



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

OCA CIRCULAR NO. 153-2015

TO: THE EXECUTIVE JUDGES, THE PRESIDING JUDGES OF SINGLE SALA REGIONAL TRIAL COURTS AND THE CLERKS OF COURT OF THE OFFICE OF THE CLERK OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT: RECORDS DISPOSAL ORIENTATION AND CONSULTATION

Pursuant to the Resolution of the Court *en banc* in A.M. No. 07-3-09-SC,¹ dated 30 June 2015, particularly paragraph 1 thereof, directing the Office of the Court Administrator to “conduct orientations and consultations with the Judges of the First and Second Level Courts per region on the implementation of these guidelines,” the orientations and consultations in the different regions will be held in the following cities, as follows:

Region	Venue	Tentative Date & Time
Region I	Dagupan City, Pangasinan	7 Aug. 2015, 1:00 pm
Region II	Tuguegarao City, Cagayan	20 Aug. 2015, 1:00 pm
Region III	Angeles City, Pampanga	28 Aug. 2015, 12:00 nn
Region IVA (except Batangas)	Tagaytay City, Cavite	4 Aug. 2015, 1:30 pm
Region IVB (and Batangas)	Batangas City, Batangas	11 Aug. 2015, 1:00 pm
NCJR	Manila City	20 Aug. 2015, 1:30 pm
Region V	Legazpi City, Bicol	13 Aug. 2015, 12:00 nn
Region VI	Iloilo City, Iloilo	7 Aug. 2015, 11:30 am
Region VII	Lapu-Lapu City, Cebu	6 Aug. 2015, 12:00 nn

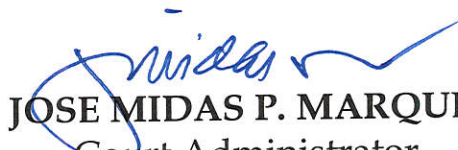
¹ (Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers, and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers]). Please see OCA Circular No. 142-2015 dated 9 July 2015, available at <http://oca.judiciary.gov.ph/>.

Region	Venue	Tentative Date & Time
Region VIII	Tacloban City, Leyte	14 Aug. 2015, 11:00am
Region IX	Dipolog City, Zamboanga del Norte	13 Aug. 2015, 1:00 pm
Region X (and Surigao del Sur)	Cagayan de Oro City, Misamis Oriental	18 Aug. 2015, 1:00 pm
Region XI (except Sarangani, South Cotabato, and Surigao del Sur)	Davao City, Davao del Sur	31 Jul. 2015, 1:00 pm
Region XII (and Sarangani and South Cotabato)	General Santos City	25 Aug. 2015, 1:00 pm

The Court Administrator will get in touch with the executive judges in the key cities nationwide for coordination as to the final schedule and venue of the orientations and consultations. A subsequent issuance addressed to the executive judges in the different regions will be released by the Office of the Court Administrator regarding the matter.

For your information and guidance.

22 July 2015


JOSE MIDAS P. MARQUEZ
 Court Administrator