



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

OCA CIRCULAR NO. 43-2024

TO : ALL CONCERNED EXECUTIVE JUDGES, DESIGNATED ACTING PRESIDING JUDGES, DESIGNATED ASSISTING JUDGES, AND PAIRING JUDGES OF VACANT COURTS

SUBJECT: MANIFESTATION OF ASSUMPTION TO DUTY AS ACTING PRESIDING JUDGE, ASSISTING JUDGE, OR PAIRING JUDGE OF A VACANT COURT

In the interest of the efficient administration of justice, and to ensure the speedy disposition of cases in the trial courts, there is a need to ascertain and monitor the assumption to duty of judges who are (a) designated as acting presiding judge or assisting judge or (b) the pairing judge of a vacant court¹.

In view thereof, all concerned judges are hereby **DIRECTED** to submit to the Office of the Court Administrator (OCA), through the Court Management Office (CMO), a **MANIFESTATION** certifying the actual date of their assumption to duty as acting presiding judge of a vacant court, assisting judge, or pairing judge, within three (3) calendar days from the date of receipt of the designation order, for acting presiding judge or assisting judge, or after the temporary or prolonged vacancy in the pairing court.

All concerned Executive Judges are likewise **DIRECTED** to ensure and monitor the assumption to duty of the acting presiding judges, assisting judges, and pairing judges in their respective areas of administrative supervision and to **REPORT** to the OCA, through the CMO, any failure by the said judges to assume to duty within three (3) calendar days from the knowledge thereof.

For strict compliance of all concerned.

16 February 2024

RAUL B. VILLANUEVA
Court Administrator

¹ Duty as acting judge of the vacant pairing court is provided in Circular No. 19-98 dated 18 February 1998 and reiterated in OCA Circular No. 06-2020 dated 20 January 2020