



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

OCA CIRCULAR NO. 366-2023

**TO : ALL JUDGES AND BRANCH CLERKS OF COURT
/OFFICERS-IN-CHARGE OF THE FIRST AND
SECOND LEVEL COURTS**

SUBJECT : MANAGEMENT OF THE CALENDAR OF CASES


During the meeting of the *Ad Hoc Technical Working Group between the Offices of the Supreme Court, Department of Justice and the Ombudsman*, one of the topics discussed was the practice of several courts in scheduling numerous cases in their calendar, but majority of these cases end up not being heard and are reset to another day. Thus, this frustrates the concerned litigants, who naturally expect that once their respective cases are scheduled for hearing, this shall be heard without unreasonable delays.

It must be noted that the branch clerks of court are dutybound to ensure that the court calendar is effectively managed. On the other hand, the judges are expected to devise a system in their respective courts so that no disorderliness can affect the flow of cases and their speedy disposition.¹

Along this line, all concerned are **REMINDED** to not simply include cases in their court calendar and later be reset for lack of material time. This gives a false impression of speedy disposition of cases while resulting in more delays, if not miscarriage of justice.² As such, all concerned are expected to ensure that all the cases in their respective court calendars are called and heard as scheduled.

For strict compliance of all concerned.

3 November 2023



RAUL B. VILLANUEVA
Court Administrator

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¹ A.M. No. 93-2-1001-RTC (Re: Report on the Judicial Audit Conducted in the Regional Trial Court Branches 61, 134 and 147, Makati, Metro Manila), 318 PHIL. REP. 5 (1995).

² Rolando Agulto v. William Z. Tecson, 512 PHIL. REP. 760 (2005).