



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

OCA CIRCULAR NO. 53-2023

To : ALL JUDGES AND PERSONNEL OF THE LOWER COURTS

Subject : ISSUANCE OF IDENTIFICATION CARDS (ID)

In compliance with R.A. No. 10173 or the Data Privacy Act of 2012 and its IRR, certain sensitive personal information¹ such as the GSIS, Philhealth, PAGIBIG, and TIN numbers as well as the employee's blood type, allergy/ies, date of birth, height and weight will be enclosed on the QR (Quick Response) code instead of having them expressly printed at the back of the ID. Relative thereto, in addition to the data previously submitted to the Office of Administrative Services, Office of the Court Administrator (OAS-OCA) and to expedite the release of the Ids to all concerned, all judges and court personnel of the first and second level courts including Shari'a courts are directed to submit the following:

1. Employee's email address (example: juandelacruz@gmail.com);
2. Signature (using fine point black pentel pen) over printed name (font – Bold Arial all caps) in a clean bond paper which must be clear of any unnecessary mark to be saved using the employee's 8 digit employee number in **bitmap** format.

It must be noted that the email address of everyone is needed so that the one time password for the QR code can be received for access to the personal data contained therein. Also, the signature must be written using a fine point pentel pen so that this can be clearly seen.

Incidentally, as the SC Management Information System Office has the official email addresses of the judges, except for those who were recently promoted or newly-appointed, the OCA will just use the available data to speed-up the processing of their IDs. Still, the required signatures of the judges should be submitted as required, but the OAS-OCA will determine in advance which ones on file are sufficient for printing.

The above data should be submitted to the following email addresses within five (5) calendar days from issuance of this circular:

¹ Sec. 3. (l) of R.A. 10173 *Sensitive personal information* refers to personal information:

- 1) Individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
- 2) About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
- 3) Those issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- 4) Those specifically established by an executive order or an act of Congress to be kept classified.

	Email Addresses
RTC (Manila, Makati City, Quezon City, Pasig City, Mandaluyong City, Malabon, Marikina City)	rtcncjr.personnel.oas.oca@judiciary.gov.ph
RTC (Caloocan, Pasay, Las Piñas, Muntinlupa, Navotas, Parañaque, Taguig, and Valenzuela) and all Family Courts in the NCJR	rtcncjr.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 1	rtc1.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 2	rtc2.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 3	rtc3.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 4	fdmarasigan.sc@judiciary.gov.ph
RTC and FC, Region 5	rtc5.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 6	rtc6.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 7	rtc7.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 8	rtc8.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 9	rtc9.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 10	rtc10.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 11	rtc11.personnel.oas.oca@judiciary.gov.ph
RTC and FC, Region 12	rtc12.personnel.oas.oca@judiciary.gov.ph
MeTC, MCTC Regions 11 and 12	mgquintero.sc@judiciary.gov.ph
MTCC	mtcc.oas.oca@judiciary.gov.ph
MTC	mtc.oas.oca@judiciary.gov.ph
MCTC Regions 1-7	mctc.reg1-7.oas.oca@judiciary.gov.ph
MCTC Regions 8-10, SDC, SCC	hjandro.sc@judiciary.gov.ph
HOJ Maintenance Section, Regions 6 to 12 and NCJR	hoj6-12.ncjr.personnel.oas.oca@judiciary.gov.ph
HOJ Maintenance Section, Regions 1 to 5	hoj1-5.personnel.oas.oca@judiciary.gov.ph

For strict compliance.

09 February 2023



RAUL B. VILLANUEVA
Court Administrator