

OCA CIRCULAR No. 56 -2012, July 02, 2012

OCA CIRCULAR No. 56 -2012, July 02, 2012

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/796d0b1beb05/>

TO : THE EXECUTIVE JUDGES AND COURT PERSONNEL OF THE 1st AND 2nd LEVEL COURTS COVERED BY THE CASE DELAY AND DOCKET REDUCTION PROJECT (CDDRP)

SUBJECT : CONDUCT OF ENCODING THE DATA IN THE SEMESTRAL DOCKET INVENTORY FOR THE PERIOD JANUARY-JUNE 2012

WHEREAS, the Supreme Court's Judicial Reform Program (JRP) has implemented projects and other interventions to address the perennial problem of docket congestion and delay in the hearings and disposal of cases in all court levels;

WHEREAS, case decongestion and' efficient case management are the key priority reform areas of the Court. With this policy direction, the conduct of a Case Delay and Docket Reduction Project (CDDRP) in 16 selected 1st and 2nd level courts found to have high caseloads is expected to significantly declog their dockets, and eventually improve their overall case disposal rate and efficiency in their operations;

WHEREAS, relative thereto, the Court Data Entry System, a database developed, to aid the courts in their regular docket inventory, has been pre-tested with the Clerks of Court, Branch Clerks of Courts and Clerks in Charge of the selected CDDRP courts in NCJR and Region 4 last June 14, 2012 pursuant to OCA Circular 53-2012 dated June 13,2012;

WHEREAS, the identified CDDRP courts need to adopt the said system in the coming semestral docket inventory of their cases in July 2012 as an integral phase of the program;

WHEREFORE, IN VIEW OF THE FOREGOING, the following guidelines shall be observed by the identified CDDRP courts in the encoding of the data from their semestral docket inventory for the second semester of 2012:

1. The following 1st and 2nd level courts are hereby directed to accomplish their semestral docket inventory using the Court Data Entry System:

RTC, Branch 71, Antipolo City

MeTC, Branch 76, Marikina City

RTC, Branch 72, Antipolo City

MeTC, Branch 59, Mandaluyong City

RTC, Branch 74, Antipolo City

MeTC, Branch 54, Navotas City

RTC, Branch 19, Bacoor, Cavite

MeTC, Branch 77, Paranaque City

RTC, Branch 89, Bacoor, Cavite

MeTC, Branch 68, Pasig City

RTC, Branch 24, Binan, Laguna

MeTC, Branch 72, Pasig City

2. These courts shall still proceed with the conduct of the regular physical inventory of cases during the first two (2) weeks of July 2012 for submission to the Court Management Office and retain a copy thereof in preparation for the encoding of the data gathered therefrom in the database.

5. An Orientation on the Court Data Entry System for the Clerks of Court and Branch Clerks of Court of the aforementioned courts shall be held on July 13, 2012 at the Division Conference Room, 3rd Floor Main Building, Supreme Court. During the orientation, the electronic copy in CD format and a Users Manual of the database shall be distributed to each court.

6. The encoding of the data from the semestral docket inventory shall commence on July 16, 2012 and shall end on August 31, 2012 for these selected courts. During the said period, court activities will continue and proceed accordingly without any disruption since Clerks of Court or Branch Clerks of Court and docket clerks will be principally involved therein.

7. During the semestral docket inventory for the Project, the Judicial Supervisors to be assigned by the OCA will visit these selected courts to assist and monitor the progress of the data encoding being done by these courts.

6. Likewise, no application for leave, whether filed by a judge, branch clerk of court, docket clerk, or the Clerk of Court or Assistant Clerk of Court of these selected courts during the inventory shall be approved except for the most compelling reasons, to be determined by the Court Administrator.

Pursuant thereto, these selected courts are hereby directed to SUBMIT the Semestral Inventory Report for the Project in printed form on or before September 3, 2012 using the finalized and approved format which shall be sent to by post or courier to:

Office of the Court Administrator
Attention: DCA RAUL B. VILLANUEVA
Old Supreme Court Building, Padre Faura Street
Ermita, 1000 Manila

This Circular shall take effect immediately upon its issuance.

Issued this 2nd day of July 2012.

(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.