

## OCA CIRCULAR NO. 221-2016, October 17, 2016

*OCA CIRCULAR NO. 221-2016, October 17, 2016*

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/f91996a387b8/>

---

**TO :**

**ALL SECOND LEVEL COURT JUDGES**

**SUBJECT :**

**MANDATORY OBSERVANCE OF THE REQUIREMENTS SET FORTH IN CIRCULAR NO. 39- 97 DATED 19 JUNE 1997 (RE: GUIDELINES IN THE ISSUANCE OF HOLD-DEPARTURE ORDERS)**

In view of the recurring problem involving the issuance of Hold- Departure Orders (HDOs) with incomplete information, which hinders the efficient implementation of the Bureau of Immigration (BI), and acting on the letter-request dated 22 June 2016 of BI Commissioner Jaime H. Morente, all second level court judges are hereby **MANDATED** to observe the guidelines set forth in Circular No. 39-97, which state:

3. The Hold-Departure Order shall contain the following information:

- a. The complete name (including the middle name), the date and place of birth and the place of last residence of the person against whom a Hold-Departure Order has been issued or whose departure from the country has been enjoined;
- b. The complete title and docket number of the case in which the Hold-Departure Order was issued;
- c. The specific nature of the case; and
- d. The date of the Hold-Departure Order.

If available, a recent photograph of the person against whom a Hold-Departure Order has been issued or whose departure from the country has been enjoined should also be included. (Emphasis supplied.)

Complainants and prosecutors are likewise required to provide all the necessary information in their petitions for the issuance of HDO. Failure to observe the aforementioned guideline requirements may be a ground for the denial of the same.

For strict compliance.

17 October 2016

(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.