



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

OCA CIRCULAR NO. 06-2022

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

SUBJECT: EXTENSION OF THE DEADLINES FOR THE SUBMISSION OF REPORTS REQUIRED ON A MONTHLY, QUARTERLY OR SEMESTRAL BASIS

As cleared with Chief Justice Alexander G. Gesmundo, and considering that many courts have been physically closed until 31 January 2022 pursuant to Memorandum Order No. 10-2022 dated 12 January 2022 and Supplemental Memorandum Order No. 10-2022-A dated 13 January 2022, not to mention that many courts in a number of regions in the country hit hard by the recent super Typhoon Odette, which regions have already been declared under a State of Calamity¹, the submission of reports required from all first and second level courts nationwide on a monthly, quarterly or semestral basis is hereby extended as follows:

REPORTS INVOLVING ADJUDICATIVE MATTERS

A. Monthly Basis

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Monthly Inventory of Cases Referable to Mediation	Admin. Circ. No. 20-2002 dated 24 April 2002 & OCA Circ. No. 57-2007 dated 24 May 2007			
Monthly Status Report on Cases Involving Intellectual Property Rights	OCA Circ. No. 223-2015 dated 21 September 2015	December 2021	10 January 2022	10 February 2022
Monthly Reports of Cases	Admin. Circ. No. 1-2001 dated 2 January 2001; OCA Circ. 02-2005 dated 10 January 2005; & OCA Circular No. 11-2018 dated 17 January 2018	January 2022	10 February 2022	25 February 2022

¹ Proclamation No. 1267 dated 21 December 2021 (Declaring a State of Calamity in Regions IV-B, VI, VII, VIII, X, and XIII [CARAGA])

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Reports on Expropriation	OCA Circ. No. 12-2021 dated 19 January 2021	December 2021	10 January 2022	10 February 2022
		January 2022	10 February 2022	25 February 2022

B. Quarterly Basis

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Report on Small Claims Cases	OCA Circ. No. 37-2016 dated 29 January 2016	October to December 2021	10 January 2022	25 February 2022
Report on Cybercrime Cases	OCA Circ. No. 18-2017 dated 19 January 2017 & OCA Circ. 124-2020 dated 23 July 2020			
Report on Criminal Cases Using the Continuous Trial Monitoring System (CTMS)	OCA Circ. No. 228-2017 dated 24 November 2017 & OCA Circ. No. 228-A-2017 dated 21 December 2017			
Report on Jail Visitation and Inspection	OCA Circ. No. 107-2013 dated 30 August 2013			

C. Semestral Basis

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Semestral Docket Inventory Report	Admin. Circ. No. 76-2007	July to December 2021	7 February 2022	22 March 2022
Register of Notaries Public (Compliance with Section 12, Rule III Re: 2004 Rules on Notarial Practice)	OCA Circ. No. 148-2014 dated 25 November 2014, as amended by OCA Circ. No. 103-2021 dated 26 July 2021		15 February 2022	30 March 2022

D. Annual Basis

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Annual Report	A.M. No. 03-8-02-SC dated 27 January 2004	January to December 2021	30 January 2022	31 March 2022

REPORTS INVOLVING FINANCIAL MATTERS

A. Monthly Basis

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Report of Collections, Deposits and Withdrawals for the following: a. Judiciary Development Fund; b. Special Allowance for the Judiciary; c. Fiduciary Fund; d. Sheriff's Trust Fund	OCA Circ. No. 113-2004 dated 16 September 2004 & OCA Circular No. 61-2017 dated 17 March 2017	December 2021	10 January 2022	10 February 2022
		January 2022	10 February 2022	25 February 2022
		Report on Sales of Notarial Books	OCA Circ. No. 235-2017A	
Report on Collections and Deposits on Mediation Fund	OCA Circular No. 130-2021 dated 29 October 2021			

B. Quarterly Basis

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Report of Collections and Deposits for General Fund	OCA Circ. No. 61-2017 dated 17 March 2017	October to December 2021	10 January 2022	25 February 2022
Statement of Unwithdrawn Fiduciary Fund and Sheriff's Trust Fund	OCA Circ. No. 113-2004 dated 16 September 2004			

C. Semestral Basis

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Liquidation Reports for the MOOE budget directly released to pilot courts	A.M. No. 17-08-09-SC dated 22 August 2017	July to December 2021	15 December 2021	15 February 2022

The weekly reports due every Friday on videoconferencing hearings involving civil cases and criminal cases, as provided in OCA Circular Nos. 93-2020 dated 4 May 2020, 98-2020 dated 26 May 2020, and 54-2021 dated 3 May 2021, for the whole month of January 2022 and until the 2nd week of February 2022, may be compiled and all six (6) weekly reports may be submitted on or before 15 February 2022. The regular submission of the herein required weekly reports will then commence on 18 February 2022.

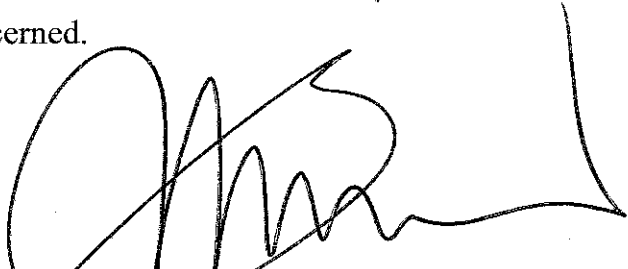
The submission of reports “by occurrence” or when a directive has to be complied with, such as the names of the members of the Regional or Metropolitan Trial Court Disposal Committee once this has been constituted², copies of decisions in dismissed cases by reason of the non-appearance of police witnesses³, copies of orders of voluntary inhibition⁴ or temporary restraining orders, status quo ante orders and writs of preliminary orders⁵, if due within the month of January 2022 and up to the 2nd week of February 2022, may be compiled and submitted on or before 15 February 2022. The regular submission of any of the above reports, as the corresponding event occurs, shall commence on 16 February 2022.

Nonetheless, if the courts or judicial offices are capable of submitting their reports on time or within the prescribed deadlines, then they may proceed to do so.

Should there be a necessity to extend the submission of any of the above-mentioned reports, or there are required reports that need to be evaluated further, or there may have been reports not included/listed herein, the same should be referred to the Office of the Court Administrator for appropriate action.

For strict compliance by all concerned.

14 January 2022



RAUL BAUTISTA VILLANUEVA
Deputy Court Administrator
and OCA-Officer-in-Charge

(Per Memorandum Order No. 108-2021 dated 17 November 2021)

OCA Circ-extension of reports (alert level 3) jan 2022

² OCA Circ. No. 46-2017 dated 7 March 2017 (Constitution of the Regional Disposal Committee or Metropolitan Trial Court Disposal Committee)

³ OCA Circ. No. 82-2019 dated 13 June 2019 (Reiteration of the Courts's Compliance with the eSubpoena System)

⁴ Admin. Order No. 62-2020 dated 18 February 2020 (Submission of Copies of Orders of Voluntary Inhibition)

⁵ Admin. Order No. 63-2020 dated 18 February 2020 (Submission of Copies of Temporary Restraining Orders, Status Quo Ante Orders and Writs of Preliminary Injunction)