



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

**OCA CIRCULAR NO. 343 - 2023-A**

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

**SUBJECT : FURNISHING THE NATIONAL BUREAU OF INVESTIGATION WITH COPIES OF WARRANTS OF ARREST**

In view of the recent reports that there are courts which omit the National Bureau of Investigation (NBI) from its list of individuals and government agencies that are to be furnished with copies of warrants of arrest, and considering the NBI's core mandate as a national clearing house of criminal records,<sup>1</sup> all concerned judges are hereby **DIRECTED** to ensure that the NBI be **INCLUDED** in their respective courts' enumeration of recipients of warrants of arrest, and thus, be **FURNISHED** with the same and the subsequent orders relative thereto, through the following:

- 1) via postal mail at *General Services Division, National Bureau of Investigation, 1257 Vtech Tower Cor. Maria Clara St., Araneta Avenue, Quezon City; or*
- 2) via electronic mail at *gsdwarrantsection@nbi.gov.ph*

For strict compliance.

8 November 2023

**JENNY LIND R. ALDECOA-DELORINO**  
Deputy Court Administrator and Officer-in-Charge  
Office of the Court Administrator  
(per Memorandum Order No. 132-2023 dated 3 November 2023)

<sup>1</sup> Section 4(c) of RA 10867 (*An Act Reorganizing and Modernizing the National Bureau of Investigation (NBI), and Providing Funds Therefor*), approved 23 June 2016