



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

OCA CIRCULAR NO. 165-2022

To : ALL JUDGES AND PERSONNEL OF LOWER COURTS

Subject : Payment of Representation and Transportation Allowance (RATA) to Qualified Designated Officer-in-Charge (OIC)/Acting Clerk of Court

For those designated Officer-in-Charge (OIC)-Clerk of Court who are qualified to receive Representation and Transportation Allowance (RATA), the following guidelines shall be observed:

1. The Designation/Memorandum Order must be submitted not later than five (5) days from issuance to the following email addresses:

	Email Addresses
RTC (Manila, Makati City, Quezon City, Pasig City, Mandaluyong City, Malabon, Marikina City)	kcdimabuyu.sc@judiciary.gov.ph
RTC (Caloocan, Pasay, Las Piñas, Muntinlupa, Navotas, Parañaque, Taguig, and Valenzuela) and all Family Courts in the NCJR	rtcncjr.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Regions 1,2, and 10	mrlmarabut.sc@judiciary.gov.ph
RTC and FC, Regions 3	rtc3.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 5	rtc5.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 4	fdmarasigan.sc@judiciary.gov.ph
RTC and FC, Region 6	rtc6.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 7	rtc7.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 8,9,11 and 12	jsclanche.sc@judiciary.gov.ph
MeTC, MCTC Regions 11 and 12	memendoza.sc@judiciary.gov.ph
MTCC	mtcc.oas.oca@judiciary.gov.ph
MTC	jimmerilo.sc@judiciary.gov.ph
MCTC Regions 1-7	mctc.reg1-7.oas.oca@judiciary.gov.ph
MCTC Regions 8-10, SDC, SCC	hlandres.sc@judiciary.gov.ph

The original copy shall still be submitted to the RTC Personnel Division or MTC, etc. Personnel Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA), within five (5) days from the date of the email.

2. The OAS, OCA shall confirm the designation, subject to Civil Service rules and regulations, within ten (10) days from receipt of the Designation/Memorandum Order.
3. The entitlement to RATA shall be effective on the date of the designation.
4. The entitlement to RATA as provided in this circular shall also cover the following:
 - a) currently designated OIC, but which has yet to be confirmed by the OAS, OCA; and
 - b) currently designated OIC, but whose entitlement to RATA was made effective on the date of the confirmation of designation, provided their designation was made not later than March 16, 2020;
5. For those previously designated OIC whose designation was already revoked, but was not paid of their full RATA, the OCA will endeavour to pay them of their RATA covering a period not exceeding six (6) months and subject to submission of proof of entitlement.
6. Entitlement to RATA is subject to submission of the required documents.
7. It is however, understood that the authority to perform their designated functions is reckoned from the date of designation and not on the date of confirmation.
8. For revocation of designation, a corresponding Memorandum Order should be issued by the Executive Judge/Presiding Judge, copy furnished the OAS, OCA and the Financial Management Office, OCA, within 24 hours from such revocation.
9. This amends OCA Circular No. 70-2015

For strict compliance.

July 04, 2022



RAUL B. VILLANUEVA
Court Administrator