



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

**OCA CIRCULAR NO. 126-2020**

- TO : ALL EXECUTIVE JUDGES, VICE EXECUTIVE JUDGES OF MULTIPLE SALA COURTS, PRESIDING JUDGES OF SINGLE SALA COURTS, AND CLERKS OF COURT IN AREAS WITH PHILIPPINE MEDIATION CENTER (PMC) UNITS**
- RE : NOTARIZATION/AUTHENTICATION OF CONTRACTS OF SERVICE OF PMC UNIT STAFF**

In the exigency of the service, and upon the request of the Philippine Judicial Academy (PHILJA), through the Philippine Mediation Center Office (PMCO), for assistance in the notarization/authentication of the Contracts of Service between PHILJA-PMCO and the PMC Unit staff, all Executive Judges or, in the latter's absence or unavailability, the Vice Executive Judges of multiple-sala courts, and all Presiding Judges of single-sala courts, or in the absence or unavailability of any of the aforementioned judges, the Clerks of Court in areas with established PMC Units, are hereby authorized to notarize/authenticate the Contract/s of Service executed by the PMC Unit staff assigned in their respective jurisdictions under the seal of the court concerned.

For strict compliance.

30 July 2020

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator