



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

OCA CIRCULAR NO. 248-2022

TO : ALL EXECUTIVE JUDGES OF MULTIPLE-SALA REGIONAL TRIAL COURTS AND PRESIDING JUDGES OF SINGLE-SALA REGIONAL TRIAL COURTS

SUBJECT : SUBMISSION OF COPIES OF MEMORANDA/ORDERS OF DESIGNATION OF ACTING PRESIDING JUDGES

The Office of the Court Administrator (OCA), pursuant to its mandate of administrative supervision over lower courts, regularly maintains an updated Judiciary Book. This is a list of incumbent Presiding Judges, Assisting Judges, and Acting Presiding Judges of all courts, including those Acting Presiding Judges designated by Executive Judges of multiple-*sala* Regional Trial Courts (RTC) and Presiding Judges of single-*sala* RTCs in vacant first level courts within their administrative supervision.

Considering that not all aforesaid Executive Judges and Presiding Judges transmit to the OCA copies of their memoranda/orders of designation, all concerned judges are **DIRECTED** to furnish the OCA, through the Court Management Office (CMO), *via* e-mail at *ocacmo.sc@judiciary.gov.ph*, with copies of their memoranda/orders of designation, within twenty-four (24) hours from their issuance. Executive Judges and Presiding Judges who have previously issued said memoranda/orders but have yet to submit the same to the CMO, OCA, are also required to do so.

For strict and immediate compliance.

21 September 2022


RAUL B. VILLANUEVA
Court Administrator