



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

**OCA CIRCULAR NO. 266-2023**

**TO : ALL JUDGES OF THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT : REITERATION OF OCA CIRCULAR NO. 163-2013 (ISSUANCE OF MITTIMUS/COMMITMENT ORDER AND TRANSFER OF DETAINEES/ PRISONERS FROM ONE DETENTION/PENAL FACILITY TO ANOTHER FOR PURPOSES OF TESTIFYING AT THE HEARING OR TRIAL OF AN ACTION) DATED 6 DECEMBER 2013**

Pursuant to the Resolution of the Court *en banc* dated 25 April 2023 in A.M. No. 19-06-136-RTC (*Re: Request to Transfer/Transport the National Prisoners or Persons Deprived of Liberty in the Bureau of Jail Management and Penology, Regional Office XII, to the Davao Prison and Penal Farm, Panabo City, Davao del Norte, instead of the San Ramon Prison and Penal Farm, Zamboanga del Sur*) and A.M. No. 13-11-07-SC (*Re: Circular Reiterating Relevant Portions of Existing Circulars or Administrative Issuance Regarding the Issuance of Mittimuses or Commitment Orders in the Transfer of Detainees/Prisoners*), the provisions of OCA Circular No. 163-2013 dated 6 December 2013<sup>1</sup> are reproduced and reiterated hereunder, particularly on the penal institutions where national prisoners may be remitted or transferred to, thus:

II. In order to decongest provincial, city and municipal jails and to effect better control and supervision over national prisoners, ALL TRIAL COURT JUDGES concerned ARE HEREBY DIRECTED to ISSUE the corresponding MITTIMUSES or COMMITMENT ORDERS of NATIONAL PRISONERS IMMEDIATELY AFTER THEIR CONVICTION, WHETHER OR NOT A MOTION FOR RECONSIDERATION OR APPEAL HAS BEEN FILED, so that they may be remitted or transferred to the New Bilibid Prison in Muntinlupa City, Metro Manila.<sup>2</sup>

III. National prisoners may likewise be committed to the other national penal institutions, namely:

**Davao Prison and Penal Farm at Panabo, Davao del Norte** (for national prisoners in Regions X and XI)

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<sup>1</sup>Circularized A.M. No. 13-11-07-SC (*Re: Circular Reiterating Relevant Portions of Existing Circulars or Administrative Issuance Regarding the Issuance of Mittimuses or Commitment Orders in the Transfer of Detainees/Prisoners*)

<sup>2</sup>OCA Circular No. 4-92-A dated 20 April 1992, citing P.D. 29

**San Ramon Prison and Penal Farm** at Zamboanga City, Zamboanga del Sur (for national prisoners in Regions IX and XII)

**Leyte Regional Prison** at Abuyog, Leyte (for national prisoners in Region VIII)

**Iwahig Prison and Penal Farm** at Puerto Princesa City, Palawan (for national prisoners in Palawan and Puerto Princesa City)

**Sablayan Prison and Penal Farm** at Sablayan, Mindoro Occidental (for national prisoners in Mindoro Oriental and Mindoro Occidental)

**Correctional Institution for Women** at Mandaluyong City, Metro Manila (for female national prisoners).”

Incidentally, per the Resolution dated 15 July 2019 in A.M. No. 19-06-136-RTC of the Court’s Third Division and in the aforementioned 25 April 2023 Resolution of the Court *en banc*, the Province of North Cotabato was included with Regions X and XI under the Davao Prison and Penal Farm at Panabo City, Davao del Norte. Further, pursuant to OCA Circular No. 95-2014 dated 23 July 2014, Region VII was added with Region VIII under the Leyte Regional Prison at Abuyog, Leyte.

Finally, all trial court judges are reminded the following pertinent portion of OCA Circular No. 163-2013, as reiterated in the 25 April 2023 Resolution of the Court *en banc*, on the exercise of sound judicial discretion:

“Accordingly, the judges concerned may, in the exercise of sound discretion, favorably act on the manifestations of prosecutors for direct commitment of national prisoners to these penal institutions.<sup>3</sup>”

For the guidance and compliance of all concerned

28 July 2023



**RAUL B. VILLANUEVA**  
Court Administrator

<sup>3</sup> OCA Circular No. 63-97 dated 6 October 1997