

OCA CIRCULAR NO. 111-2011, August 08, 2011

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TO:

ALL CONCERNED JUDGES AND BRANCH CLERKS OF COURT

SUBJECT:

PILOT TESTING OF THE REVISED MONTHLY REPORT OF CASES FOR THE LOWER COURTS

WHEREAS, under OCA Memorandum Order No. 03-2011 dated 15 February 2011, a Reportorial Committee was created to study the numerous reports submitted by the lower courts;

WHEREAS, after review and evaluation, the Committee found a need to revise the Monthly Report of Cases submitted by the lower courts;

WHEREAS, the Committee observed that there are certain data or information (such as case types) included in the present monthly report forms which are not applicable to all lower courts;

WHEREAS, to simplify and limit the specific types of cases included in the present Monthly Report of Cases pursuant to Administrative Circular No. 4-2004 (Revised Form, Rules, Guidelines and Instruction in Accomplishing the Monthly Report of Cases) dated 4 February 2004, the Committee deemed it appropriate to revise the present form used by the first level courts and second level courts in single sala and multiple-sala stations, as well as special courts;

WHEREAS, the Revised Monthly Report of Cases submitted by the Committee in its Partial Report dated 15 June 2011 was approved for pilot testing by the Honorable Chief Justice Renato C. Corona on 5 July 2011;

WHEREAS, the Committee needs a functional tool to gather data on the different types of cases filed in court to aid the Office of the Court Administrator (OCA) to formulate policies geared towards efficient and effective court management;

WHEREAS, the following courts are hereby designated to pilot test the Revised Monthly Report Forms for the months of July and August 2011, to wit:

Regional Trial Courts

General Jurisdiction in Multiple-Sala Station

Branch 97, Quezon City

Hon. Bernelito R. Fernandez

Presiding Judge

Atty. Ihmie Michiko G. Presto

Clerk of Court

Branch 143, Makati City

Hon. Rommel O. Baybay

Acting Presiding Judge

Atty. Fides C. Victorio

Clerk of Court

Single-Sala Station

Branch 18, Tagaytay City

Hon. Emma S. Young

Acting Presiding Judge

Ms. Diana G. Ruiz

Officer-in-Charge

Family Courts

Branch 43, Manila

Hon. Roy G. Gironella Presiding Judge

Atty. Cielo Nicolas M. Gutierrez

Clerk of Court

Branch 131, Caloocan City

Hon. Ma. Teresa De Guzman-Alvarez

Presiding Judge

Atty. Fernando R. Amor

Clerk of Court

Drugs Court

Branch 71, Taguig City

Hon. Franco T. Falcon

Presiding Judge

Atty. Mario F. Bautista

Clerk of Court

Branch 200, Las Pinas City

Hon. Leopoldo E. Baraquia

Presiding Judge

Atty. Myrell G. Gargallo

Clerk of Court

Commercial Courts

Branch 117, Pasay City

Hon. Eugenio dela Cruz

Presiding Judge

Atty. Luthe Lovella C. Tuitilig-Cabanguray

Branch 258, Paranaque City

Hon. Gina M. Bibat-Palamos
Acting Presiding Judge
Ms. Erlinda R. Acda
Officer-in-Charge

First Level Courts

Municipal Trial Court in Cities

Branch 2, Malolos City, Bulacan

Hon. Neresio V. Manlangit
Presiding Judge
Ms. Lucena C. Tan
Clerk of Court III

Metropolitan Trial Courts

Branch 34, Quezon City

Hon. Caridad Walse-Lutero
Presiding Judge
Ms. Celestina D. Rota
Clerk of Court III

Branch 80, Muntinlupa City

Hon. Ethel M. Gutay Acting
Presiding Judge Ms. Lolita G. Rabe
Clerk of Court III

Municipal Trial Court

Imus, Cavite

Hon. Emily A. Geluz
Presiding Judge
Ms. Agnes T. Sapinosa
Clerk of Court II

Municipal Circuit Trial Court

Hon. Josielyn L de Luna

Carmona-Gen. Mariano Alvarez,

Presiding Judge
Cavite Ms. Felicidad M. Lontok
Clerk of Court II

The accomplished monthly reports based on the revised forms shall be submitted to the Office of the Court Administrator not later than 10 September 2011 (for the August 2011 inventory) and 10 October 2011 (for the September 2011 inventory) in addition to the submission of Monthly Report of Cases under Administrative Circular No. 4-2004. Any query/clarification regarding the new forms should be referred to the Reportorial Committee Secretariat c/o Office of the Hon. Raul Bautista Villanueva, Deputy Court Administrator, Supreme Court, Manila at (02) 524-5981.

For strict compliance.

08 August 2011.

(SGD.)JOSE MIDAS P. MARQUEZ
Court Administrator

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