

OCA CIRCULAR NO. 194-2015, August 24, 2015

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TO :

THE CONCERNED EXECUTIVE JUDGES, THE PRESIDING JUDGES OF SINGLE SALA REGIONAL TRIAL COURTS AND THE CLERKS OF COURT OF THE OFFICE OF THE CLERK OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT :

RECORDS DISPOSAL ORIENTATION AND CONSULTATION FOR THE 5TH JUDICIAL REGION

Pursuant to the Resolution of the Court en banc in A.M. No. 07- 3-09-SC, [1] dated 30 June 2015, there will be a Records Disposal Orientation and Consulta'tion for the 5 th Judicial Region on 28 August 2015, Friday, 12:00 p.m. - 2:00 p.m., at the at the Session Hall, Sangguniang Panlalawigan ng Albay, Albay Provincial Capitol, Legazpi City.

In connection therewith, the following executive judges, presiding judges of single-sala Regional Trial Courts, and clerks of court of the Office of the Clerk of Court of first and second level courts are hereby directed to attend the orientation and consultation, which will be on OFFICIAL TIME:

Albay

1. Hon. Pedro R. Soriao (EJ) Br. 5, RTC, Legazpi City
2. Hon. Edwin C. Ma-alat (EJ) Br. 14, RTC, Ligao City
3. Hon. Alben C. Rabe (EJ) Br. 15, RTC, Tabaco City
4. Hon. Arlinda G. Resari (EJ) Br. 1, MTCC, Legazpi City
5. Atty. Roy A. Alzaga OCC, RTC, Legazpi City
6. Atty. Candice Guada Cresilda Cortes Almodovar OCC, RTC, Ligao City
7. Atty. Asuncion Austero Bolilan OCC, RTC, Tabaco City
8. Mr. Antonio Remondavia Mangampo OCC, MTCC, Legazpi City

Camarines Norte

9. Hon. Arniel E. Dating (EJ) Br. 41, RTC, Daet
10. Hon. Roberto A. Escaro (APJ) Br. 64, RTC, Labo
11. Atty. Perfecto M. Loria OCC, RTC, Daet

Camarines Sur

12. Hon. Valentine E. Pura, Jr. (EJ) Br. 23, RTC, Naga City
 13. Hon. Irma Isidora M. Boncodin-Zamudio (EJ) Br. 57, RTC, Libmanan
 14. Hon. Vivencio Gregorio Atutubo III (EJ) Br. 31, RTC, Pili
 15. Hon. Timoteo A. Panga, Jr. (EJ) Br. 60, RTC, Iriga City
 16. Hon. Ma. Angela Acompanado Arroyo (EJ) Br. 58, RTC, San Jose
 17. Hon. Pedro M. Redona (PJ) Br. 63, RTC, Calabanga
 18. Hon. Ma. Luzy B. Torres-Clasio (EJ) Br. 2, MTCC, Iriga City
 19. Hon. Margaret N. Armea (EJ) Br. 2, MTCC, Naga City
 20. Atty. Egmedio Dela Cruz Blacer OCC, RTC, Naga City
 21. Atty. Rebecca Obsequio Bagasala OCC, RTC, Libmanan
 22. Atty. Alexander A. Tordilla OCC, RTC, Pili
 23. Atty. Wilmentita Oliva Zorilla OCC, RTC, Iriga City
 24. Ms. Joan Credo OCC, RTC, San Jose
 25. Ms. Elena Cynthia M. Lacbay OCC, MTCC, Iriga City
 26. Mr. Emmanuel A. Cecilio OCC, MTCC, Naga City
- Catanduanes
27. Hon. Lelu P. Contreras (EJ) Br. 43, RTC, Virac
 28. Atty. Edelyn S. Valen OCC, RTC, Virac
- Masbate
29. Hon. Manuel L. Sese (EJ) Br. 45, RTC, Masbate City
 30. Hon. Arturo Clemente B. Revil (PJ) Br. 50, RTC, San Jacinto & Br. 49, RTC, Cataingan (APJ)
 31. Atty. Leomar Real Lanuza OCC, RTC, Masbate
- Sorsogon
32. Hon. Rofebar F. Gerona (EJ) Br. 53, RTC, Sorsogon City
 33. Hon. Bernardo E. Jimenez, Jr. (PJ) Br. 54, RTC, Gubat
 34. Hon. Adolfo G. Fajardo (PJ) Br. 65, RTC, Bulan & Br. 55, RTC, Irosin (APJ)
 35. Hon. Cynthia G. Falcotelo (EJ) Br. 2, MTCC, Sorsogon City
 36. Atty. Marilyn D. Valino OCC, RTC, Sorsogon City
 37. Ms. Elsa Bagsic Meneses OCC, MTCC, Sorsogon City

For reimbursement of actual travel expenses [2], kindly fill out the attached forms and submit them during the orientation and consultation, along with the official receipts: 1. Itinerary of Travel (Annex "A"); 2. Certificate of

Travel Completed (Annex "B"); and 3. Acknowledgment Receipt (Annex "C").

For inquiries, clarifications and confirmation of attendance, you may call (02) 524-5981, call or text 0916-6399087, send a message via the Office of the Court Administrator Facebook page at www.facebook.com/officeofthecourtad, or send an email at officeofthecourtad@gmail.com.

For your information and strict compliance.

24 August 2015

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

[1] (Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers, and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers]). Please see OCA Circular No. 142-2015 dated 9 July 2015, available at <http://oca.judiciary.gov.ph/>.

[2] For bus and boat fares, the return ticket must be purchased in advance and the official receipt surrendered during the event. For taxi fare, only a maximum of Two Hundred Pesos (P200.00) will be reimbursed (roundtrip). For gas expense, only the equivalent of the Bus Fare will be reimbursed.

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