

OCA CIRCULAR NO. 230-2016, November 07, 2016

OCA CIRCULAR NO. 230-2016, November 07, 2016

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/7122da5bddaa/>

TO :

ALL JUDGES AND CONCERNED COURT PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT :

GUIDELINES ON THE DISTRIBUTION AND USE OF THE DETAINEES NOTEBOOK

To avoid any confusion over the distribution and proper use of the Detainees Notebook under Sec. 15 (c) of the 18 March 2014 Resolution of the Court in A.M. No. 12-11-2-SC (Guidelines for Decongesting Holding Jails by Enforcing the Rights of Accused Persons to Bail and to Speedy Trial), the following guidelines are hereby adopted:

1. The Office of the Court Administrator (OCA) shall supply each court with the required number of Detainees Notebooks. For this purpose, the respective Executive Judges shall submit to the Property Division, Office of Administrative Services, OCA, the number of detainees in their jurisdiction and the number of Detainees Notebook needed, send the same to the Property Division via regular mail or email at detaineesnb@sc.judiciary.gov.ph, and coordinate with the Property Division for the delivery of the Detainees Notebooks.
2. Two (2) copies of the Detainees Notebook shall be allotted to each detainee for every pending case the detainee has, regardless of the imprisonment period of the imposable penalty. One (1) copy shall be filed with and attached to the records of the case in court and shall form part thereof, while the other shall be kept by the jail warden, which copy shall be brought to the court every time the accused has a hearing.
3. BOTH copies of the Detainees Notebook shall be updated by the court personnel assigned by the judge and signed by him or her and the branch clerk of court after every hearing, stating what action the court has taken on the case, the next scheduled hearing, and what action the court will further take thereon. Case incidents that occurred before the distribution of the Detainees Notebook need not be recorded therein.
4. For detainees released on bail or recognizance, their copy of the Detainees Notebook shall be surrendered to the court. Should bail be subsequently cancelled or forfeited, the Detainees Notebook shall be returned to the jail warden for safekeeping.

For your guidance and strict compliance.

7 November 2016

(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.