

OCA CIRCULAR NO. 09-2019, January 24, 2019

OCA CIRCULAR NO. 09-2019, January 24, 2019

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/6ef350bba2fc/>

TO : ALL EXECUTIVE JUDGES AND ALL CLERKS OF COURT/OFFICERS-IN-CHARGE OF THE OFFICE OF THE CLERK OF COURT, REGIONAL TRIAL COURT

SUBJECT :

GUIDELINES FOR THE; USE OF TEMPORARY NOTARIAL REGISTER FORMS

In view of the insufficient number of the notarial registers printed in the previous years, All Judges and Clerks of Court/Officers-in-Charge of Office of the Clerk of Court, Regional Trial Courts are enjoined to observe No. 4. of the Proposed Guidelines in the Implementation of the Provisions of the Memorandum of Agreement Between the Office of the Court Administrator and the Office of the Solicitor General approved by the Court En Banc in a Resolution dated August 15, 2006 and reiterated in OCA Circular No. 157-2006, to wit;

4. In view of the current unavailability of notarial registers, notaries public shall be allowed to use the temporary form attached hereto. The notary public concerned shall file a written request to use the improvised form with the executive judge that issued the commission. A copy of his current commission shall be attached to his request.

The notaries public who have been authorized to use such forms shall have them book-bound and initialed on each and every page by the Executive Judge before whom the request was filed. Each bound copy shall have a maximum of 106 pages and shall be treated and used in the same manner as the new notarial book; and

Each request shall be limited to! one bound copy. Should the bound copy be used up before the new notarial books are available, the notary public concerned may request anew for the use of bound temporary forms. The use of bound temporary forms shall end when the new notarial books are available but, upon written request, the executive judge may allow the notary public to use up the bound temporary forms.

As additional requirement, a written certification must be procured by the notary public from the Property Division, OCA, Supreme Court or the Clerk of Court/Officer-in-Charge, Office of the Clerk of Court, and attested to by the Executive Judge, certifying to non-availability of the notarial register, at the time when he wanted to purchase. The same shall be attached to the request to use the improvised form.

This circular revokes OCA Circular No. 191-2017 dated 7 September 2017 directing all Clerks of Court and Officers-in-Charge of the Office of the Clerk of Court, Regional Trial Court, to ensure that only the official notarial register, designated as Judicial Form No. 143, as amended, is used by the notary public.

For immediate compliance.

24 January 2019

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.