamis Oriental Malaybalay City, Bukidnon Branch 3, Ozamiz City Panabo City, Davao Del Norte Branch 2, General Santos City, South Cotabato City of Mati, Davao Oriental</p>
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Municipal Trial Court	<p>Calasiao, Pangasinan Sto. Tomas, La Union Binmaley, Pangasinan Tadian, Mt. Province Bayambang, Pangasinan La Trinidad, Benguet Bacarra, Ilocos Norte Peñablanca, Cagayan Branch 3, Lal-lo, Cagayan Ballesteros, Cagayan Diffun, Quirino Solano, Nueva Vizcaya San Antonio, Nueva Ecija Branch 2, Guagua, Pampanga Porac, Pampanga Zaragoza, Nueva Ecija Sta. Maria, Bulacan Pulilan, Bulacan Pitogo, Quezon Angono, Rizal Pinamalayan, Mindoro Oriental Buenavista, Marinduque Victoria, Mindoro Oriental Mulanay, Quezon Mataas-na-Kahoy, Batangas Narra, Palawan Unisan, Quezon Branch 2, Binangonan, Rizal Morong, Rizal Virac, Catanduanes San Pascual, Masbate City Bula, Camarines Sur Siruma, Camarines Sur Donsol, Sorsogon Magallanes, Sorsogon Ocampo, Camarines Sur Caramoan, Camarines Sur Goa, Camarines Sur Oton, Iloilo Lambunao, Iloilo Sta. Catalina, Negros Oriental</p>
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	<p>Loon, Bohol Argao, Cebu San Francisco, Southern Leyte Dagami, Leyte Barugo, Leyte Sta. Fe, Leyte Can-Avid, Eastern Samar Molave, Zamboanga Del Sur Tampakan, South Cotabato Maasim, Sarangani Baganga, Davao Oriental</p>
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<p>Municipal Circuit Trial Court</p>	<p>Alilem-Sugpon, Ilocos Sur Tubao-Pugo, La Union La Paz-Lagayan-Danglas, Abra Tayum-Peñarrubia, Abra Sal-lapadan-Bucloc-Daquioman-Tubo-Luba, Abra Branch 7, Asingan-San Manuel, Asingan, Pangasinan, Piddig-Carasi-Solsona, Ilocos Norte Branch 8, Paoay-Currimao, Ilocos Norte, Ilocos Norte Binalonan-Laoac, Pangasinan San Juan-San Gabriel, La Union Urbiztondo-Basista, Pangasinan Tayug-San Nicolas, Pangasinan Tublay-Atok, Benguet Flora-Sta. Marcela, Apayao Villavarde-Quezon, Nueva Vizcaya Solana-Enrile, Cagayan Ramon-San Isidro, Isabela Mallig-Quezon, Isabela Capas-Bamban, Tarlac Gerona-Ramos-Pura, Tarlac Orion-Pilar, Bataan Bagac-Morong, Bataan Sta. Ignacia-Mayantoc-San Clemente-San Jose, Tarlac Maria Aurora-Dipaculao, Aurora Baler-San Luis, Aurora Padre Burgos-Agdangan, Quezon Polillo-Panukulan, Quezon Odiongan-Ferrol, Romblon Pililla-Jala-Jala, Rizal Alitagtag-Sta. Teresita, Batangas Abra de Ilog-Paluan, Mindoro Occidental Taal-San Nicolas, Batangas Quezon-Dr. Jose P. Rizal, Palawan Branch 5, Araceli-Dumaran, Palawan Gubat-Prieto-Diaz, Sorsogon San Fernando-Batuan, Masbate Mandaon-Balud, Masbate Camalig-Jovellar, Albay</p>
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Libmanan-Cabusao, Camarines Sur
Cataingan-Pio V. Corpus, Masbate
Banga-Libacao-Madalag, Aklan
Jordan-Nueva Valencia-Sibunag, Guimaras
Calinog-Bingawan, Iloilo
Sibalom-San Remigio-Belison, Antique
Branch 7, Dingle, Iloilo
Barbaza-Lawa-an-Tibiao, Antique
Dumarao-Cuartero, Capiz
Asturias-Balamban, Cebu
Catigbian-San Isidro-Sagbayan, Bohol
Inabanga-Buenavista, Bohol
Samboan-Santander, Cebu
Valencia-Bacong, Negros Oriental
Candijay-Anda, Bohol
San Miguel-Tunga, Leyte
San Juan-Saint Bernard, Southern Leyte
Salcedo-Gen. MacArthur, Eastern Samar
Bato-Matalom, Leyte
Pambujan-Silvino Lobos, Northern Samar
Balangiga-Lawaan, Eastern Samar
Catarman-Lope De Vega, Northern Samar
Calubian-San Isidro, Leyte
Capul-San Vicente, Northern Samar
Hinunangan-Silago, Southern Leyte
Paranas-San Sebastian, Samar
Sibutad-Rizal, Zamboanga Del Norte
Naga-Titay, Zamboanga Sibugay
Bonifacio-Don Mariano Marcos, Misamis Occidental
Kinoguitan-Sugbuncogon, Misamis Oriental
Jabonga-Kitcharao, Agusan Del Norte
Mahinog-Guinsiliban, Camiguin
Claver-Gigaquit, Surigao Del Norte
Don Carlos-Dangcagan-Kitaotao, Bukidnon
Kibawe-Damulog-Kadingilan, Bukidnon
Magallanes-Las Nieves-Romualdez, Agusan del Norte
Calamba-Baliangao, Misamis Occidental
Carmen-Sto. Tomas-Braulio E. Dujali, Davao Del Norte
Bansalan-Magsaysay, Davao Del Sur
Hagonoy-Matanao, Davao Del Sur
Surallah-Lake Sebu, South Cotabato
Bagumbayan-Esperanza, Sultan Kudarat
Makilala-Tulunang, North Cotabato
Pagalungan-Datu Paglas-S.K. Pendatun-Buluan-Datu
Montawal, Cotabato City, Maguindanao
Pres.Roxas-Antipas-Arakan, Cotabato
Tubod-Baroy-Magsaysay, Lanao Del Norte



September 10, 2018

Subject : *Survey on Court Profiles and Continuous Trial Study*

Dear Participant:

The Asia Foundation is a nonprofit international development organization committed to improving lives across a dynamic and developing Asia. The Foundation has offices in 18 countries in Asia. Throughout its 68 years of development work in the Philippines, the Foundation has partnered with government, local nongovernmental organizations, and the private sector to strengthen democratic institutions.

As a partner of the justice sector, the Foundation is continuing its support to strengthen the implementation of mechanisms to expedite criminal proceedings in court. The Foundation is a proud partner of the Supreme Court in implementing the *Revised Guidelines on Continuous Trial of Criminal Cases* ("the Guidelines") through the training of judges, clerks of court, prosecutors and PAO lawyers nationwide.

We are inviting you to participate in a research study being conducted by the Foundation on the impact of the *Guidelines*. The study will examine empirically the relationships between court profiles and the compliance rates by courts of the different time periods prescribed under the *Guidelines*. The main aim of the study is to provide the Supreme Court and the Special Committee on Speedy Trial with baseline data on compliance rates, as well as a broad picture of the influences that affect these compliance rates.

To participate in this study, may we ask you to complete a short survey which will require **10-15 minutes to complete**. This questionnaire can be accomplished either using the attached word file and email your answers to: taf.ct.survey@gmail.com (subject: <court station><branch> CT Survey) or via online at: <https://goo.gl/Fy4VJt>. There is no compensation for responding nor is there any known risk of sanctions for non-participation.

In order to ensure that all information will remain confidential, please do not include personal information. If you choose to participate in this project, please answer the questions as honestly as possible and **return the completed questionnaires promptly by September 21, 2018**.

Thank you for taking the time to assist the Foundation on its research. If you require additional information or have questions regarding the survey and the study, please contact our **Consultant, Ms. Ana Lacanlalay at 0917-1234-399**.

Sincerely,

Paolo Francisco Camacho
Program Officer
Law and Human Rights Program

Copy furnished:

ATTY. CAMILLE L. TING
Court Attorney V
Office of the Court Administrator

FIRST AND SECOND LEVEL COURT STAFFING SURVEY

The Asia Foundation is conducting a study on the Continuous Trial Guidelines ("CT Guidelines") one year after its implementation. To better understand the impact of the CT Guidelines on courts nationwide, the Foundation with the assistance of the Office of the Court Administrator is conducting a short survey that will profile courts in terms of available court staff, court officers and judges.

This survey will be used to understand the relationship between the CT guidelines and the available court staff. All information gathered from this survey will remain CONFIDENTIAL and shall NOT be used for any other purpose. This survey will not in any way, collect personal information relating to court staff.

1. COURT ADDRESS*

Please enter BUILDING NUMBER AND NAME (if applicable) and STREET NAME

2. COURT STATION*

Please enter the CITY/TOWN/MUNICIPALITY and PROVINCE the court is located at

3. Branch Number*

Please enter S.S. if your court is a single sala court OR "N/A" if your court does not have a branch number

4. Judicial Region of Court *

5. COURT LEVEL *

Please indicate if your court is an RTC, MeTC, MTCC, MTC, or MCTC

6. Please specify the special designation/s (if any) of your court:

7. Court Contact Information *

Please enter an email address and a mobile/phone number we can contact you for verification purposes

8. Is there a PRESIDING JUDGE in your court?

 YES NO

9. Is there an ACTING PRESIDING JUDGE in your court?

 YES NO

10. How many courts apart from your court is the Acting Presiding Judge handling?

11. Is there an ASSISTING JUDGE assigned to your court?

 YES NO

12. How many ASSISTING Judges are assigned to your court?

13. What type of cases is the Assisting Judge handling?

 Newly filed cases of assigned branch Old or Pending cases of assigned branch Other

14. For RTCs/MeTCs and MTCCs: Does your court have a Clerk in charge for CRIMINAL CASES?

YES

NO

15. For RTCs/MeTCs and MTCCs: Does your court have a Clerk in charge FOR CIVIL CASES?

YES

NO

16. For MTCs and MCTCs: does your court have a Clerk?

YES

NO

17. How many COURT STENOGRAPHERS does your court have?

18. Can anyone other than the usual Stenographers record court proceedings?

YES

NO

19. Does your court have a full-time COURT INTERPRETER?

YES

NO

20. Does your court have a full-time LEGAL RESEARCHER?

YES

NO

21. Does your court have a SHERIFF?

YES

NO

22. Does your court have a dedicated PROCESS SERVER?

YES

NO

23. Does the Local Government provide additional court staff?

(Refers to all court staff not considered a regular Supreme Court employee or not under the SC payroll)

YES

NO

24. What kind of staff does your Local Government Unit provide?

- Clerk
- Court Interpreter
- Legal Researcher
- Process Server / Mail
- Other

25. Does the court have dedicated staff for roles NOT performed by the Clerk of Court, Interpreter, Stenographer, Legal Researcher?

YES

NO

26. What duties does the additional staff perform full time that is not performed by the CoCs Interpreter, Stenographer and Legal Researcher?

Please check all that apply

- Document Custodian - files, tracks and inventories court files
- Information Officer - answers basic queries on case status, hearing dates, etc.?
- Document Evaluator - checks for completeness of documents submitted to court
- Case Decongestion Officer
- None of the above
- Other

27. Does your court have a PUBLIC ATTORNEY assigned to it?

YES

NO

28. How many Public Attorneys are assigned to your court?

29. Does your court have PROSECUTORS assigned to it?

YES

NO

30. How many full time Prosecutors are assigned to your court?