



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

OCA CIRCULAR NO. 109-2013

TO: ALL JUDGES AND CLERKS OF COURT OF FIRST AND SECOND LEVEL COURTS

SUBJECT: COVER LETTER FOR COPIES OF ORDERS, DECISIONS AND OTHER DOCUMENTS SUBMITTED BY LOWER COURTS TO THE OFFICE OF THE COURT ADMINISTRATOR

To ensure immediate and appropriate action on copies of orders, decisions and other documents submitted by lower courts to the Office of the Court Administrator, all concerned are **DIRECTED** to attach a COVER LETTER as a supplemental document to indicate the reason/s why the same are being furnished the Office.

Strict compliance is hereby enjoined.

September 5, 2013


JOSE MIDAS P. MARQUEZ
Court Administrator