



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

OCA CIRCULAR NO. 111-2022A

**TO : ALL CONCERNED EXECUTIVE JUDGES OF
MULTI-SALA REGIONAL TRIAL COURTS OR
JUDGES OF SINGLE-SALA REGIONAL TRIAL
COURTS**

**SUBJECT : SUBMISSION OF DATA REGARDING THE
REGISTER OF NOTARIES PUBLIC**

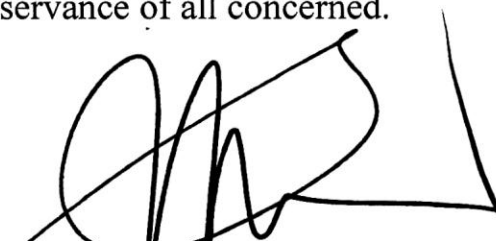
It has come to the attention of this Office that several Executive Judges, particularly those in National Capital Judicial Region, have been remiss in its compliance with previous circulars regarding the submission of register of notaries public.

Thus, in accordance with Section 12, Rule III of A.M. No. 02-8-13-SC dated 6 July 2004 (*2004 Rules on Notarial Practice*), and to unify the circulars regarding the submission of data regarding the register of notaries public, which are to be periodically submitted to the Office of the Court Administrator, this Office **REITERATES** its prior directive to **SUBMIT** within ten (10) days after each quarter, a scanned copy, including an editable softcopy, of the list of commissioned notaries public falling under your jurisdiction, using the attached template in *Microsoft Excel* format or equivalent (Annex "A") to **ocalegal.sc@judiciary.gov.ph**. Also attached is a sampled filled-out form (Annex "B") for your reference.

This circular amends OCA Circular No. 111-2022 dated 17 May 2022.

For information, guidance, and strict observance of all concerned.

25 March 2024


RAUL B. VILLANUEVA
Court Administrator 