



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

OCA CIRCULAR No. 56-2024

FOR: ALL 1ST AND 2ND LEVEL COURT JUDGES, CLERKS OF COURT AND BRANCH CLERKS OF COURT IN DAGUPAN CITY

SUBJECT: ATTENDANCE AND PARTICIPATION IN THE PREPARATORY ACTIVITIES FOR THE ESTABLISHMENT OF THE DAGUPAN CITY JUSTICE ZONE ON MARCH 5-6, 2024

The Justice Sector Coordinating Council (JSCC), composed of the Supreme Court, the Department of Justice, and the Department of the Interior and Local Government, through its Technical Working Group on Processes and Capacity Building will conduct the following preparatory activities: (i) Orientation and Consultation Meeting; and (ii) Development Planning Workshop with the Dagupan City justice sector stakeholders to assess the viability of the City to be the next Justice Zone.

A “Justice Zone” is an area or a locality where the local justice sector agencies jointly identify common problems and solutions to address them. It aims to invigorate coordinative strategies among the institutions, ensure that complex institutional reforms are effectively linked and sequenced, and communicate such measures to the concerned justice sector stakeholders. As of February 2024, the JSCC has established and operationalized 12 justice zones in Quezon City, Cebu City, Davao City, Angeles City, Bacolod City, Calamba City, Naga City, Balanga City, Baguio City, Zamboanga City, Tagaytay City, and Puerto Princesa City.

In this regard, all Dagupan City judges, clerks of court, and branch clerks of court are enjoined to physically attend the following activities:

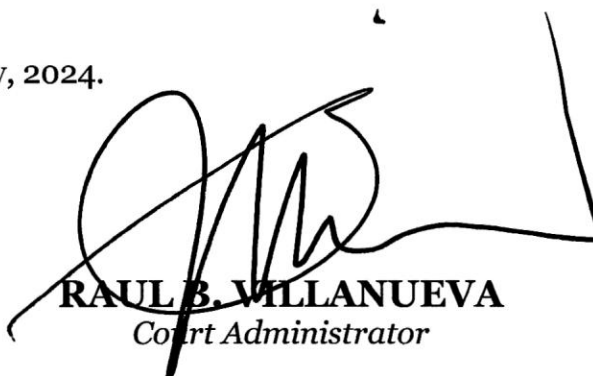
Activity	Date and Time	Venue
Orientation and Consultation Meeting on the Establishment of the Dagupan City Justice Zone	March 5, 2023 (Tuesday) 9:00 AM to 5:00 PM	CSI Stadia, Dagupan City, Pangasinan
Development Planning Workshop for Dagupan City Justice Zone	March 6, 2023 (Wednesday) 9:00 AM to 5:00 PM	

In addition, all first and second level courts of Dagupan City need to accomplish the attached pre-work documents—(i) Annex A: Resource Mapping Exercise; (ii) Annex B: Stakeholders Analysis; and (iii) Annex C: SWOT Analysis, and submit a consolidated response on or before March 1, 2024. This is for strict compliance of all concerned.

Attendance is mandatory and shall be on **OFFICIAL TIME**.

Submission of the accomplished pre-work documents, as discussed above, and any communication relating to this activity should be addressed to Ms. Florisa Norina L. Carada, *Planning Officer IV*, of the Program Management Office (PMO), 6/F Centennial Building, Supreme Court, Padre Faura Street corner Taft Avenue, Ermita, Manila through email: fnlcarada.sc@judiciary.gov.ph.

Issued this 28th day of February, 2024.



RAUL B. VILLANUEVA
Court Administrator

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ALL CONCERNED OFFICES

RESOURCE MAPPING EXERCISE

Institution/ Agency	Number	Offices, Stations, etc.	Date of Acquired Data
Barangay		Barangays	
		Functional Lupon ng Tagapamayapa	
Police		Police Stations	
	:	Ratio of Police to Population	
		Detention Facilities	
		PDLs in the Detention Facilities	
Office of the City Prosecutor		Prosecutors	
	:	Ratio of Prosecutors to Court	
		Preliminary Investigations	
		Inquest Proceedings	
Public Attorneys' Office		Public Attorneys	
		Ratio of Public Attorney to RTC	
		Ratio of Public Attorney to MTCC	
		Caseload	
Judiciary		Courts (RTCs)	
		Courts (MTCCs)	
		Appointed Judges	
		Acting Judges	
		Assisting Judges	
		Ordinary Criminal Cases (in RTCs)	
		Ordinary Criminal Cases (in MTCCs)	
		Drugs Cases (in RTCs)	
		Civil Cases (in MTCCs)	
BJMP		BJMP Detention Facilities	
		Male Capacity of Detention Facilities	
		Female Capacity of Detention Facilities	
		Male Current Population of Detention Facilities	
		Female Current Population of Detention Facilities	
		Male Personnel Count of Detention Facilities	
		Female Personnel Count of Detention Facilities	

Parole and Probation		Probation and Parole Office	
		Probation and Parole Officers	
		Volunteer Probation Assistants	
		Parolees	
		Pardonees	
		Probationers	

Stakeholders' Analysis

Beneficiaries <i>(Immediate/direct recipients of justice in relation to those implementing the process)</i> <i>ex. litigants</i>	Implementers <i>(Mandated by law to implement rules, regulations on administration of justice)</i> <i>ex. judges</i>	Collaborators <i>(Government agencies that don't have direct mandate but may be partners of the implementers for a more effective admin of justice)</i> <i>ex. LGU</i>	Supporters (NSA) <i>(Non-State actors that don't have direct mandate but may be partners of the implementers for a more effective admin of justice)</i> <i>ex. church</i>	Challengers <i>(Obstacles to admin of justice) ex. Corrupt parties</i>	Policy/ Decision Makers <i>(Mandated to craft rules and regulations; issue resolutions/ decisions/ judgments) ex. prosecutors</i>

S.W.O.T. ANALYSIS

STRENGTHS (what do you do well?; what unique resources can you draw on?; what do others' see as your strengths?)	1
	2
	3
	4
	5
WEAKNESSES (what could you improve on?; where do you have fewer resources than others?; what are the others likely to see as a weaknesses?)	1
	2
	3
	4
	5
OPPORTUNITIES (what external opportunities are open to you?)	1
	2
	3
	4
	5
THREATS (what external threats can harm your agency and/or the justice sector?)	1
	2
	3
	4
	5