

OCA CIRCULAR NO. 02-2013, January 04, 2013

OCA CIRCULAR NO. 02-2013, January 04, 2013

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/9396beb58e2a/>

TO : All Judges and Personnel of the Regional Trial Courts and the Metropolitan Trial Courts of Quezon City

SUBJECT : Exemption from the January 2013 Semestral Physical Inventory

WHEREAS, the Quezon City trial courts have been chosen as the pilot station for the Electronic Courts (E-Courts) Project of the Supreme Court;

WHEREAS, pursuant to this, the Quezon City trial courts are populating the database by the electronic encoding of hard data of all active and ongoing cases in the station;

WHEREAS, to meet the proposed launch date of the project, the data encoding must reach a minimum of 70% completion for utility and efficacy of the pilot run;

WHEREAS, due to lack of encoders, trial court personnel themselves have been tasked to encode the hard data to comply with the projected timelines;

WHEREAS, the trial courts are mandated to conduct the semi- annual physical inventory of cases every January and June of each year;

WHEREAS, with the encoding being undertaken by the Quezon City trial courts, employing the same court personnel who would normally also be involved in the conduct of the semestral inventory, further delay in the encoding might hamper completion targets;

WHEREAS, considering the significance of the E-Courts Project and as trial courts have twice a year physical inventories as well as monthly inventories, an exemption of the Quezon City trial courts from the January 2013 Semestral Physical Inventory is advisable;

NOW THEREFORE, for and in consideration of the foregoing premises, and to focus all efforts of the Quezon City trial courts on the E-Courts Project of the Supreme Court, all Quezon City trial courts are hereby exempted from the January 2013 Semestral Physical Inventory. Quezon City trial courts shall resume their physical inventory in July 2013.

In furtherance of the same objective, Quezon City trial courts are given an extension of until the end of February 2013 to submit their January 2013 Monthly Report.

To ensure that the time given will truly be directed towards data encoding for the E-Courts Project, each trial court in Quezon City must submit at the end of every week in January 2013, to the undersigned, a report jointly sworn under oath by the Presiding/Acting Judge and the Branch Clerk of Court stating the percentage of completion of data encoding in their respective branches.

This order shall take effect immediately upon its signing.

04 January 2013

(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.