



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

**OCA CIRCULAR NO. 267-2023**

**TO : ALL FIRST AND SECOND LEVEL COURTS**

**SUBJECT : CHANGE IN THE REPRESENTATIVE NAMED IN OCA CIRCULAR NO. 46-2021 DATED 25 MARCH 2021 RELATIVE TO THE REQUEST FOR ASSISTANCE OF THE BUREAU OF CORRECTIONS IN THE VERIFICATION OF AUTHENTICITY OF COURT DOCUMENTS RELATED TO THE RELEASE FROM IMPRISONMENT OF PERSONS DEPRIVED OF LIBERTY WHO HAVE COMPLETELY SERVED THEIR SENTENCES**

For the information and guidance of all concerned, General Gregorio Pio P. Catapang, Jr., AFP (Ret) CESE, Director General, Bureau of Corrections (BuCor), in his letter dated 31 May 2023, informed the Office of the Court Administrator (OCA) that Mr. Darwin Gaspay, Corrections Officer II, the BuCor officer named in OCA Circular No. 46-2021 dated 25 March 2021, no longer has access to documents related to Persons Deprived of Liberty (PDLs) as he was already assigned to a different office. Director General Catapang, Jr. further requested that the incumbent Chief of the PDL Documents and Processing Division, BuCor, **Chief Inspector Catherine D. Capanang**, and her authorized representative, **CTO1 Joshua D. Turallo**, Correction Technical Officer I, be **DESIGNATED** as the "recipient and verifier" *vice* CO2 Darwin Gaspay. In view thereof, all first and second level courts are **ENJOINED** to render assistance to Chief Inspector Capanang and CTO1 Turallo, in lieu of CO2 Gaspay, in verifying the authenticity of court documents related to the release from imprisonment of PDLs.

All court officials and personnel are again **REMINDED** of the confidential nature of court records and proceedings, and to release only information and court documents that are allowed by existing laws, rules of procedure, guidelines and other administrative issuances.

02 August 2023

  
**RAUL B. VILLANUEVA**  
Court Administrator