



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

**OCA CIRCULAR NO. 46-2017**

**TO: EXECUTIVE JUDGES OF MULTI-SALA REGIONAL TRIAL COURTS AND METROPOLITAN TRIAL COURTS AND PRESIDING JUDGES OF SINGLE-SALA REGIONAL TRIAL COURTS AND SHARIA' DISTRICT COURTS**

**SUBJECT: CONSTITUTION OF THE REGIONAL DISPOSAL COMMITTEE OR METROPOLITAN TRIAL COURT DISPOSAL COMMITTEE**

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It has come to the attention of the Office of the Court Administrator that while majority of the courts have complied with the provisions of A.M. No. 07-3-09-SC dated 16 December 2015 on the physical segregation and extraction of disposable and residual records, a large number of these courts have yet to actually dispose of their remaining residual records in view of the failure of their courts/stations to constitute a Regional Disposable Committee (RDC) or Metropolitan Trial Court Disposal Committee (MeTCDC).


The composition of RDCs and MeTCDCs is provided for under Administrative Circular No. 90-2007 dated 5 October 2007. Thus, Executive Judges of multi-sala Regional Trial Courts (RTCs) and Metropolitan Trial Courts (MeTCs), as well as Presiding Judges of single-sala RTCs and Sharia' District Courts, are hereby directed to constitute, within three (3) days from receipt of this circular, their respective RDCs and MeTCDCs, unless one has already been constituted.

The Executive Judges as ex-officio chairpersons of the RDCs and MeTCDCs shall submit to the Chief, Court Management Office, Office of the Court Administrator, the names of the judges and clerks of court nominated as members of their respective RDCs or MeTCDCs. The RDCs and MeTCDCs shall thereafter immediately proceed with the actual disposal of the remaining residual records of their respective courts in accordance with A.M. No. 07-3-09-SC dated 16 December 2015. They shall likewise inspect the judiciary properties assigned to their respective courts/stations to determine which of these are considered unnecessary

judiciary properties and may be disposed of in accordance with Revised Administrative Circular No. 7-2004 dated 3 March 2004.

Strict compliance is enjoined. Failure to comply with this issuance shall be a ground for administrative liabilities.

7 March 2017

  
JOSE MIDAS P. MARQUEZ  
Court Administrator