



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

OCA CIRCULAR NO. 27-2020

TO : ALL JUDGES AND CLERKS OF COURT OF THE REGIONAL TRIAL COURTS

SUBJECT : DOCUMENTS REQUIRED TO FACILITATE THE TURNOVER OF DRUG EVIDENCE TO THE PHILIPPINE DRUG ENFORCEMENT AGENCY

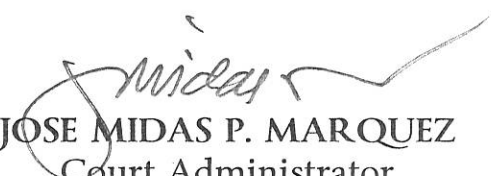
Director General Aaron N. Aquino, Philippine Drug Enforcement Agency (PDEA), PDEA Bldg., NIA Northside Road, National Government Center, Barangay Pinyahan, Quezon City 1100, seeks the assistance of this Office in requiring the concerned Regional Trial Courts (RTCs) to prepare and submit the necessary documents to facilitate the turnover of drug evidence subject of a Court Order for Destruction from the RTCs to the PDEA. Director General Aquino explained that the turnover requires logistics such as vehicles, and the availability of the Security Officers and the Evidence Custodians of the PDEA. To ensure that all RTCs intending to turn over drug evidence will be properly accommodated, the PDEA will use the requested documents to efficiently schedule the turnover.

Accordingly, pursuant to the request of Director General Aquino, the concerned Regional Trial Courts are hereby DIRECTED to prepare and submit to the PDEA the following documents for an expeditious turnover of drug evidence:

- a. Transmittal letter addressed to Director General Aaron N. Aquino (Attention: Director of Laboratory Service Derrick Arnold C. Carreon)
- b. Court Order for Destruction;
- c. Chemistry Report; and
- d. Inventory of Dangerous Drugs (form appended as Annex "A")

For strict compliance.

29 January 2020

  
JOSE MIDAS P. MARQUEZ  
Court Administrator

Republic of the Philippines  
 Regional Trial Court  
 \_\_\_\_\_ Judicial Region  
 City/Province of \_\_\_\_\_  
 Branch \_\_\_\_\_

INVENTORY OF DANGEROUS DRUGS

Source/Submitting Party:  
 Date Received:

CHEMISTRY REPORT NO.	CRIMINAL CASE NO.	SUBJECT/ACCUSED	NAME OF DRUGS	NET WT		GROSS WT		STATUS OF THE CASE	DATE OF ORDER	REMARKS
				(g)	(g)	(g)	(g)			

Prepared by:

\_\_\_\_\_  
 Branch Clerk of Court/Officer-in-Charge

\_\_\_\_\_  
 Date

Noted by:

\_\_\_\_\_  
 Presiding Judge/Acting Presiding Judge