



Republic of the Philippines  
Supreme Court  
Manila

**OCA CIRCULAR NO. 92 - 2020**

**TO : THE CONCERNED JUDGES, CLERKS OF COURT IN THE OFFICES OF THE CLERKS OF COURT, AND BRANCH CLERKS OF COURT**

**RE : DISTRIBUTION OF OFFICIAL PHILIPPINE JUDICIARY OFFICE 365 ACCOUNTS**

For purposes of electronic filing under Administrative Circular Nos. 31-2020 and 33-2020 and OCA Circular No. 89-2020, and the pilot testing of videoconference hearings of criminal cases involving persons deprived of liberty under Administrative Circular No. 37-2020, all clerks of court (CoCs) in the offices of the clerks of court (OCCs) in each court station, branch clerks of court (BCCs) in single sala stations, and branches authorized to conduct videoconference hearings shall be provided with Philippine Judiciary 365 accounts.

For the CoCs in the OCCs, and the BCCs in single sala stations, details of their accounts, including instructions on how to access their accounts and the link to the usage policy and acknowledgment receipt, shall be sent by the respective Deputy Court Administrators and Assistant Court Administrators to their free ad interim email accounts created and submitted to the Office of the Court Administrator (OCA) pursuant to OCA Circular No. 89-2020.

For branches in multiple sala stations, details of their accounts shall be sent through their respective CoCs of the OCCs. The CoCs in the OCCs are hereby ordered to immediately distribute these account details, including the instructions on how to access these accounts and the link to the usage policy and acknowledgement receipt, to the concerned judge or BCC, as the case may be. These branch accounts shall be assigned to the presiding judge, unless the court is vacant, has an acting presiding judge, or a newly-appointed judge who has yet to assume, in which case the account shall be assigned in the meantime to the BCC.

All are hereby directed to immediately sign-in to their Judiciary 365 accounts, particularly to Outlook for their email, and to Teams for videoconference hearings. All account users must regularly access their accounts, as these will be used for official communications to and from the Supreme Court, the OCA, and court users.

The Philippine Judiciary 365 accounts shall only be used in the performance of official duties and responsibilities of the account holder. Any communications not related to the performance of official duties and responsibilities shall subject the account holder to administrative sanctions.

Non-individual accounts (those assigned to a branch/office/division/section) shall be used exclusively by the head of office and/or his or her authorized representative. For non-individual accounts issued to the OCCs, the same shall be used exclusively by the CoC or Officer-in-Charge (OIC) concerned. For non-individual accounts issued to a branch, the same shall be used exclusively by the presiding judge and/or the BCC or OIC of the said branch.

In any case, it shall be the responsibility of the heads of office, judges, CoCs, and/or BCCs, as the case may be, to ensure compliance with this policy.

For strict compliance.

Makati City, 29 April 2020

(original signed)  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator