

OCA CIRCULAR NO. 148-2014, November 25, 2014

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TO :

ALL EXECUTIVE JUDGES AND CLERKS OF COURT OF THE REGIONAL TRIAL COURTS

SUBJECT :

REITERATION OF THE 2004 RULES ON NOTARIAL PRACTICE (A.M. No. 02-8-13-SC)

It has been observed that despite the clear directive in A.M. No. 02-8-13-SC (2004 Rules on Notarial Practice), many Executive Judges have not been furnishing the Office of the Court Administrator copies of the data recorded in the registers of notaries public.

Section 12, Rule III, 2004 Rules on Notarial Practice, provides:

SEC. 12. Register of Notaries Public. - The Executive Judge shall keep and maintain a Register of Notaries Public in his jurisdiction which shall contain, among others, the dates of issuance or revocation or suspension of notarial commissions, and the resignation or death of notaries public. The Executive Judge shall furnish the Office of the Court Administrator information and data recorded in the register of notaries public. The Office of the Court Administrator shall keep a permanent, complete and updated database of such record (emphasis supplied).

Accordingly, all Executive Judges are hereby REMINDED to strictly comply with the above quoted provision, submit the data to the Office of the Court Administrator immediately, and henceforth twice a year, on or before the fifteenth (15 th) day of the months of February and August.

Strict compliance is hereby enjoined.

November 25, 2014

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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