

ENSURING COMPLIANCE WITH SECTION 4(B) OF REPUBLIC ACT NO. 7877 AND SECTIONS 6, 7, 8 OF A.M. NO. 03-03-13-SC BY THE EXECUTIVE JUDGES OF ALL TRIAL COURTS

ADMINISTRATIVE CIRCULAR NO. 74 -2007, June 26, 2007

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WHEREAS, Section 4(b) of the Republic Act No, 7877 (Anti-Sexual Harassment Act of 1995) mandates each employer or head of office to create a Committee on Decorum and Investigation (CODI) for sexual harassment cases, to increase awareness; prevent incidents of sexual harassment; and to conduct investigation of acts allegedly constituting sexual harassment;

WHEREAS, to implement Section 4(b) of Republic Act No. 7877, the Supreme Court promulgated the resolution dated December 14, 2004 in A.M. No. 03-03-13-SC providing for the Rule on Administrative Procedure in Sexual Harassment Cases and Guidelines on Proper Work Decorum in the Judiciary, Section 6 of which mandates, among others, that in all trial courts, the Executive Judges shall appoint the members of their CODI;

WHEREAS, Section 7 of the said Rules provides that in the case of multi-sala courts, the CODI shall be composed of the Executive Judge as Chairperson; the Clerk of Court as Vice-Chairperson; and one representative each from the employees' associations duly accredited by the Office of the Court Administrator;

WHEREAS, Section 8 of the same Rule, as amended by the Resolution of the Court En Banc March 7, 2006, provides as follows:

Sec. 8. Jurisdiction, powers and responsibilities of CODIs- The CODI shall have jurisdiction over all complaints for sexual harassment committed by official and employees of the Judiciary, except those against Judges of regular and special courts and Justices of the Court of Appeals, Sandiganbayan and Court of Tax Appeals, which shall fundamentally adhere to the proceeding laid down in Section 3 of Rule 140 of the Rules of Court, as amended.

WHEREAS, the CODI shall receive the complaint, investigate its allegations/ and submit report and recommendation to the proper court authority, as provided for in Section 18 of the Rule;

WHEREAS, the Office of the Court Administrator clustered the first and second level single sala-courts to facilitate the organization of the Committee on Decorum and Investigation. Said clustering is herein attached as Annex "A" and made an integral part hereof;

WHEREAS, the guidelines for the organization of the CODI as adopted in the En Banc resolution dated July 11, 2006 states:

- (1) the single first level courts including the Shari'a Circuit Court shall be clustered to the RTC exercising administrative supervision over the area where the concerned first level court is located. They shall be under the CODI for multi-sala lower courts;
- (2) RTC single sala courts and the Shari'a District Courts shall be clustered to the nearest RTC multi-sala court or RTC single sala court as the case may be, as contained in the abovementioned Annex "A".

The CODI in these clustered courts shall be composed of the Executive judge of the RTC multiple sala court where the RTC single sala is clustered who shall be the Chairperson.

In case the clustered courts are both RTC single sala courts, the Chairperson shall be the Presiding Judge who is the most senior in the Judiciary, if there are two or more, then the Presiding Judge most senior in age.

The Clerk of Court of the multiple sala court or the Clerk of Court of the Chairperson in case of the clustered single-sala courts shall be the vice-chairperson; and one representative each from the employees' associations duly accredited by the Office of the Court Administrator.

NOW THEREFORE, Executive Judges of all trial courts are hereby directed to submit to the Office of the Court Administrator on or before September 30, 2007: (1) a report on their compliance with. Section 4(b) of the Republic Act No. 7877 and Section 6, 7, and 8 of A.M. No. 03-03-13-SC and (2) the list of the members of their respective CODIs.

Issued this 26th day of June 2007.

(Sgd)REYNATO S. PUNO

Chief Justice

(Sgd.)LEONARDO A. QUISUMBING

(Sgd.)CONSUELO YNARES-SANTIAGO

Associate Justice

Associate Justice

(Sgd.)ANGELINA SANDOVAL-GUTIERREZ

(Sgd.)ANTONIO T. CARPIO

Associate Justice

Associate Justice.

(Sgd.)MA. ALICIA AUSTRIA-MARTINEZ

(Sgd.)RENATO C. CORONA

Associate Justice

Associate Justice

(Sgd.)CONCHITA CARPIO MORALES

(Sgd.)ADOLFO S. AZCUNA

Associate Justice

Associate Justice

(Sgd.)DANTE C. GARCIA

(Sgd.)MINITA V. CHICO-NAZARIO

Associate Justice

Associate Justice

(Sgd.)CANCIO C. GARCIA

(Sgd.)PRESBITERO J. VELASCO, JR.

Associate Justice

Associate Justice

(Sgd.)ANTONIO EDUARDO B. NACHURA

Associate Justice

ANNEX A

CLUSTERING SCHEME

SINGLE SALA STATIONS

NEAREST RTC STATIONS

FIRST JUDICIAL REGION

RTC. Branch 58, Bucay Abra

RTC, Bangued

RTC, Branch 64, Buguias, Benguet
RTC, La Trinidad, Bengue:
RTC, Branch 19, Bangui, Ilocos None
RTC, Laoag City
RTC, Branch 24, Cabugao, Ilocos Sur
RTC, Vigan City
RTC, Branch 25. Tagudin, Ilocos Sur
RTC, Candon City
RTC, Branch 34, Balaoan, La Union
RTC, San Fernando City, La Union
RTC, Branch 50, Villasis, Pangasinan
RTC, Branch 53, Rosales, Pangasinan
RTC, Branch 53. Rosales, Pangasinan
RTC, Branch 50, Villasis, Pangasinan
RTC, Branch 70, Burgos, Pangasinan
RTC, Alaminos

SECOND JUDICIAL REGION

RTC, Branch 11, Tuao, Cagayan
RTC, Tuguegarao City
RTC, Branch 12, Sanchez Mira, Cagayan
RTC, Branch 33, Ballesteros, Cagayan
RTC, Branch 33, Ballesteros, Cagayan
RTC, Sanchez Mira, Cagayan
RTC, Branch 13, Basco, Batanes
RTC, Aparri, Cagayan
RTC, Branch 14, Lagawe, Ifugao
RTC, Branch 34, Banaue, Ifugao
RTC. Branch 34, Banaue, Ifugao

RTC, Branch 14, Lagawe, Ifugao
RTC, Branch 15, Alfonso Lista, Ifugao
RTC, Santiago City
RTC, Branch 22, Cabagan, Isabela
RTC, Ilagan, Isabela
RTC, Branch 23, Roxas, Isabela
RTC, Ilagan, Isabela
RTC, Branch 24, Echague, Isabela
RTC, Santiago City
RTC, Branch 25, Tabuk, Kalinga
RTC, Tuguegarao City
RTC, Branch 26, Luna, Apayao
RTC, Branch 33, Ballesteros Cagayan
RTC, Branch 38, Maddela, Quirino
RTC, Cabarroguis, Quirino

THIRD JUDICIAL REGION

RTC, Branch 4, Mariveles, Bataan
RTC, Balanga City
RTC, Branch 5, Dinalupihan, Bataan
RTC, Balanga City
RTC, Branch 40, Palayan City, Nueva Ecija
RTC, Cabanatuan City, Nueva Ecija
RTC, Branch 66, Capas, Tarlac
RTC, Tarlac City
RTC, Branch 67, Paniqui, Tarlac
RTC, Branch 68, Camiline, Tarlac
RTC, Branch 68, Camiling, Tarlac
RTC, Branch 67, Paniqui, Tarlac

SINGLE SALA STATIONS**NEAREST RTC STATIONS****FOURTH JUDICIAL REGION**

RTC, Branch 5, Lemery, Batangas RTC, Branch, 86, Taal, Batangas
RTC, Branch 86, Taal Batangas RTC, Branch, 5, Lemery, Batangas
RTC, Branch 14, Naaugbo, Batangas RTC, Balayan, Batangas
RTC, Branch 87, Rosario. Batangas RTC, Lipa City, Batangas
RTC, Branch 15, Naic, Cavite RTC, Cavite City
RTC, Branch 18, Tagaytay City, Cavite RTC, Imus, Cavite
RTC. Branch 90, Dasmarinas, Cavite RTC, Imus, Cavite
RTC, Branch 23, Trece Martires City RTC, Cavite City
RTC, Branch 33, Siniloan, Laguna RTC, Sta. Cruz, Laguna
RTC, Branch 43, Roxas, Mindoro Oriental RTC, Pinamalayan, Mindoro Oriental
RTC, Branch 44, Mamburao, Mindoro Occ. RTC, San Jose, Mindoro Occidental
RTC, Branch 95, Roxas, Palawan RTC, Puerto Princesa City
RTC, Branch 63 Calauag, Quezon RTC, Gumaca, Quezon
RTC, Branch 64, Manban, Quezon RTC, Lucena City
RTC, Branch 65, Infanta, Quezon RTC, Lucena City
RTC, Branch 81, Romblon, Romblon RTC, Branch 82, Odiongan. Romblon
RTC. Branch 82, Odionsan. Romblon RTC, Branch 81, Romblon, Romblon

FIFTH JUDICIAL REGION

RTC, Branch 63, Calabanga. Camarines Sur
RTC, Naga City
RTC, Branch 64. Labo, Camarines Norte
RTC, Daet, Camarines Norte
RTC, Branch 49, Cataingan, Masbate

RTC, Masbate City
RTC, Branch 50, San Jacinto, Masbate
RTC, Masbate City
RTC, Branch 54, Gubat, Sorsogon
RTC, Sorsogon City
RTC, Branch 55, Irosin, Sorsogon
RTC, Branch 65, Bulan, Sorsogon
RTC : Branch 65, Buian, Sorsogon
RTC, Branch 55, Irosin, Sorsogon

SINGLE SALA STATIONS

NEAREST RTC STATIONS

SIXTH JUDICIAL REGION

RTC, Branch 13, Culasi, Antique
RTC, Branch. 64, Bugasong, Antique
RTC, Branch 64, Bugasong, Antique
RTC, Branch. 13, Culasi, Antique
RTC, Branch 66, Barotac Viejo, Iloilo
RTC, Branch 68. Dumangas, Iloilo
RTC, Branch 67, Guimbal, Iloilo
RTC, Iloilo City
RTC. Branch 68, Dumangas, Iloilo
RTC, Branch 66, Barotac Viejo, Iloilo
RTC! Branch 65, Jordan, Guimaras
RTC, Iloilo City
RTC, Branch 60, Cadiz City, Negros Occ.
RTC, Silay City
RTC. Branch 61, Kabankalan City, Negros Occ.
RTC, Himamaylan, Negros Occidental

RTC. Branch 62, Bago City, Negros Occ.

RTC, Branch 63, La Carlota City

RTC. Branch 63, La Carlota City, Negros Occ.

RTC, Branch 62, Bago City

SEVENTH JUDICIAL REGION

RTC, Branch 50, Loay, Bohol

RTC, Tagbilaran City

RTC, Branch 51, Carmen. Bohol

RTC, Branch 52, Talibon, Bohol

RTC, Branch 52, Talibon, Bohol

RTC, Branch 51, Carmen, Bohol

RTC, Branch 25, Danao City, Cebu

RTC, Bogo, Cebu

RTC, Branch 26, Argao, Cebu

RTC, Branch 62, Oslob Cebu

RTC, Branch 62, Oslob, Cebu

RTC, Argao, Cebu

RTC. Branch 60, Barili, Cebu

RTC, Toledo City

RTC, Branch 61,Bogo, Cebu

RTC, Danao City

RTC, Branch 45, Bais Ciry, Negros Oriental

RTC, Tanjay, Negros Oriental

RTC, Branch 63, Bayawan City, Negros Oriental

RTC, Bais City

RTC, Branch 64 Guinhulngan, Negros Oriental

RTC, Bais City

RTC, Branch 43, Tanjay, Negros Oriental

RTC, Branch 45, Bais City

RTC, Branch 46, Larena, Siquijor

RTC, Dumaguete City

EIGHT JUDICIAL REGION

RTC, Branch 3, Guiuan, Eastern Samar

RTC Borongan, Eastern Samar

RTC, Branch 4, Dolores, Eastern Samar

RTC, Branch 5, Oras, Eastern Samar

RTC, Branch 5, Oras., Eastern Samar RTC, Branch 4, Dolores, Eastern Samar

RTC, Branch 10, Abuyog, Leyte

RTC, Tacloban City

SINGLE SALA STATIONS

NEAREST RTC STATIONS

RTC, Branch 11, Calubian, Leyte RTC, Carigara, Leyte

RTC, Branch 14, Baybay, Leyte RTC, Ormoc City

RTC, Branch 15, Burauen, Leyte RTC, Tacloban City

RTC, Branch 17, Palompon, Leyte RTC, Ormoc City

RTC, Branch 18, Hilongos, Southern Leyte RTC, Maasin City

RTC, Branch 16, Naval Biliran RTC, Branch 37, Caibiran, Biliran

RTC, Branch 37, Caibiran, Biliran RTC, Branch 16, Naval, Biliran

RTC, Branch 23, Allen Northern Saraar RTC, Catarman, Northern Samar

RTC, Branch 38, Gamay, Northern Samar RTC, Laoang, Northern Samar

RTC, Branch 26, San Juan, Southern Leyte RTC, Branch 39, Sogod, Southern Leyte

RTC, Branch 39, Sogod, Southern Leyte RTC, San Juan, Southern Leyte

RTC, Branch 30, Basey, Samar RTC, Tacloban City

RTC, Branch 33, Calbiga, Samar RTC, Catbalogan, Samar

RTC, Branch 40, Tarangnan, Samar RTC, Catbalogan, Samar

RTC, Branch 41, Gandara, Samar RTC, Calbayog City

NINTH JUDICIAL REGION

RTC, Branch 3, Jolo, Sulu These three (3) courts can be clustered
RTC, Branch 4, Parang Sulu as they are holding office and
RTC, Branch 25, Siasi, Sulu court sessions at Jolo, Sulu
RTC, Branch 5, Bongao, Tawi-Tawi RTC, Branch 26, Sapa Sapa, Tawi Tawi
RTC, Branch 26, Sapa Sapa, Tawi-Tawi (unoreanized sala) RTC, Branch 5, Bongao, Tawi tawi
RTC, Branch 11, Sindangan, Zamboanga del Norte RTC, Branch 28, Liloy, Zamboanga del Norte
RTC, Branch 28, Liloy, Zamboanga del Norte RTC, Branch 11, Sindangan, Zamboanga del Norte
RTC, Branch 27, Siocon, Zamboanga del Norte RTC, Zamboanga City
RTC, Branch 23, Molave, Zamboanga del Sur RTC, Branch 30, Aurora, Zamboanga del Sur
RTC, Branch 29, San Miguel, Zamboanga del Sur RTC, Pagadian City
RTC, Branch 30, Aurora, Zamboanga del Sur RTC, Branch 23, Molave, Zamboanga del Sur
RTC, Branch 24, Ipil, Zamboanga Sibugay RTC, Pagadian City

SINGLE SALA STATIONS

NEAREST RTC STATIONS

TENTH JUDICIAL REGION

RTC, Branch 34, Cabadbaran, Agusan del None RTC, Buruan City
RTC, Branch 6, Prosperidad, Agusan del Sur RTC, Branch 7, Bayugan, Agusan del Sur
RTC, Branch 7, Bayugan, Agusan del Sur RTC, Branch 6, Prosperidad, Agusan del Sur
RTC, Branch 11, Manolo Fonich, Bukidnon RTC, Malaybalay City
RTC, Branch 16, Tangub City, Misamis Occidental RTC, Ozamis City
RTC, Branch 36, Calamba, Misamis Occidental RTC, Oroquieta City
RTC, Branch 44, Initao. Misamis Occidental RTC, Cagayan de Oro City
RTC, Branch 28, Mambajao, Camiguin RTC, Medina, Misamis Oriental
RTC, Branch 31, Dapa, Surigao del Norte RTC, Surigao City
RTC, Branch 32, Dinagat Island RTC, Surigao City

ELEVENTH JUDICIAL REGION

RTC, Branch 3, Nabunturan, Compostela Valley RTC, Tagum City
RTC, Branch 7, Banganga, Davao Oriental RTC, Man, Davao Oriental
RTC, Branch 32, Lupon, Davao Oriental RTC, Mali, Davao Oriental
RTC, Branch 21, Bansalan, Davao del Sur RTC, Digos City
RTC, Branch 26, Surallah, South Cotabato RTC, Koronadal City
RTC, Branch 39, Polomolok, South Cotabato RTC, General Santos City
RTC, Branch 38, Alabel, Sarangani RTC, General Santos City
RTC, Branch 28, Lianga, Surigao del Sur RTC, Branch 29, Bislig City, Surigao del Sur
RTC, Branch 29, Bislig City, Surigao del Sur RTC, Branch 28, Lianga, Surigao del Sur
RTC, Branch 41, Cantilan, Surigao del Sur RTC, Tandag, Surigao del Sur

SINGLE SALA STATIONS**NEAREST RTC STATIONS****TWELFTH JUDICIAL REGION**

RTC, Branch 7, Tubod, Lanao del Norte
RTC, Branch 21, Kapatagan, Lanao del Norte
RTC, Branch 21, Kapatagan, Lanao del Norte
RTC, Branch 7, Tubod, Lanao del Norte
RTC, Branch 15, Shariff Aguak, (Magonoy), Maguindanao
RTC, Cotabato City
RTC, Branch 19, Isulan, Sultan Kudarat
RTC, Branch 20, Tacurong, Sultan Kudarat
RTC, Branch 20, Tacurong, Sultan Kudarat
RTC, Branch 19, Isulan, Sultan Kudarat
RTC, Branch 25, Kalamansig, Sultan Kudarat (unorganized)
RTC, Branch 19, Isulan, Sultan Kudarat

SHARI'A DISTRICT COURT**RTC STATION**

1. Shari'a District Court. Jolo Sulu

All RTCs in Sulu Province

2. Shari'a District Court, Bongao, Tawi Tawi

RTC, Zamboanga City

3. Shari'a District Court, Zamboanga City

RTC, Zamboanga City

4. Shari'a District Court, Marawi City

RTC, Marawi City

5. Shari'a District Court, Cotabato City

RTC, Cotabato City

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