

OCA CIRCULAR NO. 167-2015, July 31, 2015

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TO :

THE CONCERNED EXECUTIVE JUDGES, THE PRESIDING JUDGES OF SINGLE SALA REGIONAL TRIAL COURTS AND THE CLERKS OF COURT OF THE OFFICE OF THE CLERK OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT :

RECORDS DISPOSAL ORIENTATION AND CONSULTATION FOR THE 4TH JUDICIAL REGION-A

Pursuant to the Resolution of the Court en bancin A.M. No. 07- 3-09-SC, [1] dated 30 June 2015, there will be a Records Disposal Orientation and Consultation for the 4 th Judicial Region-A (except Batangas) on 4 August 2015, Tuesday, 1:00 - 4:00 p.m., at the PHILJA Training Center, Tagaytay City, Cavite.

In connection therewith, the following executive judges, presiding judges of single-sala Regional Trial Courts, and. clerks of court of the Office of the Clerk of Court of first and second level courts are hereby directed to attend the orientation and consultation, which will be on OFFICIAL TIME:

CAVITE

1. Hon. Lerio C. Castigador (PJ) Br. 15, RTC, Naic
2. Hon. Agapito S. Lu (EJ) Br. 88, RTC, Cavite City and Br. 90, RTC, Dasmarinas City (APJ)
3. Hon. Jaime B. Santiago (APJ) Br. 18, RTC, Tagaytay City
4. Hon. Eduardo I. Tanguanco (EJ) Br. 89, RTC, Bacoar City
5. Hon. Norberto J. Quisumbing, Jr. (EJ) Br. 21, RTC, Imus City
6. Hon. Aurelio G. Icasiano, Jr. (PJ) Br. 23, RTC, Trece Martires
7. Hon. Franco Paulo R. Arago (EJ) Br. 2, MTCC, Cavite City
8. Hon. Adeliza H. Magno-Gingoyon (PJ) Br. 1, MTCC, Bacoar City
9. Atty. Grelita F. Ricaza OCC, RTC, Cavite City
10. Atty. Liza D. Victa OCC, RTQ Bacoar City
11. Atty. Regalado E. Eusebio OCC, RTC, Imus
12. Atty. Rogelio Aguilar Cordero OCC, MTCC, Cavite City
13. Eddie Hilario Saracanlao OCC, MTCC, Bacoar City

LAGUNA

14. Hon. Teodoro N. Solis (EJ) Br. 25, RTC, Biñan City
15. Hon. Cynthia M. Ricablanca (EJ) Br. 27, RTC, Sta. Cruz
16. Hon. Agripino G. Morga (EJ) Br. 32, RTC, San Pablo City
17. Hon. Marlyn Reyes Agama (PJ) Br. 33, RTC, Siniloan
18. Hon. Alberto F. Serrano (EJ) Br. 92, RTC, Calamba City
19. Hon. Sonia Y. Casano (EJ) Br. 31, RTC, San Pedro City
20. Hon. Rean G. Arizala-Joaquin (EJ) Br. 3, MTCC, San Pablo City
21. Hon. Jeannette L. Bilan (EJ) Br. 1, MTCC, San Pedro
22. Atty. Ernesto A. Luzod, Jr. OCC, RTC, Binan
23. Atty. Rhea R. Alcantara Aquino OCC, RTC, Sta. Cruz
24. Atty. Melvin Castillo Dequito OCC, RTC, San Pablo
25. Atty. Leny Bisayas Salazar OCC, RTC, Calamba
26. Atty. Catherin B. Beran-Baraoidan OCC, RTC, San Pedro
27. Filipina Alinea Fandino OCC, MTCC, San Pablo City
28. Venus Pando OCC, MTC, San Pedro

QUEZON

29. Hon. Dennis R. Pastrana (EJ) Br. 56, RTC, Lucena City
30. Hon. Maria Chona P. Navarro (EJ) Br. 61, RTC, Gumaca City and Br. 63, RTC, Calauag (PJ)
31. Hon. Rodolfo D. Obnamia, Jr. (EJ) Br. 64, RTC, Mauban
32. Hon. Arnelo C. Mesa (PJ) Br. 65, RTC, Infanta
33. Hon. Joselito P. Tamaray (EJ) Br. 2, MTCC, Lucena City
34. Atty. Tristan Jiff B. Cledera OCC, RTC, Lucena
35. Atty. Diego Quincena Francia OCC, RTC, Gumaca
36. Marvin Ignacius L. Llamas OCC, MTCC, Lucena City

RIZAL

37. Hon. Dennis Patrick Z. Perez (EJ) Br. 67, RTC, Binangonan
38. Hon. Ruth C. Santos (EJ) Br. 72, RTC, Antipolo City
39. Hon. Josephine Z. Fernandez (EJ) Br. 76, RTC, San Mateo
40. Hon. Gina F. Cenit Escoto (EJ) Br. 78, RTC, Morong

41. Hon. Elenita C. Dimaguila (EJ) Br. 4, MTCC, Antipolo City
42. Hon. George Andy B. Pantanosas (EJ) Br. 2, MTC, Binangonan
43. Atty. Jennifer Cahigas (OIC) OCC, RTC, Binangonan
44. Atty. Joselita Malibago Santos OCC, RTC, Antipolo
45. Atty. Aris Z. Bautista OCC, RTC, San Mateo
46. Atty. Myrna C. Directo OCC, RTC, Morong
47. Rochelle Franco De Leon-Redondo OCC, MTCC, Antipolo
48. Willardo Celebre Cerda OCC, MTC, Binangonan

For reimbursement of actual travel expenses [2], kindly fill out the attached forms and submit them during the orientation and consultation, along with the official receipts: 1. Itinerary of Travel (Annex "A"); 2. Certificate of Travel Completed (Annex "B"); and 3. Acknowledgment Receipt (Annex "C").

For inquiries, clarifications and confirmation of attendance, you may call (02) 525-7143, call or text 0929-2119626, send a message via the Office of the Court Administrator Facebook page at www.facebook.com/officeofthecourtad, or send an email at officeofthecourtad@gmail.com.

For your information and strict compliance.

31 July 2015

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

[1](Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers, and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers]). Please see OCA Circular No. 142-2015 dated 9 July 2015, available at <http://oca.judiciary.gov.ph/>.

[2]For bus and boat fares, the return ticket must be purchased in advance and the official receipt surrendered during the event. For taxi fare, only a maximum of Two Hundred Pesos (P200.00) will be reimbursed (roundtrip). For gas expense, only the equivalent of the Bus Fare will be reimbursed.

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