



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

OCA CIRCULAR NO. 01-2019

TO : ALL EXECUTIVE JUDGES, CLERKS OF COURT AND CONCERNED COURT PERSONNEL

SUBJECT : DISPOSAL OF UNNECESSARY COURT RECORDS AND JUDICIARY PROPERTIES

Due to persistent reports that unserviceable judiciary properties and unnecessary court records continue to block and accumulate along the corridors, stairways, fire exits and open spaces in the Halls of Justice, which put the health of the court personnel and the general public at risk and expose the Halls of Justice to fire hazards, and pursuant to the instructions of Chief Justice Lucas P. Bersamin, all concerned are hereby **DIRECTED** to immediately dispose these properties and court records within the first quarter of 2019, in accordance with existing rules and procedures.

In stations where no Regional Disposal Committee (RDC) or Metropolitan Trial Court Disposal Committee (MeTCDC) has been convened and organized yet, all Executive Judges and Judges of single-sala courts are **DIRECTED** to comply with Administrative Circular No. 90-2007 dated 5 October 2007, and immediately constitute their respective RDCs or MeTCDCs in order to dispose the unnecessary court records and properties within the period herein provided.

For strict compliance.

4 January 2019


JOSE MIDAS P. MARQUEZ
Court Administrator