



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

OCA CIRCULAR No. 221-2023

TO : ALL CONCERNED EXECUTIVE JUDGES / PRESIDING JUDGES OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : IDENTIFYING THE REPAIR REQUIREMENTS OF THE HALLS OF JUSTICE

In line with the duty of the Executive Judges/Presiding Judges under A.M. No. 03-8-02-SC (Re: Guidelines on the Selection and Appointment of Executive Judges and Defining their Powers, Prerogatives and Duties) to determine the problems relating to the conditions and maintenance of the Halls of Justice,¹ among others, and to enable the Office of the Court Administrator (OCA) to properly formulate its plans necessary to address the same to efficiently hasten addressing various serious concerns about Halls of Justices and court houses nationwide in line with the objectives of the Supreme Court's Strategic Plan for Judicial Innovation 2022-2027, including the allotment of the required funding for such projects, the following instructions relative to the foregoing subject matter are herein laid down for the guidance of all concerned:

I. On Halls of Justice Requiring Repairs

- a. The Halls of Justice covered under this circular are those identified under Section 1, Part I, of A.M. No. 03-8-02-SC (Re: Guidelines on the Selection and Appointment of Executive Judges and Defining their Powers, Prerogatives and Duties) particularly "all HOJ constructed and completed, repaired or rehabilitated under the Justice System Infrastructure Program (JUSIP), all courthouses or portions of buildings maintained by the CHOJ (now the Office on Halls of Justice, OCA), and all courthouses donated by the local government units to the COURT."
- b. The Executive Judges/Presiding Judges of said Halls of Justice (HOJs) shall request the assistance of the Office of the City/Municipal Engineer of the local government unit in their respective stations, or the District

¹ SEC. 17. Halls of Justice and Courthouses. - The Executive Judge shall determine if: (a) The Halls of Justice and courthouses are provided with adequate court facilities; and b) The problems relating to their condition and maintenance, as well as of the janitorial and security services therein are attended to. The Executive Judge shall inform the Committee on the Halls of Justice, Supreme Court of the adequacy or inadequacy of the court facilities and the problems in the Halls of Justice and courthouses constructed and completed, repaired, or rehabilitated under the Justice System Infrastructure Program (JUSIP), as well as in court buildings donated by local government units to the Supreme Court. The local government officials concerned shall be apprised of the problems concerning the courthouses belonging to local government units.

Engineering Office of the Department of Public Works and Highways therein, for the preparation of a technical report on the needed repair or renovation work in their courts or HOJs which should include the following duly signed documents:

1. Scope of Works and Specifications
 2. Plans and Drawings
 3. Bill of Quantities
 4. Detailed Unit Price Analysis
 5. Actual Photographs
 6. Implementation Schedule
- c. Upon completion thereof, the technical report shall be submitted to the Office on Halls of Justice (OHJ), OCA, within thirty (30) working days from issuance of this circular, in both printed and electronic copies, to the following addresses:

Hard copies shall be sent to:

Office on Halls of Justice
7th Floor Centennial Building
Supreme Court
Padre Faura St., Ermita, Manila

Electronic copies shall be sent to:

ocaohj.sc@judiciary.gov.ph

- d. The submitted report shall be reviewed and evaluated by the OHJ, OCA, to determine whether the information and submitted documents are complete. If necessary, an ocular inspection of the Halls of Justice may be conducted by the Technical Service Division of the OHJ, OCA in order to verify the data and information contained in the report. Thereafter, the required procurement documents, for those with complete reports, shall be prepared prior to the request for funding and submission of the required Purchase Request with the concerned offices of the Supreme Court.

Upon issuance of the Certificate of Availability of Funds and the approval of the Purchase Request, the proposed repair project shall be indorsed, on a “first-come, first-served basis”, either to the Property Division, OAS, SC or the Bids and Awards Committee for the Halls of Justice, depending on the Approved Budget for the Contract, for the conduct of the procurement of works contractor pursuant to the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

Once the contract for the repair project has been awarded, a pre-construction coordination meeting with the contractor and beneficiary

court shall be immediately scheduled and conducted in order that preparations needed to be undertaken shall be discussed prior to implementation of the repair or renovation project.

II. Compliance with Batas Pambansa Bilang 344 (Accessibility Law)

The Executive Judges/Presiding Judges of said Halls of Justice shall also request the assistance of the Office of the City/Municipal Engineer of the local government unit in their respective stations, or the District Engineering Office of the Department of Public Works and Highways therein, for the preparation of a separate technical report on the compliance with the Amended Implementing Rules and Regulations of Batas Pambansa Bilang 344, particularly on the requirement of “ramps” for the ingress and egress of Persons With Disabilities (PWDs) to and from the Hall of Justice as specified in Item C.2. of Appendix A thereof.

The technical report should include an evaluation of the existing features and facilities designed for PWDs in the Hall of Justice as well as recommendations in order to meet the minimum requirements enunciated in Batas Pambansa Bilang 344.

For queries and clarifications, please call the Office on Halls of Justice, OCA, at 02-85529594 or send an electronic mail to the appropriate electronic mail address given above.

For the guidance and compliance of all concerned.

19 June 2023


RAUL B. VILLANUEVA
Court Administrator