



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

OCA CIRCULAR NO. 40-2013

TO : ALL JUDGES OF THE REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS AND SHARI'A CIRCUIT COURTS

SUBJECT : ISSUANCE OF MITTIMUS OR COMMITMENT ORDER OTHER DOCUMENTS NEEDED FOR THE TRANSFER OF INSULAR PRISONERS FROM THE BUREAU OF JAIL MANAGEMENT AND PENOLOGY TO THE NEW BILIBID PRISON OF THE BUREAU OF CORRECTIONS IN COMPLIANCE WITH OCA CIRCULAR NO. 4-92-A

The Bureau of Jail Management and Penology (BJMP) through its Jail Chief Superintendent and Officer-in-Charge, Mr. Diony D. Mamaril CES(E), has invited the attention of this Court regarding the non-issuance of mittimus or commitment order, and the non-submission of the same and other documents consisting of decision, certificate of non-appeal or notice of appeal, certificate of non-pending case, certificate of detention and detainee's manifestation of some trial courts to the BJMP. This is in connection with the BJMP's accumulated 700 more or less insular prisoners nationwide, whose transfer to the New Bilibid Prison of the Bureau of Corrections (BuCor) is still pending due to non-compliance of said requirements.

In view thereof, and in order for the BJMP to adhere to the BuCor's policy of not accepting convicts for service of sentence without the aforesaid complete documents, and ultimately to decongest the provincial, city and municipal jails nationwide, all trial judges concerned are hereby **DIRECTED** to **STRICTLY COMPLY** with OCA Circular No. 4-92-A and **ISSUE** the corresponding mittimus or commitment order of national prisoners immediately after their conviction, and **SUBMIT** the same, together with the necessary documents in support thereof, such as the decision, certificate of non-appeal or notice of appeal, certificate of non-pending case, certificate of detention and detainee's manifestation, as cited above, to the **nearest BJMP within their respective adjudicative territorial jurisdiction**, so that they may be remitted or transferred to the New Bilibid Prison of the BuCor.

Strict compliance is hereby enjoined.

March 13, 2013


JOSE MIDAS P. MARQUEZ
Court Administrator