



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

OCA CIRCULAR NO. 252-2023

TO: ALL JUDGES AND COURT PERSONNEL

SUBJECT: USE OF COURIER SERVICE IN THE SUBMISSION OF APPLICATIONS AND DOCUMENTS FOR APPOINTMENT IN THE LOWER COURTS

In order to expedite and streamline the processing of appointments of lower court personnel, all applications, together with the complete documentary requirements to be filed or submitted to the Office of Administrative Services, Office of the Court Administrator (OAS-OCA), may be filed or submitted using accredited courier services.

In relation thereto, for easy reference, the following are the Courier Service Providers which were accredited pursuant to A.O. No. 242-A-2020, otherwise known as the "*Guidelines on the Accreditation of Courier Service Providers*":

- 1) **Entrego Express Corporation (Entrego Express)** (Valid from 21 November 2022 to 20 November 2023)¹;
- 2) **JRS Business Corporation** (Valid from 10 January 2023 to 09 January 2024)²;
- 3) **LBC Express, Inc.** (Valid from 01 February 2023 to 31 January 2024)³;
- 4) **Fastrak Services, Inc.** (Valid from 06 March 2023 to 5 March 2024)⁴; and

¹ Per OCA Circular No. 42-2023 (Accreditation Of Courier Service Providers Per Administrative Order No. 242-A-2020 (Guidelines On The Accreditation Of Courier Service Providers))

² Id.

³ Per OCA Circular No. 54-2023 (Accreditation of LBC Express, Inc. as a Courier Service Provider nationwide for a period of one (1) year, from 1 February 2023 to 31 January 2024)

⁴ Per OCA Circular No. 116-2023 (Accreditation of Fastrak Services, Inc. as a Courier Service Provider for a period of one (1) year, from 6 March 2023 to 5 March 2024), the said courier service provider is allowed to transact business only within the **National Capital Region (NCR), Cordillera Administrative Region (CAR), Region I, Region II, Region III, Region IV-A, Region V, Region VII and Region XI, which extends to its main office in Parañaque City and to its lone branch in Cebu City**, and does not extend to any other branch, whether located in the same place or elsewhere, and to any geographical area of operation except to what has been mentioned therein.

5) **Wall Street Courier Services, Inc. (Ninja Van)** (Valid from 08 June 2023 to 07 June 2024)⁵.

For the information and guidance of all concerned.

07 July 2023



RAUL B. VILLANUEVA
Court Administrator

⁵ Per OCA Circular No. 218-2023 (Nationwide Coverage of the Reaccreditation of Wall Street Courier Services, Inc. [Doing Business as NINJA VAN] for a period of one (1) year, from 8 June 2023 to 7 June 2024)