



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

OCA CIRCULAR NO. 09-2023

TO : ALL JUDGES, CLERKS OF COURT/ACTING CLERKS OF COURT, AND BRANCH CLERKS OF COURT/ACTING BRANCH CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : UTILIZATION OF COMMUNICATIONS ALLOWANCE GRANTED UNDER OCA CIRCULAR NO. 49-2021 DATED 16 APRIL 2021

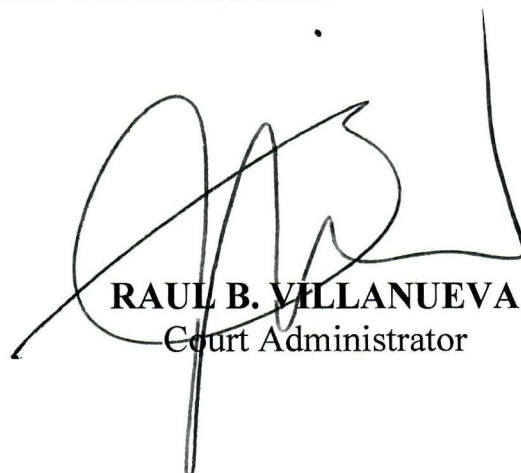
In view of the numerous reports that there are still several courts that lack internet connection, all Judges, Clerks of Court/Acting Clerks of Court, and Branch Clerks of Court/Acting Branch Clerks of Court who are granted with the communications allowance pursuant to OCA Circular No. 49-2021 dated 16 April 2021 are **REMINDED** that the same shall be *solely* utilized for the internet connection of their respective office/court/station. You are likewise reminded that said internet connection shall not only be used for conduct of videoconference hearings, but also for the following:

- a. handling of *e-Subpoena*,
- b. utilization of Philippine Judiciary 365 (PJ365),
- c. deployment of the JEPS¹ in the payment of legal fees and other court collections, if applicable, and
- d. other official online transactions.

Furthermore, please **ENSURE** that the procured internet service has sufficient bandwidth to handle the above-enumerated tasks.

For strict compliance.

13 January 2023



RAUL B. VILLANUEVA
Court Administrator

MMA/ACJ/dsi

¹ The purpose of the JEPS is to make the assessment and payment of legal fees and other court collections easier, more accessible, and more convenient by providing the court users and stakeholders an option to electronically pay court fees through online banking and digital wallets.