



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

OCA CIRCULAR NO. 46-2021

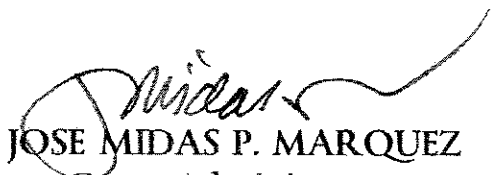
TO : ALL FIRST AND SECOND LEVEL COURTS

SUBJECT: CHANGE IN THE REPRESENTATIVE NAMED IN OCA CIRCULAR NO. 214-2019 DATED 15 NOVEMBER 2019 (RE: REQUEST FOR ASSISTANCE BY THE BUREAU OF CORRECTIONS IN THE VERIFICATION OF AUTHENTICITY OF COURT DOCUMENTS RELATED TO THE RELEASE FROM IMPRISONMENT OF PERSONS DEPRIVED OF LIBERTY WHO HAVE COMPLETELY SERVED THEIR SENTENCES)

Acting on the letter dated 11 February 2021 of Undersecretary Gerald Q. Bantag, Director General, Bureau of Corrections (BuCor), stating that Ms. Remedios Pinky B. Santos, the BuCor officer named in OCA Circular No. 214-2019 dated 15 November 2019, no longer has access to documents related to Persons Deprived of Liberty (PDLs) who have completely served their sentences, and requesting that Mr. Darwin Gaspay, Corrections Officer II, Inmate Documents Processing Division, Bureau of Corrections, be designated as the "recipient and verifier" *vice* Ms. Santos, all first and second level courts are ENJOINED to render assistance to Mr. Darwin Gaspay, in lieu of Ms. Santos, in verifying the authenticity of court documents related to the release from imprisonment of PDLs.

All court officials and personnel are again REMINDED of the confidential nature of court records and proceedings, and to release only information and court documents that are allowed by existing laws, rules of procedure, guidelines and other administrative issuances.

25 March 2021


JOSE MIDAS P. MARQUEZ
Court Administrator