



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

OCA CIRCULAR NO. 288-2023

TO : ALL FIRST AND SECOND LEVEL COURTS

SUBJECT : GUIDELINES IN THE VERIFICATION OF SIGNATURES AND INITIALS OF JUDGES ON DECIDED CASES, SPECIFICALLY ON THE REQUEST OF THE DEPARTMENT OF FOREIGN AFFAIRS (DFA) FOR VERIFICATION OF THE SIGNATURE OR INITIALS OF THE JUDGE ON DECISIONS OR RESOLUTIONS IN CASES INVOLVING DECLARATION OF NULLITY OF MARRIAGE

For the **information and guidance** of all first and second level courts, the herein guidelines are established to ensure the accurate verification of signatures and initials of Judges on decisions or resolutions of cases, especially on cases involving declaration of nullity of marriage. Thus, whenever the DFA or any government agency or instrumentality requests a court branch or office for the verification of the Judge's signature or initials as reflected in a resolution or decision of a case, particularly on a case involving declaration of nullity of marriage, the following steps should be undertaken:

**Guidelines in the Verification of Signatures and Initials
of Judges on Decided Cases**

1. The clerk of court/branch clerk of court/officer-in-charge, upon receiving a verification request from the DFA, shall provide an authenticated copy of the subject resolution or decision. This authenticated copy must bear the signature and initials of the presiding Judge, confirming that he/she penned the decision.
2. The authentication of the copy shall be carried out following the established procedures for document authentication, such as applying the official court seal or stamp, or other authorized markings to certify the document's authenticity.
3. The clerk of court/branch clerk of court/officer-in-charge must ensure that the copy is accurate, complete, and representative of the original decision or resolution. Any alteration, tampering, or manipulation of the content is strictly prohibited.

4. All parties involved in the verification process must handle confidential information in compliance with relevant laws and regulations.

For guidance and strict observance of all concerned.

17 August 2023



RAUL B. VILLANUEVA
Court Administrator