



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

OCA CIRCULAR NO. 103-2021

TO : ALL EXECUTIVE JUDGES AND CLERKS OF  
COURT OF THE REGIONAL TRIAL  
COURTS

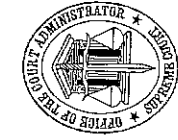
SUBJECT : TEMPLATE FOR THE REPORT ON  
REGISTER OF NOTARIES PUBLIC AS  
REQUIRED UNDER SEC. 12, RULE III OF  
A.M. NO. 02-8-13-SC (*2004 RULES ON  
NOTARIAL PRACTICE*)

For uniformity in the submission of reports on Register of Notaries Public as required by Sec. 12, Rule III of A.M. No. 02-8-13-SC dated 06 July 2004 (*2004 Rules on Notarial Practice*) and OCA Circular No. 148-2014 dated 25 November 2014, which are to be periodically submitted on or before the fifteenth (15<sup>th</sup>) day of February and August to [ocajsm.d.sc@judiciary.gov.ph](mailto:ocajsm.d.sc@judiciary.gov.ph), you are hereby **DIRECTED** to use the attached template in *excel* form (Annex "A"). Also attached is a sample filled-out form (Annex "B") for your reference.

For your information, guidance, and strict compliance.

26 July 2021

  
JOSE MIDAS P. MARQUEZ  
Court Administrator



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

Annex "A"

**Register of Notaries Public**

Reporting Period: \_\_\_\_\_  
 Date of Report/Date Accomplished: \_\_\_\_\_

Number	Court Type	Region	Province	Station	OCC or SS	Name of Petitioner	Date of Order of Appointment	Date Commissioned	Appointment Valid Until/Expiry	Date of Resignation	Date of Death	Remarks/ Others

Prepared By:	
Contact No:	

Executive Judge:	
------------------	--

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



Annex "B"

**Register of Notaries Public**

Reporting Period: January 1 to June 30, 2019

Date of Report/Date Accomplished: August 15, 2019

Number	Court Type	Region	Province	Station	OCC or SS	Name of Petitioner	Date of Order of Appointment	Date Commissioned	Appointment Valid Until/Expiry	Date of Resignation	Date of Death	Remarks/ Others
1 (Sample)	RTC	7	Negros Or.	Dumaguete	OCC	dela Cruz, Juan P.	December 13, 2018	January 1, 2019	December 31, 2020	n/a	n/a	n/a
2 (Sample)	RTC	7	Negros Or.	Dumaguete	OCC	Vergara, Pedro C.	December 27, 2018	January 1, 2019	December 31, 2020	16-Jul-21	n/a	Resigned, personal reason
3 (Sample)	RTC	7	Negros Or.	Dumaguete	OCC	Crispin, Basilio V.	February 14, 2019	February 14, 2019	December 31, 2020	n/a	June 14, 2019	n/a
4 (Sample)	RTC	7	Negros Or.	Dumaguete	OCC	Rizal, Jose L.	January 3, 2019	January 3, 2019	December 31, 2020	n/a	n/a	Disbarment - July 16, 2021

Prepared By: Atty. Perdo Penduko, BCC  
 Contact No: (035) 225-0355

Executive Judge: Hon. Juan Milyon