



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

OCA CIRCULAR NO. 16-2022

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 SEMESTRAL OR ANNUAL BASIS INVOLVING ADMINISTRATIVE MATTERS

Pursuant to the authority granted by Chief Justice Alexander G. Gesmundo to issue further directives due to the increasing number of COVID-19 cases, and taking into account that many courts have been physically closed until 31 January 2022 pursuant to Memorandum Order No. 10-2022 dated 12 January 2022, Supplemental Memorandum Order No. 10-2022-A dated 13 January 2022 and Supplemental Memorandum Order No. 10-2022-B dated 14 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 semestral or annual basis involving some administrative matters is hereby extended as follows:

A. Semestral Basis

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Individual Performance Commitment and Review (IPCR) Forms	OCA Circ. No. 17-2017 dated 19 January 2017	July to December 2021	31 January 2022	28 February 2022

B. Annual Basis

NATURE OF REPORT	BASIS OF REPORT	PERIOD COVERED	DEADLINE	EXTENDED DEADLINE
Office Performance Commitment and Review (OPCR) Forms	OCA Circ. No. 17-2017 dated 19 January 2017	January to December 2021	31 January 2022	28 February 2022
Annual Physical Inventory Reports of Property, Plant and Equipment	OCA Circ. No. 119-2014 dated 11 September 2014 & OCA Circ. No. 173-2019 dated 8 October 2019	January to December 2021	7 January 2022	28 February 2022

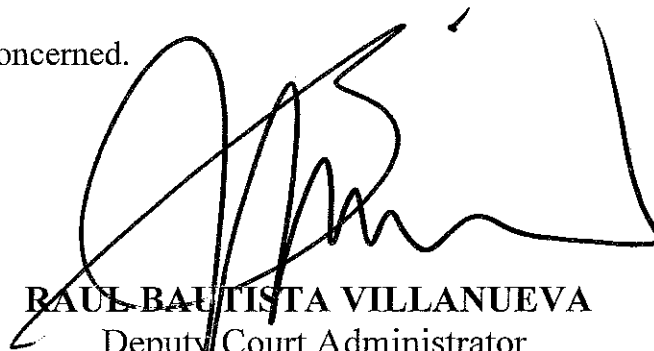
¹ Proclamation No. 1267 dated 21 December 2021 (Declaring a State of Calamity in Regions IV-B, VI, VII, VIII, X, and XIII [CARAGA])

Nonetheless, if the courts or judicial offices are capable of submitting their above subject 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 are deadlines that have to be considered due to the lack of internet connections, 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.

17 January 2022



RAUL BAUTISTA VILLANUEVA
Deputy Court Administrator
and OCA-Officer-in-Charge
(Per Memorandum Order No. 108-2021 dated 17 November 2021)