



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

OCA CIRCULAR NO. 36-2022

To : ALL JUDGES AND PERSONNEL OF LOWER COURTS

Subject : Service of Penalty of Suspension

For Judges and Personnel of the first and second level courts who have been meted the penalty of suspension arising out of an administrative case, the following shall be required:

1. Notify the Court, through the Office of the Court Administrator (OCA), of the date when they commence the service of the penalty of suspension within five (5) days from such date;
2. Inform the Court, through the OCA, of the date of their resumption to duty at least one (1) month before such date; and
3. Submit a certification issued by the Clerk of Court or the Presiding Judge/Executive Judge that they have actually resumed the performance of their functions.

Notices pertaining to the above subject matter shall be submitted by electronic mail to the following:

1. Deputy Court Administrator or Assistant Court Administrator who has supervision over their court/station, to wit:

DCA for Luzon at odcalzn.sc@judiciary.gov.ph;
DCA for Visayas at odcavsy.sc@judiciary.gov.ph;
DCA for Mindanao at odcamnd.sc@judiciary.gov.ph;
ACA Lilian Barribal-Co at oaca1.sc@judiciary.gov.ph;
ACA Maria Regina A. F. M. Ignacio at oaca2.sc@judiciary.gov.ph; and

2. Employees' Leave Division, Office of Administrative Services, OCA at leave.oas.oca@judiciary.gov.ph.

For your information and guidance.

February 17, 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)