



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

OCA CIRCULAR NO. 18-2003

TO : ALL JUDGES

**SUBJECT : REITERATION OF PAR. 3, CIRCULAR NO. 39-97
DATED 17 JUNE 1997**

This Office has received information from the Bureau of Immigration that HOLD DEPARTURE ORDERS (HDO) issued by some courts do not contain the middle name of the persons to whom the HDO has been issued or whose departure from the country has been enjoined, thus, the difficulty of implementing the HDO when the namesakes of departing travelers are concerned. You are therefore reminded of the guidelines set forth in Circular No. 39-97 dated 17 June 1997, particularly par. 3 thereof:

“3. The Hold-Departure Order shall contain the following information:

- a. The complete name (including the middle name), the date and place of birth and the place of last residence of the person against whom a Hold-Departure Order has been issued or whose departure from the country has been enjoined;
- b. The complete title and the docket number of the case in which the Hold-Departure Order was issued;
- c. The specific nature of the case; and
- d. The date of the Hold-Departure Order.

If available, a recent photograph of the person against whom a Hold-Departure Order has been issued or whose departure from the country has been enjoined should also be included.”

Strict compliance is hereby enjoined.

20 February 2003.

PRESBITERO J. VELASCO, JR.
Court Administrator

TCB/sally/hdo/