

OCA CIRCULAR NO. 75-2015, April 23, 2015

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TO :

ALL JUDGES OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT :

SUBMISSION OF PHOTOGRAPH OF THE ACCUSED BEFORE THE SCHEDULED ARRAIGNMENT AND INCLUSION OF THE CORRECT MIDDLE NAME IN THE PREPARATION OF A WARRANT OF ARREST

It has been brought to the attention of this Court that there are instances that (a) the warrants of arrest issued by the trial courts fail to indicate the complete name, including the middle name, of the person who is the subject of the warrant of arrest pursuant to OCA Circular No. 64-2014 dated 23 April 2014; (b) the practice of some judges issuing the orders that require the accused to submit a photograph before the arraignment proper is highly commendable, as it would result to a more efficient execution of the warrants of arrest; and (c) the consequential effect of such practice entails that the photographs to be submitted must show the front, right and left profile of the accused.

To maintain uniformity and to prevent further omission of the abovementioned material data, all concerned are hereby **DIRECTED** to judiciously **REQUIRE** each accused to submit to your respective courts his/her photographs before the scheduled arraignment, and **MONITOR** your respective clerks of court in the accomplishment of the warrant of arrest of the accused by including therein not only the full middle name or middle initial, but also his second name, if any.

Strict compliance is hereby enjoined.

April 23, 2015

(SGD.) RAUL BAUTISTA VILLANUEVA

Deputy Court Administrator

and

Officer-in-Charge

Office of the Court Administrator

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