Supreme Court of the Philippines
Office of the Court Administrator

USER'S GUIDE TO THE VIDEOCONFERENCING FORM

Search   ✕

VIDEOCONFERENCING FORM FOR TRIAL COURTS
                                                                                        ✉ ocacmo.sc@judiciary.gov.ph

DASHBOARD

Number of videoconferencing hearings per stage

Pre-arraignment	1
Arraignment	0
Pre-trial	10
Bail Hearing	0
Trial Proper	6
Promulgation of Judgment	0
Post-judgment	0
Number of hearings conducted	17

Result of videoconferencing hearings

Success	9
Failure	5
Interrupted	3
Number of hearings conducted	17

Refresh Dashboard

New Case Entry

Search Case

Exit Form

Case list

Case Number	Station	Level	Branch	Title
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela

Objectives

- At the end of this demonstration, you will be able to:

  - **Download** the VC Form file
  - **Complete** the data fields in the VC Form
  - **Submit** a complete VC Form to assigned recipients

Topics

- **Opening the form**

- Understanding the Dashboard

- Using the Case Profile

- Saving and closing

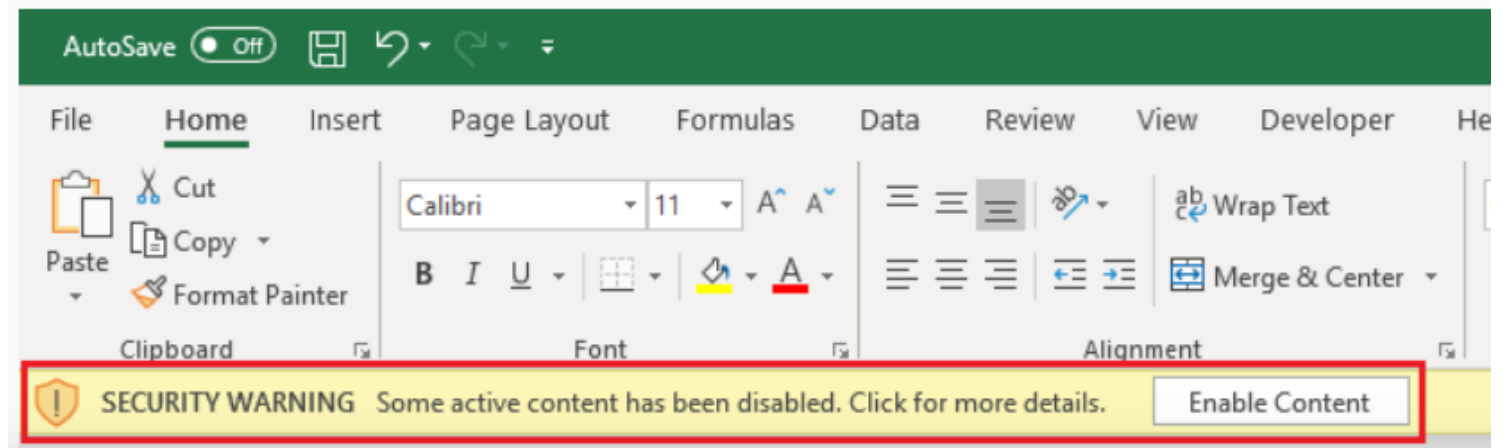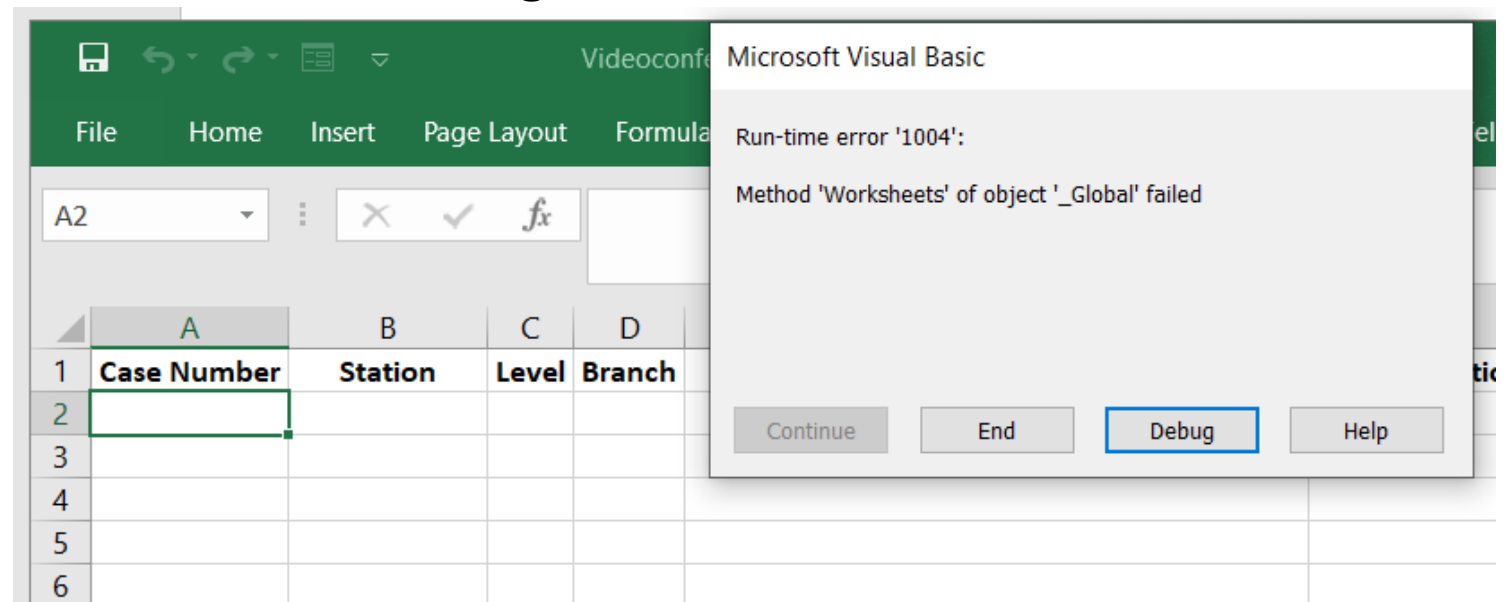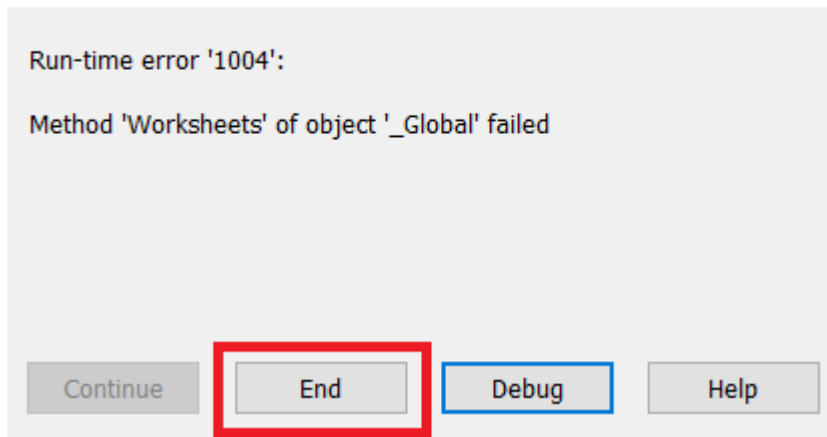- Editing the data tables

- Submission of report

OFFICE OF THE COURT ADMINISTRATOR

HOME   ISSUANCES ▾   OCA OFFICIALS   COURT LOCATOR/JUDICIARY HOTLINES   EMPLOYMENT   DOWNLOADS   SMALL CLAIMS   DIRECTORY   🔍

Office of the Court Administrator, Third floor, Old Supreme Court Building, Padre Faura Street, Manila 1000
+632 525 7143
efile_oca@sc.judiciary.gov.ph
ocafeedback@sc.judiciary.gov.ph
OCA@sc.judiciary.gov.ph

Enter your name and email to subscribe to Updates from the OCA

ENHANCED JUSTICE ON WHEELS SCHEDULE

DOWNLOADS

Videoconferencing Form

RTC Form Data RA 10951 and GR 237721

VIDEOCONFERENCING REPORT FORM

Nature of Cases (Criminal Action)

Videoconferencing Form User Guide (PDF File)

Videoconferencing Form User Guide (Powerpoint File)

Videoconferencing Form (Excel File)

Topics

Videoconfe... Form.xlsm
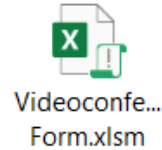
- The file will be in a .xlsm format with macros enabled.

- You will be required to open your MS Excel (2016+) application to use the form.

- Click Enable Content/Editing (found below the MS Excel ribbon) to run active content.

Topics

- Opening the form

- After clicking Enable Content/Editing you may encounter this error in MS Excel.
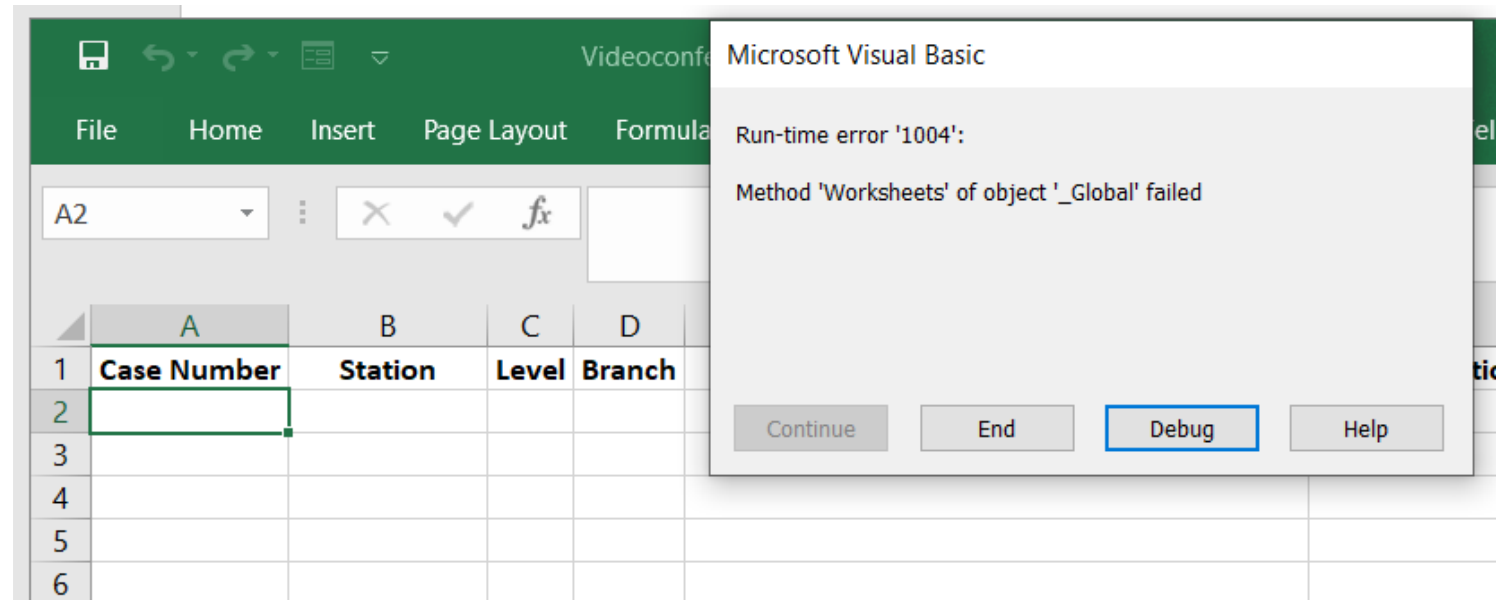
Topics

- This may happen because MS Excel automatically opens two windows in succession after enabling content/editing.

Topics

- Simply click the End button and close the MS Excel window.
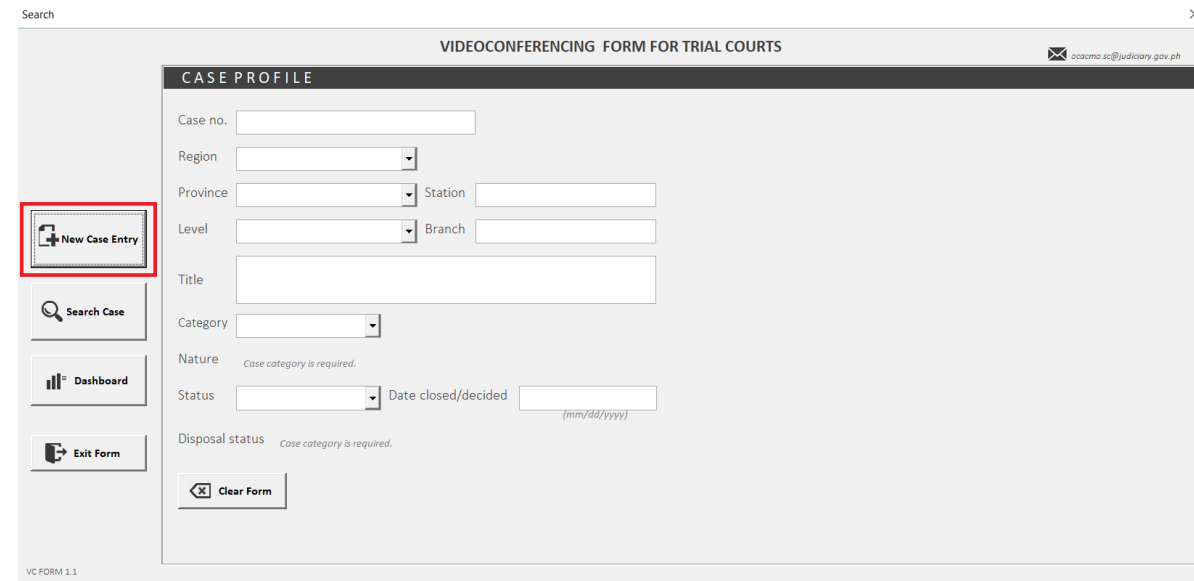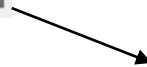
- You may now safely reopen the file from its folder.

Topics

- Opening the form

- **Understanding the Dashboard**

- Using the Case Profile

- Saving and closing

- Editing the data tables

- Submission of report

Topics

- The dashboard allows the user to monitor the following lists:

  - **Number** of videoconferencing hearings per stage

  - **Result** of videoconferencing hearings

  - **Case list** of videoconferencing instances

Topics

- All the items appearing on the dashboard are user generated and require data input.

- If your dashboard does not automatically populate, you may click the Refresh Dashboard button.

Topics

- Opening the form

- Understanding the Dashboard

- Using the Case Profile

- Saving and closing

- Editing the data tables

- Submission of report

Topics

- Opening the form

- Understanding the Dashboard

- **Using the Case Profile**

- Saving and closing

- Editing the data tables

- Submission of report

New Case Entry

- To enter new videoconferencing data, you must click the New Case Entry button on your form.

Topics

- Opening the form

- Understanding the Dashboard

- **Using the Case Profile**

- Saving and closing
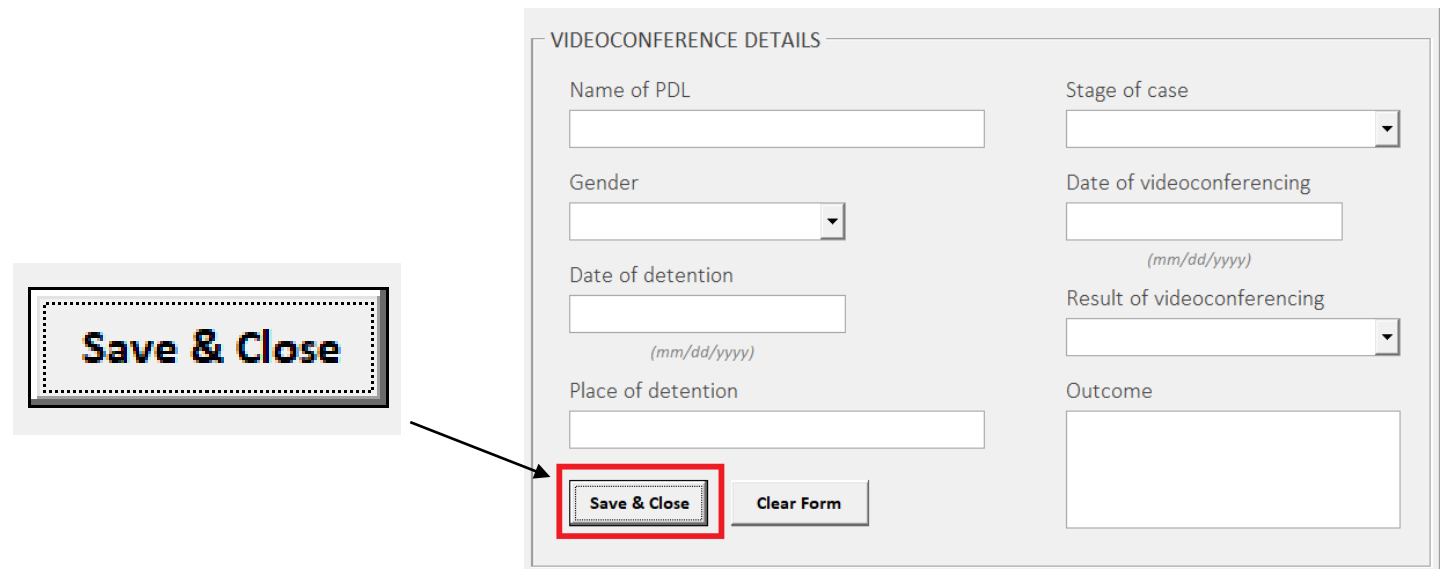
- Editing the data tables

- Submission of report

CASE PROFILE

Case no. `[                    ]` ← Type the docket number in this mandatory field.

Region `[            ▼]` ← Choose your Region from this dropdown list.

Province `[            ▼]` **Station** `[            ]` ← Type your station in this mandatory field.
↑ Choose your province from this dropdown list.

Level `[            ▼]` **Branch** `[            ]` ← Type your branch in this mandatory field.
↑ Choose your level from this dropdown list.

Title `[                    ]` Type the case title in this mandatory field.

Category `[            ▼]` ← Choose the case category from this dropdown list.

Nature *Case category is required.* ← Choose the nature of case from this dropdown list.

Status `[            ▼]` **Date closed/decided** `[            ]` ← Type the date of closure in this field.
(mm/dd/yyyy)
↑ Choose the status from this dropdown list.

Disposal status *Case category is required.* ← Choose the disposal status from this dropdown list.

`[ ⊠ Clear Form ]`

Topics

- To clear the items you have entered in the case profile, you may click the Clear Form button inside the case profile window and click Yes.

Topics

- To enter videoconferencing details, you must click the Add Videoconferencing Hearing button inside the case profile window.

Topics

VIDEOCONFERENCE DETAILS

Name of person

Type the name of the PDL in this field.

Gender

Choose the gender from this dropdown list.

Personal status

Click if Accused is a CICL
☐ CICL

Choose the status from this dropdown list.

Date of detention

Click if PDL is released
☐ Released

Type the date of detention in this field.

(mm/dd/yyyy)

Place of detention

Type the place of detention in this field.

Stage of case

Click for an additional stage
☐ Add more stage

Choose the stage from this dropdown list.

Date of videoconferencing

Type the date of videoconferencing in this field.

(mm/dd/yyyy)

Result of videoconferencing

Choose the result from this dropdown list.

Outcome

Type any additional remarks in this field.

Save & Close   **Clear Form**

Topics

- To save and close the entries in the videoconferencing details, you may click the Save & Close button inside the window.

Topics

- Opening the form

- Understanding the Dashboard

- **Using the Case Profile**

- Saving and closing

- Editing the data tables

- Submission of report

Search Case

Topics

- Opening the form

- Understanding the Dashboard

- Using the Case Profile

- **Saving and closing**

- Editing the data tables

- Submission of report

- To save and close the form, click Exit Form.

Topics

- Opening the form

- Understanding the Dashboard

- Using the Case Profile

- Saving and closing

- **Editing the data tables**

- Submission of report

Topics

- All data entries are saved in an MS Excel table which serves as the form's database.

- You may access this table by closing the form using the ✕ button.

Topics

- You may freely edit the table using the column headers as a guide.

- Save and apply your changes.

	A	B	C	D	E	F	G	H
1	Case Number	Station	Level	Branch	Title	Category	Nature	Status
2								
3								

Topics

- Send your weekly reports through email with the attached .xlsm file to the official email addresses of your respective Deputy Court Administrators (DCAs), Assistant Court Administrators (ACAs), and the Court Management Office.

Office of DCA for Luzon	odcalzn.sc@judiciary.gov.ph
Office of DCA for Visayas	odcavsy.sc@judiciary.gov.ph
Office of DCA for Mindanao	odcamnd.sc@judiciary.gov.ph
Office of ACA Co	oaca1.sc@judiciary.gov.ph
Office of ACA Ignacio	oaca2.sc@judiciary.gov.ph
Court Management Office	ocacmo.sc@judiciary.gov.ph

Topics

- The subject of the email should follow this format:

Court Level + Station + Branch Number + VC Report + Date of the Friday for the week (day, month, year)

Example: **RTC Quezon City 100 VC Report 8 May 2020**

END

USER'S GUIDE TO THE VIDEOCONFERENCING FORM