

ADMINISTRATIVE CIRCULAR NO. 90-2007, October 05, 2007

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TO

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JUDGES AND COURT PERSONNEL OF THE REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, AND SHARI'A CIRCUIT COURTS

SUBJECT

:

AMENDMENT OF SECTION II PARAGRAPHS 2 AND 3 OF THE REVISED ADMINISTRATIVE CIRCULAR NO. 7-2004 (PROVIDING A PROGRAM FOR THE MANAGEMENT OF UNNECESSARY PROPERTY OF THE JUDICIARY)

In the interest of public service and to simplify the process in the disposal of unnecessary property in the lower courts. Section II, paragraphs 2 and 3 of the Revised Administrative Circular No. 7-2004 (Providing a Program for the Management of Unnecessary Property of the Judiciary) issued on 03 March 2004 is amended to read as follows:

2. Regional Disposal Committee (RDC)

Several RDCs shall be created in each of the thirteen (13) Judicial Regions. Each Executive Judge of the Regional Trial Court and Shari'a District Courts shall be designated ex-officio Chairperson. The Executive Judge shall take charge of the disposal of unnecessary properties of the Regional Trial Courts, the Shari'a District Courts, the Municipal Trial Court in Cities, the Municipal Trial Courts, the Municipal Circuit Trial Courts and the Shari'a Circuit - Courts within his/her jurisdiction. Each RDC in a multi-sala court with three (3) branches or more shall be composed of the Regional Trial Court (RTC) Executive Judge as Chairperson and two (2) RTC judges, a first level court judge, and the RTC Clerk of Court (OCC) as members. Each RDC in a multi-sala court with only two (2) branches shall be composed of the RTC Executive Judge as Chairperson and one (1) RTC Judge, two (2) first level court judges and the RTC Clerk of Court (OCC) as members. Each RDC in a single sala court shall be composed of the RTC/SDC Executive Judge as Chairperson, three (3) first level court judges, and the RTC/SDC Clerk of Court as members. The Chairperson shall nominate for designation by the Court Administrator the RTC judge/s and the judge/s representing the first level courts as members, and designate the three-member Secretariat from among the personnel under his/her territorial jurisdiction. Hence, there will be as many RDCs as there are RTC/SDC Executive Judges in a Judicial Region.

For multi-sala Municipal Trial Court in Cities (MTCCs) which have their own Executive Judges, these MTCCs

shall be placed under the Regional Disposal Committee of the RTC having jurisdiction over their stations.

3. Metropolitan Trial Court Disposal Committee (MeTCDC)

Several MeTCDCs shall be created for the Metropolitan Trial Courts in the National Capital Judicial Region which shall take charge of the disposal of unnecessary Judiciary property under its control and administration. The MeTCDCs shall each be composed of the Executive Judge as Chairperson and another Metropolitan Trial Court Judge and the Clerk of Court (OCC) as members. The Chairperson shall nominate, for designation by the Court Administrator, the member-judge and shall designate the three-member Secretariat from among the personnel under his/her territorial jurisdiction.

For single sala MeTCs, they shall be placed under the Regional Disposal Committee of the RTC having jurisdiction over their stations.

The Chairperson of each Regional Disposal Committee and Metropolitan Trial Court Disposal Committee shall constitute, within one (1) month upon receipt of this circular, the members of their respective RDC and MeTCDC.

A certified list of the RDC and MeTCDC as constituted, inclusive of the names of the RTC/SDC/MeTC judge/s nominated and members thereof, shall be submitted to the Property Division, Office of Administrative Services, Office of the Court Administrator within ten (10) days upon the constitution of the said RDCs and MeTCDCs.

For strict compliance.

October 5, 2007.

(Sgd)REYNATO S. PUNO

Chief Justice

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