



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

**OCA CIRCULAR NO. 162-2020**

**TO : ALL JUDGES AND PERSONNEL OF FIRST AND SECOND LEVEL COURTS**

**SUBJECT : USE OF OFFICIAL PHILIPPINE JUDICIARY OFFICE 365 ACCOUNTS FOR DISSEMINATION OF ADMINISTRATIVE ORDERS, CIRCULARS AND OTHER COURT ISSUANCES, AND SUBMISSION OF COURT REPORTS**

Considering that all first and second level courts have been provided with official Philippine Judiciary Office 365 Accounts, official announcements, issuances, and periodic reports to and from the Office of the Court Administrator (OCA), **beginning 1 October 2020**, shall be electronically sent.

All administrative orders, circulars, memoranda and other issuances by the Supreme Court, the Chief Justice, and the Office of the Court Administrator shall now be posted and disseminated to the first and second level courts through the Official Announcements and Issuances Channel in the Philippine Judiciary Office 365 platform. These will no longer be individually distributed to the courts, either by registered or electronic mail. OCA Circular No. 40-2007 is thus hereby superseded.

ALL CONCERNED are directed to regularly log in to their Philippine Judiciary Office 365 Accounts at least once in the morning upon arrival in court and once in the afternoon before departure to check for newly released administrative orders, circulars and other Court issuances.

With regard to the required reports, pending the consolidation of some of the said reports, they shall be submitted through electronic mail, as follows:

	<b>COURT ISSUANCE</b>	<b>SUBJECT</b>	<b>DEADLINE/ FORMAT</b>	<b>EMAIL ADDRESS</b>
1	OCA Circular No. 93-2020 dated May 4, 2020 & OCA Circular No.98-2020 dated May 26, 2020	Reports on the Pilot Testing of Hearings of Criminal Cases Involving Persons Deprived of Liberty Through Video Conferencing (VC)	Every Friday / VC Form Version 1.1, available on the OCA website under Downloads	ocajsmd.sc@judiciary.gov.ph
2	Administrative Circular No. 20-2002 & OCA Circular No. 57-2007	Monthly Inventory of Cases Referable to Mediation	Every Month / Portable Document Format (PDF) File	ocajsmd.sc@judiciary.gov.ph
3	OCA Circular No. 223-2015 dated September 21, 2015 (This Circular supersedes OCA Circular No. 47-2004 dated March 30, 2004)	Monthly Status Report on Cases Involving Intellectual Property Rights	On or before the 10th day of the succeeding month / Portable Document Format (PDF) File	ocajsmd.sc@judiciary.gov.ph
4	OCA Circular No. 37-2016 dated January 29, 2016	Report on Small Claims Cases	On or before the 10th day of the month following every quarter/ Template from Supreme Court Website sc.judiciary.gov.ph in Calc Format (Open Office)	smallclaims2016@sc.judiciary.gov.ph

5	OCA Circular No. 18-2017 dated January 19, 2017 OCA Circular No. 124-2020 dated July 23, 2020	Report on Cybercrime Cases	10th day of the month following every quarter / Portable Document Format (PDF) File	srdcmo@sc.judiciary.gov.ph
6	OCA Circular No. 228-2017 dated November 24, 2017 & OCA Circular No. 228-A-2017 dated December 21, 2017	Report on Criminal Cases Using the Continuous Trial Monitoring System (CTMS)	10th day of the month following every quarter / Database File (.dbf)	ctms@sc.judiciary.gov.ph
7	OCA Circular No. 107-2013 dated August 30, 2013	Report on Jail Visitation and Inspection	Every quarter / Editable-Word Format (MS Office)	cmoplanning.oca@judiciary.gov.ph
8	OCA Circular No. 148-2014 dated November 25, 2014 & Administrative Matter No. 02-8-13-SC dated July 6, 2004	Register of Notaries Public (Compliance with Section 12, Rule III Re: 2004 Rules on Notarial Practice)	On or before the 15th day of the months of February and August / Editable-Excel Format (MS Office)	ocaajsmc.sc@judiciary.gov.ph
9	A.M. No. 03-8-02-SC dated January 27, 2004	Annual Report	30 January of the following year / Editable-Word Format (MS Office)	cmoplanning.oca@judiciary.gov.ph
10	OCA Circular No. 46-2017	Report on Composition of the Regional Disposal Committee (RDC)	After every RDC creation / Portable Document Format (PDF) File	cmoplanning.oca@judiciary.gov.ph
11	OCA Circular No. 82-2019 dated June 13, 2019	Report on Court's Compliance with the Esubpoena System	By occurrence / Portable Document Format (PDF) File	oca.esubpoena@sc.judiciary.gov.ph

12	Administrative Order No. 63-2020	Report on Temporary Restraining Orders, Status Quo Ante Orders, And Writ of Preliminary Injunction	By occurrence / Portable Document Format (PDF) File	oca.injunctions@sc.judiciary.gov.ph
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13 - Semestral Docket Inventory Report  
Administrative Circular No. 76-2007

Deadline: First week of February and first week of August of Each Year	
Format: Report - Excel Format (MS Office) and Joint Certification - PDF	
<i>Judicial Region</i>	<i>Email Address:</i>
RTC and METC	sdir1.srdcmo@sc.judiciary.gov.ph
MTCC and MTC	sdir2.srdcmo@sc.judiciary.gov.ph
MCTC and Shari'a Courts	sdir3.srdcmo@sc.judiciary.gov.ph

14 - Monthly Reports of Cases  
OCA Circular No. 11-2018 dated January 17, 2018  
Administrative Circular No. 1-2001 dated January 2, 2001  
OCA Circular 02-2005 dated January 10, 2005  
Administrative Order 125-2007

Deadline: On or before the 10th day of the following month	
Format: Portable Document Format (PDF) File	
<i>Judicial Region</i>	<i>Email Address:</i>
RTC-NJCR 1, Manila, Pasig and Malabon	rtc_mrcncjr1.srdcmo@sc.judiciary.gov.ph
RTC-NJCR 2, Las Piñas, Mandaluyong, Quezon City, San Juan and Valenzuela	rtc_mrcncjr2.srdcmo@sc.judiciary.gov.ph
RTC-NJCR 3, Caloocan, Makati, Muntinlupa, Parañaque, and Pasay	rtc_mrcncjr3.srdcmo@sc.judiciary.gov.ph
RTC-NJCR 4, Marikina, Navotas, Taguig	rtc_mrcncjr4.srdcmo@sc.judiciary.gov.ph
RTC- 1 <sup>st</sup> Judicial Region	rtc_jr1.srdcmo@sc.judiciary.gov.ph
RTC- 2 <sup>nd</sup> Judicial Region	rtc_jr2.srdcmo@sc.judiciary.gov.ph
RTC- 3 <sup>rd</sup> Judicial Region	rtc_jr3.srdcmo@sc.judiciary.gov.ph
RTC- 4 <sup>th</sup> Judicial Region 4-1 Laguna, Batangas, Quezon, Oriental Mindoro, Occidental Mindoro, Marinduque and Romblon	rtc_jr4-1.srdcmo@sc.judiciary.gov.ph
RTC- 4 <sup>th</sup> Judicial Region 4-2 Cavite, Rizal and Palawan	rtc_jr4-2.srdcmo@sc.judiciary.gov.ph
RTC- 5 <sup>th</sup> Judicial Region	rtc_jr5.srdcmo@sc.judiciary.gov.ph
RTC- 6 <sup>th</sup> Judicial Region	rtc_jr6.srdcmo@sc.judiciary.gov.ph
RTC- 7 <sup>th</sup> Judicial Region	rtc_jr7.srdcmo@sc.judiciary.gov.ph

RTC- 8 <sup>th</sup> Judicial Region	rtc_jr8.srdcmo@sc.judiciary.gov.ph
RTC- 9 <sup>th</sup> Judicial Region	rtc_jr9.srdcmo@sc.judiciary.gov.ph
RTC- 10 <sup>th</sup> Judicial Region	rtc_jr10.srdcmo@sc.judiciary.gov.ph
RTC- 11 <sup>th</sup> Judicial Region	rtc_jr11.srdcmo@sc.judiciary.gov.ph
RTC- 12 <sup>th</sup> Judicial Region	rtc_jr12.srdcmo@sc.judiciary.gov.ph
MeTC - Quezon City, Pasig, Malabon, Marikina, Parañaque, Valenzuela, Navotas, San Juan and Pateros	metc1.srdcmo@sc.judiciary.gov.ph
MeTC - Manila, Pasay, Makati and Mandaluyong	metc2.srdcmo@sc.judiciary.gov.ph
MeTC - Caloocan, Las Piñas, Muntinlupa and Taguig	metc3.srdcmo@sc.judiciary.gov.ph
MTCC-1 <sup>st</sup> Judicial Region	mtcc_jr1.srdcmo@sc.judiciary.gov.ph
MTCC-2 <sup>nd</sup> Judicial Region	mtcc_jr2.srdcmo@sc.judiciary.gov.ph
MTCC-3 <sup>rd</sup> Judicial Region	mtcc_jr3.srdcmo@sc.judiciary.gov.ph
MTCC-4 <sup>th</sup> Judicial Region	mtcc_jr4.srdcmo@sc.judiciary.gov.ph
MTCC-5 <sup>th</sup> Judicial Region	mtcc_jr5.srdcmo@sc.judiciary.gov.ph
MTCC-6 <sup>th</sup> Judicial Region	mtcc_jr6.srdcmo@sc.judiciary.gov.ph
MTCC-7 <sup>th</sup> Judicial Region	mtcc_jr7.srdcmo@sc.judiciary.gov.ph
MTCC-8 <sup>th</sup> Judicial Region	mtcc_jr8.srdcmo@sc.judiciary.gov.ph
MTCC-9 <sup>th</sup> Judicial Region	mtcc_jr9.srdcmo@sc.judiciary.gov.ph
MTCC-10 <sup>th</sup> Judicial Region	mtcc_jr10.srdcmo@sc.judiciary.gov.ph
MTCC-11 <sup>th</sup> Judicial Region	mtcc_jr11.srdcmo@sc.judiciary.gov.ph
MTCC-12 <sup>th</sup> Judicial Region	mtcc_jr12.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-1 <sup>st</sup> Judicial Region	mtc.mctc_jr1.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-2 <sup>nd</sup> Judicial Region	mtc.mctc_jr2.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-3 <sup>rd</sup> Judicial Region	mtc.mctc_jr3.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-4 <sup>th</sup> Judicial Region	mtc.mctc_jr4.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-5 <sup>th</sup> Judicial Region	mtc.mctc_jr5.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-6 <sup>th</sup> Judicial Region	mtc.mctc_jr6.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-7 <sup>th</sup> Judicial Region	mtc.mctc_jr7.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-8 <sup>th</sup> Judicial Region	mtc.mctc_jr8.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-9 <sup>th</sup> Judicial Region	mtc.mctc_jr9.srdcmo@ac.judiciary.gov.ph
MTC/MCTC-10 <sup>th</sup> Judicial Region	mtc.mctc_jr10.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-11 <sup>th</sup> Judicial Region	mtc.mctc_jr11.srdcmo@sc.judiciary.gov.ph
MTC/MCTC-12 <sup>th</sup> Judicial Region	mtc.mctc_jr12.srdcmo@sc.judiciary.gov.ph
SDC/SCC-9 <sup>th</sup> and 12 <sup>th</sup> Judicial Region	sdc.scc.mrc.srdcmo@sc.judiciary.gov.ph

15 - Financial Monthly and Quarterly Reports  
OCA Circular No. 61-2017

Deadline: On or before the 10th day of the following month	
Format: Editable-Excel Format (MS Office) or Calc Format (Open Office)	
<i>Judicial Region</i>	<i>Email Address:</i>
NCR	ncr.fmd.cmo.oca@sc.judiciary.gov.ph
I	r1.fmd.cmo.oca@sc.judiciary.gov.ph
II	r2.fmd.cmo.oca@sc.judiciary.gov.ph
III	r3.fmd.cmo.oca@sc.judiciary.gov.ph
IV	r4.fmd.cmo.oca@sc.judiciary.gov.ph
V	r5.fmd.cmo.oca@sc.judiciary.gov.ph

VI	r6.fmd.cmo.oca@sc.judiciary.gov.ph
VII	r7.fmd.cmo.oca@sc.judiciary.gov.ph
VIII	r8.fmd.cmo.oca@sc.judiciary.gov.ph
IX	r9.fmd.cmo.oca@sc.judiciary.gov.ph
X	r10.fmd.cmo.oca@sc.judiciary.gov.ph
XI	r11.fmd.cmo.oca@sc.judiciary.gov.ph
XII	r12.fmd.cmo.oca@sc.judiciary.gov.ph

All first and second level courts shall keep copies of the abovementioned reports and documents in their respective branches for future references.

Effective 1 October 2020, hard copies of the abovementioned reports and documents will no longer be accepted.

All judges and branch clerks of courts are DIRECTED to ensure compliance with this Circular.

For the information, guidance, and strict compliance of all concerned.

25 September 2020

  
JOSE MIDAS P. MARQUEZ  
Court Administrator