



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

OCA CIRCULAR NO. 02-2024

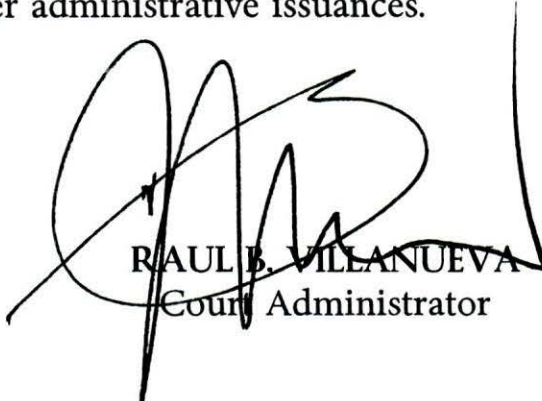
TO : ALL FIRST AND SECOND LEVEL COURTS

SUBJECT: CHANGE IN THE REPRESENTATIVE NAMED IN OCA CIRCULAR NO. 267-2023 DATED 02 AUGUST 2023 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

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 07 December 2023, informed the Office of the Court Administrator (OCA) that Chief Inspector Catherine D. Capanang, one of the BuCor officers named in OCA Circular No. 267-2023 dated 02 August 2023, no longer has access to documents related to Persons Deprived of Liberty (PDLs) as she had been relieved as Chief of the PDL Documents and Processing Division. Hence, Director General Catapang, Jr. requested that in addition to CTO1 Joshua D. Turallo, Correction Technical Officer I, CO1 Cionible W. Bagni, Correction Officer I, and CO1 Febie L. Addongan, Correction Officer I, be **DESIGNATED** as "recipients and verifiers" *vice* Chief Inspector Capanang. In view thereof, all first and second level courts are **ENJOINED** to render assistance to CTO1 Turallo, CO1 Bagni, and CO1 Addongan 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.

03 January 2024


RAUL B. VILLANUEVA
Court Administrator