



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

OCA CIRCULAR NO. 131-2024

TO : ALL FIRST AND SECOND LEVEL COURTS

SUBJECT : CONDUCT OF JAIL VISITATION DURING THE FLEXIBLE WORK ARRANGEMENT

OCA Circular No. 93-2024 dated 4 April 2024 (*Flexible Work Arrangement Until 31 May 2024*) fixed the working hours or court operations from 7:30 a.m. to 4:00 p.m. on 5 April 2024 to 31 May 2024 due to dangerous heat indices experienced in recent days as reported by the Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA), which may be expected to persist for some time.

Persons Deprived of Liberty (PDLs) may also be negatively impacted by this extreme heat and weather conditions, more so as they are detained in crowded facilities. As such, and pursuant to the provisions of OCA Circular No. 01-2024 dated 03 January 2024 (*Further Amendments to Sections 1 to 6 of the New Guidelines on Jail Visitation and Inspection*), all concerned judges are **DIRECTED** to conduct jail visitation at least once within their respective jurisdictions on any day, **not later than 31 May 2024**, for the sole purpose of determining how PDLs are affected by this heat wave. This is in addition to the required regular quarterly jail visitation per OCA Circular No. 01-2024.

Within five (5) calendar days after the jail visit herein mandated, concerned judges shall **SUBMIT** to their respective Executive Judges the required Court Jail Visitation and Inspection Report in accordance with Section 2 of the aforesaid Guidelines. In turn, the Executive Judges/ Acting Executive Judges and Judges/ Acting Presiding Judges of single *sala* RTC Stations shall **SUBMIT** to the Court Management Office, OCA, their Consolidated Jail Visitation and Inspection Report, also within five (5) calendar days from receipt of the Court Jail Visitation and Inspection Report/s submitted to them pertaining to the jail visit directed under this OCA Circular.

For immediate compliance.

2 May 2024



RAUL B. VILLANUEVA
Court Administrator