



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

**OCA CIRCULAR NO. 10-2012**

**TO : ALL JUDGES AND COURT PERSONNEL OF THE  
1<sup>ST</sup> AND 2<sup>ND</sup> LEVEL COURTS**

**SUBJECT : ENTRIES IN THE LOGBOOK OF ATTENDANCE**

In the Resolution dated 21 November 2011 in A.M. No. P-11-3015 [formerly A.M. No. 09-2-49-RTC] (*Falsification of the Daily Time Record of Charlie A. Regilme, Legal Researcher II, Regional Trial Court, Branch 21, Manila*), the First Division of the Court resolved, among others, to **DIRECT** the Office of the Court Administrator to **ISSUE** a circular regarding the entries in the logbook of attendance that the personnel should enter their arrival in the office in the order of time of arrival.

Accordingly, all officials and personnel of the lower courts are hereby **REMINDED** to **strictly observe** the pertinent provision of Administrative Circular No. 38-2004 dated 20 August 2004 (*Prescribing Uniform Rules in Recording the Office Attendance of all Officials and Employees of the Judiciary*), to wit:

"I. Recording of Office Attendance

A. *Modes of Recording Office Attendance*

The daily office attendance in all courts and offices in the Judiciary shall be recorded through the bundy clock, the chronolog time recorder machine (CTRM), the daily time record (DTR or Form 48), the certification of service (CS), or such other modes of recording as may be prescribed by this Court. Regardless of the method of recording office attendance used by each official and employee, all offices shall maintain a logbook of attendance where all officials and employees must log in **chronologically** by signing and indicating thereon their time of arrival at and departure from the office". (emphasis supplied)

6 February 2012.

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator

