



**Supreme Court**  
**Office of the Court Administrator**  
**Manila**

**OCA CIRCULAR NO. 247-2018**

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

**SUBJECT : DROPPING OF THE OFFICE OF THE COURT ADMINISTRATOR (OCA) CIRCULARS REQUIRING THE SUBMISSION OF REPORTS BY THE FIRST AND SECOND LEVEL COURTS**

The OCA Reportorial Committee reviewed the issuances of the OCA relative to the submission of reports by the lower courts to determine which among those issuances will be recommended for dropping to streamline and simplify the reportorial requirements of said courts.

Relative thereto, the committee recommended the dropping of some OCA circulars considering that the reports required of by these issuances are already incorporated into other reports, or the required report is for “one-time time submission and/or implementation” only.

In view of the foregoing, the submission of reports under the following OCA issuances is no longer required:

	<b>COURT ISSUANCE</b>	<b>SUBJECT</b>	<b>FREQUENCY OF REPORT</b>	<b>SUBMITTED BY</b>	<b>SUBMITTED TO</b>
1	OCA Circular No. 18-2002 dated June 20, 2002;	Submission of Copies of Final Orders, Decisions, Warrants of Arrest and File Photographs Involving Cases of Illegal Recruitment	-	All Presiding Judges of the RTCs, MeTCs, MTCCs, MTCs and MCTCs	Atty. Rosemarie G. Duquez, Director of Anti-Illegal Recruitment Branch, POEA,
2	OCA Circular No. 53-2009 dated May 13, 2009	Reiteration of OCA Circular No. 18-2002 dated June 20, 2002	-	-do-	-do-
3	OCA Circular No. 46-2009 dated April 20, 2009	Reiteration of OCA Circular No. 103-2007 dated October 16, 2007 (Re: Compliance with Administrative Order No. 25-2007 dated March 1, 2007 on Mandatory Continuous Trial of Cases Involving Extra Judicial Killings of Political Ideologists and Members of Media)	On or before the 10th day of the succeeding month	All Judges and Clerks of Court of the Regional Trial Courts	Office of the Court Administrator

4	OCA Circular No. 14-2008 dated January 24, 2008	Monthly Report on Status of Cases Involving Terrorism	On or before the tenth day of every month	All Judges and Clerks of Court in the RTCs	Office of the Court Administrator thru Court Management Office
5	OCA Circular No. 34-2008 dated March 19, 2008	Inventory of All Environmental Cases	Monthly	Judges and Clerks of Court of the first and second level courts	Court Management Office, OCA
6	OCA Circular 43-2008 dated April 18, 2008	Submission of Data Regarding Smuggling and Other Customs Related Cases	Within ten (10) days upon receipt of notice	All Judges and Clerks of Court of the First and Second Level Courts	Office of the Court Administrator thru Court Management Office
7	OCA Circular No. 68-2009 dated June 4, 2009	Adopting an Ecological Solid Waste Management System in the First and Second Level Courts and Creating a Task Force for the Purpose	Within thirty (30) days from notice	All Judges of First and Second Level Courts	Court Management Office, OCA
8	OCA Circular 152-2009 dated October 28, 2009; OCA Circular No. 101-2005 dated October 6, 2005;	Commitment of Juveniles in Conflict with the Law; Inventory on Conviction and its Sanction of Children in Conflict with the Law	Every 10th day of January and every 10th day of July of each year	All Judges of Family Courts; All Judges and Clerks of Court of Second level Courts	Juvenile Justice and Welfare Council, 3rd Floor DOJ Agencies Building, NIA Road, Diliman 1100 Q.C., Metro Manila and Office of the Court Administrator
9	OCA Circular No. 160-2009 dated November 10, 2009; OCA Circular No. 05-2006 dated January 13, 2006; OCA Circular No. 72-2003 dated June 16, 2003	Eviction and Demolition Cases Involving Urban Poor; Submission of Copies of Decision, Writs of Eviction/Demolition and/or Orders of Similar Report Issued in Cases Involving Urban Poor to the Housing and Urban Development Coordinating Council (HUDCC)	Five (5) days prior to its intended implementation	All judges, clerks of courts, and sheriffs of the first and second level courts	Furnish The Secretary General, Housing and Urban Development Coordinating Council, 15 <sup>th</sup> Floor, Banco de Oro Plaza, Paseo de Roxas St., Makati City
10	OCA Circular No. 80-2013 dated June 25, 2013	Report on Cases Involving Violation of R. A. 9208, otherwise known as the "Anti-Trafficking in Persons Act of 2003," as amended by R.A. No. 10364 or the "Expanded Anti-Trafficking in Persons Act of 2012"	Within twenty (20) days from receipt of notice	All Judges and Clerks of Court of the RTCs	Court Management Office, OCA, via regular mail or electronic mail at tipcases4oca@sc.judiciary.gov.ph
11	OCA Circular No. 83-2013 dated June 27, 2013	Submission of Monthly Report of Cases Using the Approved New Forms Under Administrative Circular No. 81-2012 dated September 17, 2012, in addition to the Monthly Report of Cases Under Administrative Circular No. 4-2004 dated February 4, 2004	Beginning the month of June 2013 and on or before the tenth day of the succeeding month	All Judges and Clerks of Court/Officers-In-Charge of the RTCs, MTCCs, MTCs and MCTCs	Statistical Reports Division, CMO OCA

12	OCA Circular No. 17-2014 dated June 27, 2013	Complete Addresses/ Locations and Other Contact Information of the Lower Courts	Within five (5) days from receipt of Circular	All Judges and Clerks of Court of the First and Second Level Courts	Court Management Office via courier or email at <a href="mailto:cmo_oca@mail.judiciary.gov.ph">cmo_oca@mail.judiciary.gov.ph</a>
13	OCA Circular No. 42-2014 dated March 20, 2014	Modification of OCA Circular No. 175-2009 dated December 18, 2009 (Submission of Monthly Report on the Status of Cases Involving Indigenous Cultural Communities [ICCs] and Indigenous Peoples [IPs])	On or before the tenth day of every month	All Judges and Clerks of Court of the First and Second Level Courts	Court Management Office via courier or email at <a href="mailto:cmo_oca@mail.judiciary.gov.ph">cmo_oca@mail.judiciary.gov.ph</a>
14	OCA Circular No. 250A-2016 dated December 5, 2016	Bangko Sentral ng Pilipinas Circular No. 910 dated 22 April 2016	Submitted on or before 31 January 2017	All Clerks of Court of the First and Second Level Courts	Bangko Sentral ng Pilipinas - Cash Department
15	OCA Circular No. 01-2017 dated January 9, 2017	Submission of Quarterly Reports by Regional Trial Courts ordered to hear, try and decide drugs cases	End of the month following every quarter (starting October - December 2016)	All Judges and concerned court personnel of the affected Regional Trial Courts	SRD-CMO, OCA, via personal delivery, mail or email at <a href="mailto:srdcmo-drugscases@sc.judiciary.gov.ph">srdcmo-drugscases@sc.judiciary.gov.ph</a>
16	OCA Circular No. 33-2017 dated February 7, 2017	Implementation of Sections 11 and 12 of the Guidelines for Decongesting Holding Jails by Enforcing the Rights of Accused Persons to Bail and to Speedy Trial (A.M. No. 12-11-12-SC), in Relation with the Full Roll Out of <i>Hustisyeah!</i> In <i>Hustisyeah!</i> Courts (A.M. No. 13-04-11-SC)		Concerned Judges and Branch Clerks of Court of the First and the Second Level Courts in Cebu Province and the Provinces in Judicial Region 4-A Under the <i>Hustisyeah!</i> Project	Office of the Court Administrator by electronic mail at <a href="mailto:oca.enotice@gmail.com">oca.enotice@gmail.com</a>

For your information, guidance and strict compliance.

23 November 2018

  
**JOSE MIDAS P. MARQUEZ**  
 Court Administrator