



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

**OCA CIRCULAR NO. 122-2022**

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

**SUBJECT : GUIDELINES IN THE SUBMISSION OF  
PERIODIC REPORTS TO THE COURT  
MANAGEMENT OFFICE, OFFICE OF THE  
COURT ADMINISTRATOR**

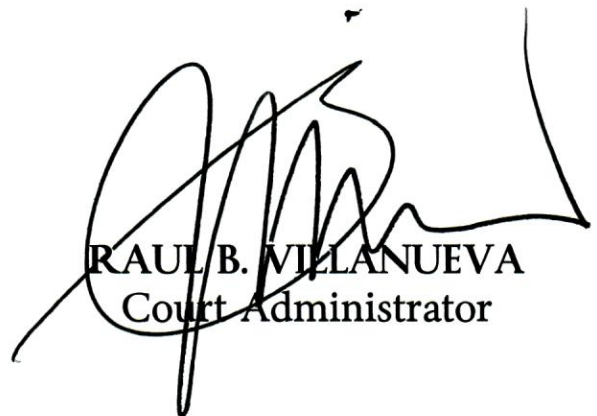
All concerned judges, clerks of court, and branch clerks of court of the first and second level courts are **DIRECTED** to **OBSERVE** the following guidelines in the submission of reports to the Court Management Office (CMO), Office of the Court Administrator (OCA):

1. Except for the following reports: a) reports submitted to the Statistical Reports Division and the Fiscal Monitoring Division, CMO, OCA; b) reports related to the Continuous Trial Monitoring System (CTMS) and Small Claims Cases Monitoring System (SC2MS); and c) other reports which pertain to a required task/function (e.g. Report on Jail Visitation and Inspection, Annual Report of Executive Judges, etc.), the actual submission of report is no longer necessary if in a particular period, the concerned court/office has nothing to report;
2. If in a particular period, the court/office is required or has something to report, the same shall be reported by strictly observing the prescribed period. Significantly, the court's/office's failure to submit the report shall be considered as a ground for administrative sanction; and

3. For those courts/offices with lacking reports, you are given until 31 August 2022 to submit the pertinent report. The court's/office's failure to comply with this directive shall be considered in the evaluation of a possible administrative charge/charges against the concerned official or personnel.

For guidance and strict compliance of all concerned.

26 May 2022



RAUL B. MILLANUEVA  
Court Administrator