



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

**OCA CIRCULAR NO. 333-2023**

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

**SUBJECT: INSTRUCTION TO INCLUDE THE DATE OF DETENTION IN THE COMMITMENT ORDER AND THE DATE OF RELEASE ON THE COVER OF EACH CASE RECORD**

One of the key activity in the Jail Decongestion Program is the reinforcement of sector and agency-based monitoring mechanisms for the release of Persons Deprived of Liberty (PDLs). Thus, efforts from the concerned government agencies are required to implement such key activity.

In order to aid in the decongestion of detention facilities and in order to monitor the date of commitment and release of a PDL, all Judges and Clerks of Court of the First and Second Level Courts are hereby **DIRECTED** to include the following details in the Commitment Order:

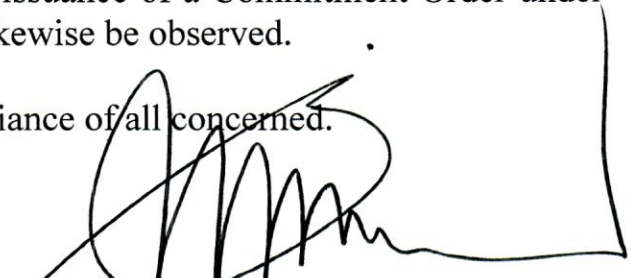
- (1) date and place of the present detention facility for PDLs who are previously arrested or detained prior to the filing of *Information*; and
- (2) directive to the jail warden of the Bureau of Jail Management and Penology to inform the court of the date of release of a PDL.

Further, to facilitate the monitoring of the status of detention of all PDLs, the Clerks of Court of the First and Second Level Courts are hereby **INSTRUCTED** to include the date of detention and/or commitment and the date of release of a PDL on the cover of each case record.

Lastly, the guideposts on the issuance of a Commitment Order under OCA Circular No. 283-2023 shall likewise be observed.

For guidance and strict compliance of all concerned.

22 September 2023



**RAUL B. VILLANUEVA**  
Court Administrator