



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

**OCA CIRCULAR NO. 110-2014**

- TO: THE COURT OF APPEALS, SANDIGANBAYAN COURT OF TAX APPEALS, REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A CIRCUIT COURTS, THE OFFICE OF THE STATE PROSECUTOR, PUBLIC ATTORNEY'S OFFICE AND THE INTEGRATED BAR OF THE PHILIPPINES**
- SUBJECT: BAR MATTER NO. 2604 (RE: CLARIFICATION RELATIVE TO SECTIONS 2 AND 13, RULE III OF THE 2004 RULES ON NOTARIAL PRACTICE)**

In the Resolution of the Court *En Banc* dated December 11, 2012 in the above-cited administrative matter, the Court resolved the clarification sought by Atty. Noreen Grace Salise-Gonzaga relative to the requirements for renewal of notarial commission, the full context of which is reproduced below, to wit:

In a Letter dated 4 September 2012, Atty. Noreen Grace Salise-Gonzaga seeks a clarification on the requirements for renewal of notarial commission, specifically Section 13 of Rule III of the 2004 Rules on Notarial Practice. She avers that

the Clerk of Court in her judicial region “requires us to comply with the provisions of Rule III, Section 2 all over again, plus the requirement of Section 13.”

**WHEREFORE**, for **renewal of notarial commission**, specifically under Section 13, Rule III of the 2004 Rules on Notarial Practice, **aside from payment of the application fee, a notary public needs only to file a written application with the Executive Judge within forty-five (45) days before the expiration of the notarial commission**, attaching thereto clearances from the following:

- (1) Executive Judge of the Regional Trial Court who will issue the notarial commission;
- (2) Office of the Bar Confidant;
- (3) Local Chapter of the Integrated Bar of the Philippines where the applicant is seeking notarial commission; and
- (4) National Bureau of Investigation. (Emphasis supplied)

Any prior circular from the Office of the Court Administrator on this matter which is contrary to the foregoing is hereby superseded.

For your information, guidance and strict compliance.

22 August 2014

**JOSE MIDAS P. MARQUEZ**  
Court Administrator