

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

OCA CIRCULAR NO. <u>111-2022A</u>

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. 114-2022 dated 17 May 2022.

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

25 March 2024

AUL B. VILLANUEVA

Court Administrator



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

Register of Notaries Public

Reporting Period:	
Date of Report/Date Accomplished:	

Number	Court Type	Region	Province	Station	OCC or SS	Name of Petitioner	Date or Order of Appointment	Date Commissioned	Appointment Valid Until/ Expiry	Date of Resignation	Date of Death	Remarks/ Others
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Prepared by:	
Contact No.:	Executive Judge:



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Register of Notaries Public

Reporting Period:	
Date of Report/Date Accomplished:	

Number	Court Type	Region	Province	Station	OCC or SS	Name of Petitioner	Date or Order of Appointment	Date Commissioned	Appointment Valid Until/ Expiry	Date of Resignation	Date of Death	Remarks/ Others
1	RTC	7	Negros Occidental	Dumaguete	occ	de la Cruz, Juan	Dec. 18, 2023	Jan. 1, 2024	Dec. 31, 2025	N/A	N/A	N/A
2	RTC	7	Negros Occidental	Dumaguete	OCC	de Guzman, Juan	Dec. 19, 2023	Jan. 2, 2024	Dec. 31, 2025	Mar. 2, 2024	N/A	Resigned, personal reason
3	RTC	7	Negros Occidental	Dumaguete	OCC	del Rosario, Juan	Dec. 20, 2023	Jan. 3, 2024	Dec. 31, 2025	N/A	Mar. 19, 2024	N/A
4	RTC	7	Negros Occidental	Dumaguete	occ	Dela Cruz, Juan	Dec. 21, 2023	Jan. 4, 2024	Dec. 31, 2025	N/A	N/A	Disbarment - Feb 28, 2024
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