



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

OCA CIRCULAR NO. 260-2022

TO : THE CONCERNED FIRST LEVEL COURT EXECUTIVE JUDGES AND PRESIDING JUDGES

SUBJECT : DESIGNATION OF ONE (1) FIRST LEVEL COURT JUDGE WITH TWO (2) COURT STAFF, AND ONE (1) PROSECUTOR WHO WILL BE ON DUTY AT THEIR RESPECTIVE COURT STATIONS DURING THE 2022 BAR EXAMINATIONS

The Court *en banc* in its Resolution dated 30 August 2022 in A.M. No. 22-08-05-SC (*Re: Letter of Associate Justice Alfredo Benjamin S. Caguioa [re: Request for Suspension of Supreme Court Sessions for the Bar Month of November 2022 and Similar Measures for Other Selected Courts]*), resolved to approve the physical closure on November 9 and 16, 2022 of the Supreme Court, all Collegiate Courts, and all First and Second Level Courts in the National Capital Region, and in all cities where local testing sites are located. However, acting on the request of the Office of the Bar Confidant (OBC) to ensure public order and prompt judicial action during the 2022 Bar Examination, the Executive Judges of the first level court stations of the following cities where Local Testing Centers are located:

<u>National Capital Region</u> 1. City of Manila 2. Pasay City 3. Quezon City 4. Taguig City	<u>Visayas</u> 1. Cebu City 2. Tacloban City, Leyte
<u>Luzon</u> 1. Baguio City, Benguet 2. Lipa City, Batangas 3. Naga City, Camarines Sur	<u>Mindanao</u> 1. Cagayan de Oro City 2. Davao City 3. Zamboanga City

are hereby **DIRECTED** to designate, by raffle, **first level court judges** in their respective stations, accompanied by **two (2) court staff**, who will be on duty during the 2022 Bar Examinations days (09, 13, 16, and 20 November 2022) from 8:00 a.m. to 5:00 p.m. Likewise, the concerned Executive Judges are **DIRECTED** to coordinate with the Office of the City Prosecutor in their respective areas for the designation of **one (1) public prosecutor** who will also be on duty during the said Bar Examination days.

Re: Duty on 2022 Bar Examinations

To facilitate coordination and early processing of Bar allowances, the Executive Judges are **REQUIRED** to accomplish the attached Form (Annex "A") and send the PDF file to bar2022personnel@gmail.com, copy furnished barexams2022@judiciary.gov.ph (Office of the Bar Chairperson) and brm.scph@gmail.com, on or before **05 October 2022**.

The OBC will have a virtual orientation with the judges, court staff, and prosecutors who will be assigned to the court stations on 04 November 2022 (Friday) at 3:00 p.m. to 5:00 p.m. The meeting details and other instructions will be sent to the Executive Judge's email address that will be indicated in the accomplished form.

For any queries or concerns, Engr. Emiliano Anthony Kenneth Z. Lejano III of the OBC may be reached at bar2022personnel@gmail.com or 09663191105.

For information and strict compliance.

30 September 2022



RAUL B. VILLANUEVA
Court Administrator

ANNEX A

City/Municipality	
Executive Judge	
Contact Number	

The following Judges, Court Staff and Prosecutors are assigned to be present at the Hall of Justice on two Bar Wednesdays and two Bar Sundays from 8:00 a.m. to 5:00 p.m. to attend to any person duly arrested for unruly behavior that may amount to a crime or an act of contempt of Court:

	9 Nov. 2022	13 Nov. 2022	16 Nov. 2022	20 Nov. 2022
Name of Judge On-Duty				
Contact No.				
Court Station				
Landbank Account No.				
Name of Court Staff (1)				
Contact No.				
Position				
Landbank Account No.				
Name of Court Staff (2)				
Contact No.				
Position				
Landbank Account No.				
Name of Prosecutor				
Contact No.				
Landbank Account No.				

Signature of Executive Judge