



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

OCA CIRCULAR NO. 54- 2021

TO: ALL JUDGES AND CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS

RE: PHILIPPINE JUDICIARY 365 REPORTS PORTAL

The weekly report on videoconferencing hearings as required in OCA Circular 93-2020 dated 4 May 2020 shall now be submitted by accomplishing the "Weekly Report on VCH" icon in the Judiciary 365 Reports Portal, **every Friday**, using the Philippine Judiciary 365 accounts. Thus, the completion of the downloadable reporting form (excel sheet) in the OCA website shall no longer be required.

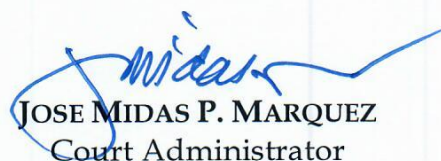
In addition, the submission of daily status reports to your respective Deputy Court Administrators or Assistant Court Administrators shall likewise no longer be required. Instead, the submission of reports regarding persons deprived on liberty (PDLs) shall be done by accomplishing the "Weekly Report on Released PDLs" icon in the Judiciary 365 Reports Portal also **every Friday**, using the Philippine Judiciary 365 accounts.

The link to the portal and the instructional guide are available in the Official Announcements and Issuances Teams Channel in the Philippine Judiciary Office 365 platform. The available forms in the portal shall replace all previous reporting tools used in the conduct of videoconferencing hearings and the monitoring of released PDLs.

For questions on the Judiciary 365 Reports Portal, kindly contact the Court Management Office through its official email address (ocacmo.sc@judiciary.gov.ph) or Judiciary 365 Teams account.

For strict compliance.

3 May 2021


JOSE MIDAS P. MARQUEZ
Court Administrator