



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

OCA CIRCULAR NO. 29-2022

TO : ALL COURTS CLERKS OF COURT/BRANCH CLERKS OF COURT AND COURT STENOGRAPHERS OF THE FIRST AND SECOND LEVEL COURTS

RE : ORIENTATION SEMINAR ON THE USE OF THE PHILIPPINE JUDICIARY 365

Since all first and second level courts have been provided with official Philippine Judiciary Office 365 (PJ 365) Accounts, and that use thereof is not only limited to sending of official announcements, issuances, and periodic reports between the Office of the Court Administrator (OCA) and the courts, an orientation on other uses and features thereof shall be conducted by the Management Information System Office (MISO), Supreme Court.

The orientation shall be for the Clerks of Court, Branch Clerks of Court and Court Stenographers from the first and second level courts.

In this view, you are required to attend the subject orientation, which will introduce the different functionalities of the PJ 365, particularly the utilization of the program in conducting proceedings through video conferencing, the use of the One Drive feature, transcription feature, and other media tools.


The orientation is on Wednesday, 09 February 2022 from 9:30 a.m. to 12:00 noon via MS Teams.

Intended participants may register by using the QR code or the meeting link provided below. Please refrain from sharing the QR code or the meeting link to non-participants.

<https://msteams.link/V05W>



03 February 2022


RAUL BAUTISTA VILLANUEVA
Deputy Court Administrator and
Officer-in-Charge, Office of the Court Administrator
(Per Memo Order No. 108-2021 dated November 17, 2021)