



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

OCA CIRCULAR NO. 264-2023

TO : THE CONCERNED FIRST LEVEL COURT EXECUTIVE JUDGES AND PRESIDING JUDGES

SUBJECT : DESIGNATION OF ONE (1) FIRST LEVEL COURT JUDGE WITH TWO (2) COURT STAFF, AND ONE (1) PROSECUTOR WHO WILL BE ON DUTY AT THEIR RESPECTIVE COURT STATIONS DURING THE 2023 BAR EXAMINATIONS

Relative to the request of the Office of the Bar Confidant (OBC) to ensure public order and prompt judicial action during the 2023 Bar Examination, the Executive Judges of the first level court stations of the following cities where Local Testing Centers are located:

<p><u>National Capital Region</u></p> <ol style="list-style-type: none"><li>1. City of Manila</li><li>2. Muntinlupa City</li><li>3. Quezon City</li><li>4. Pasay City</li><li>5. Taguig City</li></ol>	<p><u>Visayas</u></p> <ol style="list-style-type: none"><li>1. Cebu City</li><li>2. Tacloban City, Leyte</li></ol>
<p><u>Luzon</u></p> <ol style="list-style-type: none"><li>1. Baguio City</li><li>2. Tuguegarao City</li><li>3. Naga City, Camarines Sur</li></ol>	<p><u>Mindanao</u></p> <ol style="list-style-type: none"><li>1. Davao City</li><li>2. Cagayan de Oro City</li></ol>

are hereby **DIRECTED** to (a) designate, by raffle, **first level court judges** in their respective stations, accompanied by **two (2) court staff**, who will be on duty during the 2023 Bar Examination days (17, 20, and 24 September 2023) from 8:00 a.m. to 6:00 p.m.; and (b) also be on duty during the said Bar Examination days. Likewise, the concerned Executive Judges are **DIRECTED** to coordinate with the Office of the City Prosecutor in their respective areas for the designation of **one (1) public prosecutor** who will also be on duty during the said Bar Examination days.

To facilitate coordination and early processing of Bar allowances, the Executive Judges are **REQUIRED** to accomplish the attached Form (Annex "A") containing the needed information and send the PDF file to

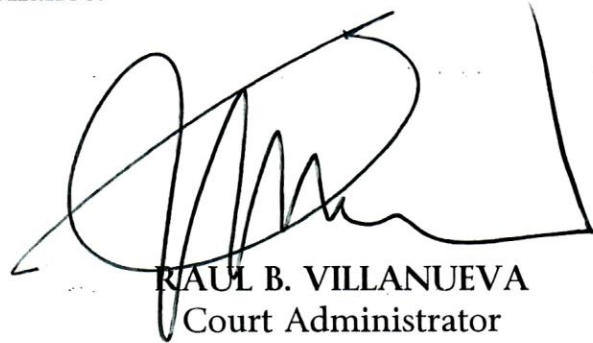
*Re: Duty on 2023 Bar Examinations*

2023barpersonnel.sc@judiciary.gov.ph and at barpersonnel2023@gmail.com on or before **04 August 2023**. For ease of documentation, kindly copy furnished Atty. Margarita Louise M. Galon, Personnel Head of the 2023 Office of the Bar Chair, at mlmgalon.sc@judiciary.gov.ph.

For any queries or concerns, Engr. Emiliano Anthony Kenneth Z. Lejano III of the OBC may be reached at barpersonnel2023@gmail.com or 09663191099.

For information and strict compliance.

28 July 2023



RAUL B. VILLANUEVA  
Court Administrator

## ANNEX A

<b>City/Municipality</b>	
<b>Executive Judge</b>	
<b>Contact Number</b>	

The following Judges, Court Staff, and Prosecutors are assigned to be present at the Hall of Justice on two (2) Bar Sundays and one (1) Bar Wednesday from 8:00 A.M. to 6:00 P.M. to attend to any person duly arrested for unruly behavior that may amount to a crime or an act of contempt of Court.

	September 17 (Sunday)	September 20 (Wednesday)	September 24 (Sunday)
Name of Judge On-Duty			
Contact Number			
Court Station			
LandBank Account Number			
Name of Court Staff (1)			
Contact Number			
Position			
LandBank Account Number			
Name of Court Staff (2)			
Contact Number			
Position			
LandBank Account Number			
Name of Prosecutor			
Contact Number			
LandBank Account Number			

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*Signature of Executive Judge*