



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

**OCA CIRCULAR NO. 119-2020**

**TO : ALL JUDGES PENSIONERS AND  
SURVIVORSHIP PENSIONERS**

**SUBJECT : BI-ANNUAL SUBMISSION OF  
PENSIONER'S SURVEY**

In OCA Circular No. 10-2017 dated 17 January 2017, the Supreme Court required the bi-annual submission of Pensioner's Survey Form, together with the supporting documents, by all Judges Pensioners and Survivorship Pensioners to show proof of life and pension entitlement, and enjoining them to regularly submit the following every January and July of every year to avoid delay in the release of their pensions:

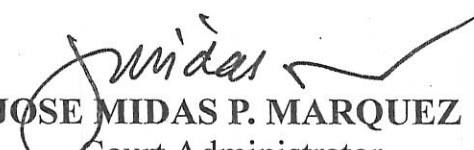
1. Duly-accomplished sworn Pensioner's Survey Form administered by the Executive/Presiding Judge having jurisdiction over the place of pensioner's residence;
2. Most recent full-body picture of the pensioner holding the front page of the most recent issue of a newspaper of national circulation (any size);
3. Original copy of the broadsheet's front page held in photo; and
4. Copies of at least two (2) current identification cards/documents issued by an official agency bearing photograph and signature of the pensioner, such as Senior Citizen's card, Passport, Driver's License, PRC ID, Postal ID, or any government office ID.

Considering that all parts of the country have been placed under community quarantine, safety measures are seen necessary for those who may not be able to comply with item 1 of the same circular.

In this regard, pensioners may make arrangements with the Office of the Executive Judge/Presiding Judge having jurisdiction over the place of their residence (as an administering officer), for a virtual appearance/conferencing before him/her, witnessed by the Clerk of Court or any of his/her staff.

This Circular shall take effect immediately.

Issued this 16th day of July 2020.

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator