



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

OCA CIRCULAR NO. 342-2023

TO : ALL JUDGES OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : REMINDER ON THE PROPER CONDUCT OF VIDEOCONFERENCING WITH RESPECT TO REMOTE APPEARANCE FROM ABROAD

In view of the letter dated 31 August 2023 of Atty. Roussel R. Reyes, Officer-in-Charge, Office of the Treaties and Legal Affairs, Department of Foreign Affairs, informing the Office of the Court Administrator (OCA) that a number of witnesses from abroad appeared before a Philippine Embassy or Consulate and used videoconferencing, allegedly without a court order and/or an approved appointment with the embassy or consulate, all concerned are **REMINDED** to strictly observe OCA Circular No. 133-2021¹, as amended by OCA Circular No. 133A-2021² in relation to A.M. No. 20-12-01-SC³, and OCA Circular No. 144-2023 dated 30 March 2023⁴, such that videoconferencing from abroad can only be done when the following conditions have been satisfied:

1. that the concerned embassy or consulate of the Philippines has allowed the use of its facilities for videoconferencing⁵, and that there must always be proper coordination with the concerned embassy or consulate, at the expense of the moving party;

¹ *Re: Guidelines on the Conduct of Videoconferencing with Respect to the Remote Appearance from Abroad* dated 3 November 2021.

² *Ibid.* dated 7 December 2021.

³ *Re: Proposed Guidelines on the Conduct of Videoconferencing* dated 9 December 2020. see also: OCA Circular No. 144-2023 dated 30 March 2023 (Reminder on the Conduct of Videoconferencing with Respect to Remote Appearance From Abroad).

⁴ Reminder on the Conduct of Videoconferencing with Respect to Remote Appearance from Abroad

⁵ Item IV (3), *ibid.*

2. should the court grant the motion for videoconferencing, it shall also furnish the concerned Philippine Embassy or Consulate, by the fastest means available, with a copy of the said order⁶;
3. the VCH must be scheduled during the working hours of the Philippine courts; and
4. in the conduct of the said VCH, priority in the calendars must be given by the judges to those cases where the witnesses/parties will remotely appear from abroad.

For strict compliance.

04 October 2023



RAUL B. VILLANUEVA
Court Administrator

⁶ Item IV (4), *ibid.*