



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

**OCA CIRCULAR NO. 20-2024**

TO : **ALL EXECUTIVE JUDGES OF THE REGIONAL TRIAL COURTS AND JUDGES OF SINGLE-SALA REGIONAL TRIAL COURTS AND SHARI'AH DISTRICT COURTS**

SUBJECT : **PUBLISHERS' LEGAL DEPOSITS TO THE NATIONAL LIBRARY OF THE PHILIPPINES**

Pursuant to Presidential Decree No. 812, otherwise known as the "Decree on Legal and Cultural Deposit," publishers are mandated to furnish, free of charge and in the same finish as the best copies of their publications are produced, two copies thereof to the National Library of the Philippines (NLP) within one (1) month from the date the same is first delivered out of the press.<sup>1</sup>

Relative thereto, and considering that not all national/regional newspaper or periodical publishers nationwide, which are authorized or accredited to publish judicial and legal notices, deposit their publications to the NLP,<sup>2</sup> all Executive Judges of the Regional Trial Courts (RTCs), as well as Judges of single-sala RTCs and Shari'ah District Courts, are directed to **REQUIRE** the said publishers, once they are accredited to publish judicial and legal notices, to furnish the NLP with copies of their publications within the period and in the manner set forth in P.D. No. 812.

Furthermore, the concerned Executive Judges of the RTCs and Judges of single-sala RTCs and Shari'ah District Courts are directed to **SUBMIT** a list of their accredited publishers (as of 31 December 2023) not later than **15 February 2024** via MS Forms, which can be accessed through the link or QR code below:

<https://forms.office.com/r/A1NVD92rrF>



<sup>1</sup> Section 2 (a), P.D. No. 812, 18 October 1975.

<sup>2</sup> Report of the National Library of the Philippines to the Office of the Court Administrator dated 12 January 2024.

The subject list should include the publishers' period of accreditation, contact person, contact number, and email address.

For strict compliance.

18 January 2024

A handwritten signature in black ink, appearing to read 'Raul B. Villanueva', with a large, sweeping initial 'R' and a vertical line at the end.

**RAUL B. VILLANUEVA**  
Court Administrator