



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

OCA CIRCULAR NO. 353-2023

TO : ALL EXECUTIVE JUDGES AND CLERKS OF COURT OF MULTIPLE SALA REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS AND MUNICIPAL CIRCUIT TRIAL COURTS; AND PRESIDING JUDGES AND CLERKS OF COURT OF SINGLE SALA REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS AND MUNICIPAL CIRCUIT TRIAL COURTS

SUBJECT : DUTY ON ELECTION DAY, 30 OCTOBER 2023

In the interest of the efficient administration of justice and to ensure the speedy disposition of election-related cases that may be committed during the Barangay and Sangguniang Kabataan elections, you are hereby **DIRECTED** to report to your respective courts on 30 October 2023 to act on all election matters within your jurisdiction and to resolve the same with utmost caution and dispatch.

If the Executive Judge of a multiple sala station would not be able to report for duty, he or she may designate the Vice-Executive Judge or any of the Judges in the station.

Also, in case a single sala Regional Trial Court (RTC) is vacant, or the Presiding/Acting Presiding Judge would not be able to report for duty, any urgent election matter shall be referred for appropriate action by the Clerk of Court to the Executive Judge of the pairing multiple branch RTC or pairing single branch RTC. The determination of the pairing courts shall be in accordance with Annex "A" of A.M. No. 03-8-02-SC

dated 27 January 2004 (*Guidelines on the Selection and Appointment of Executive Judges and Defining their Powers, Prerogatives and Duties*), as amended, in a Resolution dated 9 February 2021.

In the event that a single sala Metropolitan Trial Court, Municipal Trial Courts in Cities, Municipal Trial Court and Municipal Circuit Trial Court is vacant, or the Presiding/Acting Presiding Judge would not be able to report for duty, any urgent election matter shall be referred to the Presiding Judge of the nearest first level single sala court or the Executive Judge of the nearest first level multiple sala court, whichever is nearest.

The Clerk of Court in the Office of the Clerk of Court shall maintain a skeleton work force in the office to attend to the collection of court fees and to receive cash bonds or any other bonds that may be posted for election offenses.

For Presiding/Acting Presiding Judges who will be on duty, they can be assisted by two (2) court staff to serve as their skeleton workforce.

For strict compliance.

18 October 2023



RAUL B. VILLANUEVA
Court Administrator