



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

OCA CIRCULAR NO. 151-2003

TO: ALL JUDGES, CLERKS OF COURT, BRANCH CLERKS OF COURT, AND ALL OFFICERS-IN-CHARGE OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARIA DISTRICT COURTS, SHARIA CIRCUIT COURTS, COURT LIBRARIES AND MAINTENANCE OFFICES OF THE HALLS OF JUSTICE

SUBJECT: **MAILING OF CORRESPONDENCE**

It was noticed that letters coming from your end addressed to the Office of the Court Administrator are usually delayed as far as the delivery of the same to the offices/divisions concerned.

As per our evaluation/observation, your practice is to mail your communications in one (1) envelope which is intended to different offices/divisions. The personnel, in-charge of receiving your correspondence spends time sorting your letter prior to delivery to the respective offices/divisions concerned, hence the delay.

In this regard, please submit one (1) report in one (1) envelope and specify in the mailing envelope the appropriate offices/divisions which it should be directed.

For strict compliance.

October 23, 2003.

PRESBITERO J. VELASCO, JR.
✓ Court Administrator ✓

NOTE: Sample

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Office of the Court Administrator Supreme Court Manila
Attn: <u>(Office/Division Concerned)</u>