



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**MEMORANDUM FOR:**

**ATTY. MARIA CARINA M. CUNANAN**  
Deputy Clerk of Court and Chief Administrative Officer  
Office of Administrative Services  
Supreme Court




In compliance with the Memorandum Circular No. 04-2020 dated May 22, 2020 of the Honorable Chief Justice Diosdado M. Peralta Re: Supreme Court Workplace Protocol, we are respectfully submitting the Operating Procedures of the different divisions in the Office of Administrative Services, Office of the Court Administrator (OAS,OCA).




**I. RTC PERSONNEL DIVISION**

**OPERATING PROCEDURES**

1. A processor for each section shall receive queries and requests of the lower courts in their areas through telephone.
2. Mails and other correspondences may be delivered at the designated drop box at the gate of the Supreme Court Centennial Building, Padre Faura, Street, Ermita, Manila, which shall be collected at least twice a day (morning and afternoon).
3. All outgoing printed documents shall be delivered to other offices within the Supreme Court by assigned personnel.
4. All incoming printed documents shall be received at the designated reception area.
5. Documents to be submitted to and received from other government agencies (CSC, DBM, BIR, etc.) shall be through the OAS-OCA Liaison Officer.
6. Submission of applications and requirements for appointment and initial salary shall be via postal mail or private courier.
7. All requests for Certificate of Employment shall be filed via mail or email indicating therein the full name, station and the purpose of the requesting party. All certificates shall be sent via mail.
8. Requests for Authority to Transfer, Detail, Resignation and Designation as Acting Clerk of Court (COC) shall be via mail or private courier.

9. Letters requesting for change or correction of personal information shall be sent through mail or e-mail of the section-in-charge of the area with the corresponding scanned copies of the necessary attachments (e.g., PSA Birth Certificate or Marriage Certificate, Decisions in annulment cases etc.).
10. All follow-ups and queries shall be thru telephone, mobile phone and email.
11. No walk-in requests and other transaction shall be entertained.
12. Contact details of the RTC Personnel Division:

SECTION			
	<a href="mailto:rtcdivisionocasc@gmail.com">rtcdivisionocasc@gmail.com</a>	(02) 8521-0525	Mr. Renante L. Loyola, Chief Of Division
NCJR	<a href="mailto:rtc.ncjr1@sc.judiciary.gov.ph">rtc.ncjr1@sc.judiciary.gov.ph</a>	(02) 8524-5798	Mr. Rolando C. Josue Mr. Abe C. Andres Ms. Chelsa Mae L. Angelias Michaela Shane C. Payabyab Marchil A. Cambel
Region 1, 2, 10	<a href="mailto:rtcregions1.2.10@sc.judiciary.gov.ph">rtcregions1.2.10@sc.judiciary.gov.ph</a>	(02) 8521-0525	Ma. Rosalyn L. Marabut Arcelie T. Alvarez Karen Alexamae A. Binay Noah Angelo Z. Samson
Region 3, 5	<a href="mailto:rtcregions3.5@sc.judiciary.gov.ph">rtcregions3.5@sc.judiciary.gov.ph</a>	(02) 8521-0525	Oscar Benedict T. Montoya, Jr. Evangeline C. Go Madelia S. Ferriol Bruce Jayson B. Cabato Carmen F. Te
Region 4	<a href="mailto:rtcregions4@sc.judiciary.gov.ph">rtcregions4@sc.judiciary.gov.ph</a>	(02) 8521-0525	Flordeliza D. Marasigan Elysse G. Reyes Dioben Basilius M. Monton Melquisedec P. Mozo Marlon I. Matias
Region 6, 7	<a href="mailto:rtcregions6.7@sc.judiciary.gov.ph">rtcregions6.7@sc.judiciary.gov.ph</a>	(02) 8524-5798	Suzette G. Magnaye Ma. Gay D. Duero Jimson N. Go Patricia Anne C. De Guzman Edita B. Maglalang
Region 8, 9, 11, 12	<a href="mailto:rtcregions8.9.11.12@sc.judiciary.gov.ph">rtcregions8.9.11.12@sc.judiciary.gov.ph</a>	(02) 8521-0525	Edna B. Cacacho Ma. Danica C. Mendiola Jenilou Shaira C. Lanche Jennelyn C. Factor
HOJ (Reg. 1-5)	<a href="mailto:cruzabner996@gmail.com">cruzabner996@gmail.com</a>	(02) 8524-5798 0995.2540403	Abner Cruz
HOJ Reg. 6-12, NCJR	<a href="mailto:hojregions6to12andncr@yahoo.com">hojregions6to12andncr@yahoo.com</a>	(02) 8521-0525	Leo Iglesias




SECTION			
Task Force for SALN/IPCR NCJR (Quezon City Pasig, Taguig, San Juan, Las Piñas, Marikina, Malabon, Muntinlupa, Navotas, Parañaque, Valenzuela) NCJR (Manila, Makati, Pasay, Caloocan) Regions 1, 2 & 10 Regions 4B, 8, 9 & 11 Regions 4A, 6 & 7 Regions 3, 5 & 12	<a href="mailto:rtcpersonnel.taskforce@gmail.com">rtcpersonnel.taskforce@gmail.com</a>	(02) 8524-5798	Alta Gracia S. Bañacia  Kevin Claude Geronimo Paul Gabriel K. Agojito Kristine C. Dimabuyu Janet A. Fernandez Isaiah F. Tesnado

## II. MTC, ETC. PERSONNEL DIVISION

### OPERATING PROCEDURES

1. A processor for each section shall receive queries and requests of the lower courts in their areas through telephone.
2. Mails and other correspondences may be delivered at the designated drop box at the gate of the Supreme Court Centennial Building, Padre Faura, Street, Ermita, Manila which shall be collected at least twice a day (one in the morning and one in the afternoon).
3. All outgoing printed documents shall be delivered to other offices within the Supreme Court by assigned personnel.
4. All incoming printed documents shall be received at the designated reception area.
5. Documents to be submitted to and received from other government agencies (CSC, DBM, BIR, etc.) shall be through the OAS-OCA Liaison Officer.
6. Submission of applications and requirements for appointment and initial salary shall be via postal mail or private courier.
7. All requests for Certificate of Employment shall be filed via mail or email indicating therein the full name, station and the purpose of the requesting party. All certificates shall be sent via mail.

8. Requests for Authority to Transfer, Detail, Resignation and Designation as Acting Clerk of Court (COC) shall be via mail or private courier.
9. Letters requesting change or correction of personal information shall be sent through mail or e-mail of the section in-charge of the area with corresponding scanned copies of the attachments (e.g., PSA birth certificate, PSA marriage certificate).
10. All follow-ups and queries shall be thru telephone, mobile phone or email.
11. No walk-in requests and other transactions shall be entertained.
12. Contact details of the MTC, etc. Personnel Division:

SECTION			
MeTC MCTC (Reg. 11-12)	<a href="mailto:mariloumariz00@gmail.com">mariloumariz00@gmail.com</a>	(02) 8251.3543 0933.8185461 0923.0812163 0977.6183221 0943.3127813	Marilou Mendoza Irene Dominguez Ma. Lourdes Dancel Angelica Veronica Corporal
MTCC (Reg. 1 - 6)	<a href="mailto:mtcc1to6@gmail.com">mtcc1to6@gmail.com</a>	(02) 8536.9037 0919.4421878 0909.7256716	Eduardo Iglesias Sandra Nachor
MTCC (Reg. 7-12)	<a href="mailto:reginemtcc7to12@gmail.com">reginemtcc7to12@gmail.com</a>	(02) 8251.3470 0919.4421878 0939.9027701	Eduardo Iglesias Regine Ochavillo
MTC (Reg. 1-12)	<a href="mailto:mtcregion1to12@gmail.com">mtcregion1to12@gmail.com</a>	(02) 8536.9037 0929.3315118 0943.1351559	Corazon Enriquez Joanne Ruaburo Anna Emmelyn Bobadilla Joana Marie Merilo
MCTC (Reg. 1-7)	<a href="mailto:mctcregions1to7@gmail.com">mctcregions1to7@gmail.com</a>	(02) 8536.9037 0947.3646132 0936.9704732 0933.5773200	Marylyn Falculan Ivy Ferrer Crisgie Ong
MCTC (Reg. 8-10) SDC, SCC	<a href="mailto:mctcpersonnel@gmail.com">mctcpersonnel@gmail.com</a>	(02) 8536.9037 0943.1351557	Heidi Andres Neil Holmes
MOOE Regions 1-4 Regions 5-8 Regions 9-12	<a href="mailto:mtc.cfa@gmail.com">mtc.cfa@gmail.com</a>	(02) 8251.3543 0912.390 4604 0906.087 6947	Carlson James S. Hipolito Clyde Glenn V. Degorio Crissa Mae M. Lastrella
HOJ (Reg. 1-5)	<a href="mailto:cruzabner996@gmail.com">cruzabner996@gmail.com</a>	(02) 8536.9037 0995.2540403	Abner Cruz
SALN / IPCR (METC, MTC)	<a href="mailto:mtctaskforce00@gmail.com">mtctaskforce00@gmail.com</a>	(02) 8536.9037 0921.5602384	Romwaldo Santiago
SALN / IPCR (MTCC, MCTC, SCC, SDC)	<a href="mailto:mtctaskforce00@gmail.com">mtctaskforce00@gmail.com</a>	(02) 8536.9037 0961.7386418	Mabigail Quintero

### III. EMPLOYEES' LEAVE DIVISION

#### OPERATING PROCEDURES

1. A processor for each section shall receive queries and requests of the lower courts in their areas through telephone.
2. Mails and other correspondences may be delivered at the designated drop box at the gate of the Supreme Court Centennial Building, Padre Faura, Street, Ermita, Manila which shall be collected at least twice a day (one in the morning and one in the afternoon).
3. All outgoing printed documents shall be delivered to other offices within the Supreme Court by assigned personnel.
4. All incoming printed documents shall be received at the designated reception area.
5. The following documents may be filed in PDF file format and sent to the e-mail addresses in item 10 below:
  - a. Certificate of Service (CS), Daily Time Record (DTR)/ Bundy Cards, together with the properly accomplished application/s for leave and related documents, in addition to the hard copies of the same compliant with OCA Circular No. 07-2013;
  - b. Request for authority to travel abroad with supporting documents
  - c. Long leave VL/SL with supporting documents;
  - d. Application for continuous absence (SL) for more than five days with medical certificates/records;
  - e. Application for monetization of leave credits;
  - f. Maternity leave/Magna Carta for Women with supporting documents;
  - g. Rehabilitation leave with supporting documents;
  - h. Request for certifications of leave credits/leave incurred/leave without pay incurred;
  - i. Request to transfer leave credits;
  - j. Request for release of terminal leave;
  - k. Request for flexi-time; and
  - l. Other requests, verifications and concerns regarding leave matters.
6. All attached documents to the email must be indicated on the "Subject" portion of the e-mail.
7. Hard copies of Certificate of Service (CS), Daily Time Record (DTR)/ Bundy Cards together with the properly accomplished application/s for leave and related documents shall still be submitted thru mail or private courier within the first five days after the end of each month compliant with OCA Circular No. 07-2013, and shall be considered as the official record of attendance of the court employee. Nonsubmission of the same

shall be treated as failure to file DTRs/ Bundy Cards and CS and will be administratively proceeded against accordingly.

8. Certification of leave balances shall be sent via e-mail quarterly to the respective e-mail addresses of each court.
9. All requested documents shall be transmitted via registered mail and thru e-mail in PDF File format once available.
10. All follow-up and queries shall be thru telephone, mobile phone or email.
11. No walk-in requests and other transactions shall be entertained.
12. Contact details of the Employees' Leave Division:

SECTION			
	<a href="mailto:leave.oca@sc.judiciary.gov.ph">leave.oca@sc.judiciary.gov.ph</a>		
	<a href="mailto:rulopez@sc.judiciary.gov.ph">rulopez@sc.judiciary.gov.ph</a>	(02) 8 525.7793 0915.969 1103	Ryan U. Lopez
NCJR	<a href="mailto:lframoran@sc.judiciary.gov.ph">lframoran@sc.judiciary.gov.ph</a>	(02) 8 525.7793	Lorna Ramoran
Reg. 1-4	<a href="mailto:mrkjose@sc.judiciary.gov.ph">mrkjose@sc.judiciary.gov.ph</a>	(02) 8 523.4926 0917.173. 7072	Mary Rosalyn K. Jose
Reg. 5-8	<a href="mailto:icgpernito@sc.judiciary.gov.ph">icgpernito@sc.judiciary.gov.ph</a>	(02) 8 523.4926	Irmina Cristina Pernito
Reg. 9-12	<a href="mailto:meamorales@sc.judiciary.gov.ph">meamorales@sc.judiciary.gov.ph</a>	(02) 8 523.4917	Maria Elena Morales

#### IV. RECORDS DIVISION

##### OPERATING PROCEDURES

1. All inquiries, requests and other concerns shall be sent via electronic communications or by calling the respective section telephone numbers between 08:00 a.m. to 04:00 p.m. from Monday to Friday, as follows:
  - Receiving and Releasing (Mailing Section):
    - Email: [mailingrecordsoca@gmail.com](mailto:mailingrecordsoca@gmail.com)
    - Telephone: (02) 8536-9081
  - Records Management (201 Files Section):
    - Email: [201recordsoca@gmail.com](mailto:201recordsoca@gmail.com)
    - Telephone: (02) 8523-4886
  - Service Records Section:
    - Email: [recordsdivisionoca@gmail.com](mailto:recordsdivisionoca@gmail.com)
    - Telephone: (02) 8523-1076
2. The processor of the day for each section shall receive queries and requests of the lower courts in their areas.

3. All follow up and queries shall be made through telephone, mobile phone or email.
4. No walk-in requests and other transactions shall be entertained.

#### **A. Receiving and Releasing (Mailing Section)**

##### **Interoffice transactions**

1. All incoming printed documents shall be received at the designated reception area.
2. Designated boxes shall also be provided outside the Records Division in case they opt to leave the documents to be processed including but not limited to letters, mails, requests, SC Certificate of Clearance, NOSI, NOSA, NOLPA, appointments, exclusion, plantilla updates, Resolutions, Decisions, Orders/Circulars, Memoranda, Indorsement, etc.
3. All documents shall be properly categorized according to type and purpose as well as labelled with the appropriate recipient (*For: Mailing Section, 201 Files Section and Service Records Section*).
4. The personnel/messenger shall log in the assigned log book and provide a receiving copy for Records Division. Received/signed copy shall be available for pick-up after (1) one to (2) two hours.
5. All requested documents and incoming mail matters ready for pick up and release to the concerned office/division shall be communicated via electronic communications or by calling the respective office telephone numbers.

##### **Transactions with PHLpost courier**

1. The Supreme Court Centennial Building guard on duty shall call/notify the Records Division upon the arrival of the PHLPost representative at the gate and our designated personnel shall come and receive all incoming mail matters and deliver all outgoing mail matters for dispatch.
2. All incoming mail matters from PHLPost shall be disinfected at the gate and shall be kept in quarantine for five (5) days at the Records Division storage room.

##### **Transactions with private couriers**

1. A mail box shall be provided at the Supreme Court Centennial Building guard house for all mails addressed to the Records Division and a designated personnel shall collect or pick up the mails twice daily.
2. All incoming mail matters from fast couriers shall be disinfected at the guard house and shall be kept in quarantine for five (5) days at the Records Division storage room.

#### **B. Records Management Section / 201 Files Section**

1. All requests of lower court Judges and personnel for certified copies of 201 Files documents shall be made through mail or email with the attached copy/image of their identification card as proof of their identity and also indicating therein their full name, position, station and the purpose of the requesting party. The requested documents shall be sent via email and/or mail.
2. Request for DFA Authentication shall be received from Administrative Support Service, OAS, OCA via email with the attached request slip form and the documents to be authenticated. One (1) personnel shall be designated to deliver to the Administrative Support, OAS, OCA, the certified copies of Oath of Office and pertinent 201 Files documents bearing similar specimen signature with the document presented to be authenticated.

#### **C. Service Records Section**

1. Requests for lower court service record and 201 file document shall be sent through email or postal service, with their landline and/or mobile number.
2. The requesters shall be notified of the action on their requests through email and/or SMS.

### **V. EMPLOYEE WELFARE AND BENEFITS DIVISION**

#### **OPERATING PROCEDURES**

1. A NO WALK-IN POLICY shall be implemented for the filing of applications/claims for retirement, pension and other benefits.
2. Applicants/claimants shall file their applications/ claims thru mail or private courier;
3. Requests for certificate of retirement, documents, and other similar requests may be transmitted via mail and/or thru the following:  
Email address: [ewbdoasoca@yahoo.com](mailto:ewbdoasoca@yahoo.com)  
Facebook page: <https://www.facebook.com/groups/2382814528684066>  
Employee Welfare (RETIREMENT) OAS, OCA, Supreme Court
4. For inquiries and/or verifications, the EWBD-OAS, OCA may be reached at (02) 8523 4893 / (02) 8247 7353

### **VI. PROPERTY DIVISION**

#### **OPERATING PROCEDURES**

1. A processor for each section shall receive queries and requests of the lower courts through telephone.



2. Letters may be sent through e-mail with the corresponding scanned copies of the necessary attachments, subject to the filing of the hard copies and original copies of the attachments, as required.
3. Mails and other correspondences may be delivered at the designated drop box at the gate of the Supreme Court Centennial Building, Padre Faura, Street, Ermita, Manila, which shall be collected at least twice a day (one in the morning and one in the afternoon).
4. All outgoing printed documents shall be delivered to other offices within the Supreme Court by assigned personnel.
5. All incoming printed documents shall be received at the designated reception areas of each section.
6. All inquiries, requests and other concerns shall be sent via electronic communications or by calling the respective section telephone numbers as found below, between 08:00 a.m. to 04:00 p.m., from Monday to Friday.
7. All follow-ups and queries shall be thru telephone and email.
8. No walk-in transaction shall be entertained.
9. Contact details of the Property Division:

DIVISION/SECTION		
Property Division	(02) 8 525.1839	<a href="mailto:propertyoasoca@yahoo.com">propertyoasoca@yahoo.com</a>
Procurement/Telefax	(02) 8 525.7036	
Disposal	(02) 8 536.9135	
Shipping & Supplies	(02) 8 525.1122	
Records & Inventory	(02) 8 523.0528	

## VII. SECRETARIAT, SELECTION AND PROMOTIONS BOARD- LOWER COURTS

### OPERATING PROCEDURES

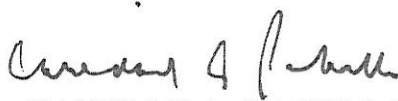
1. A member of the Secretariat shall receive and answer queries/follow ups of officials and personnel as well as applicants for positions in the lower courts through telephone.
2. The agenda for the meeting and other documents shall be delivered or routed for signature to other offices within the Supreme Court by assigned personnel.
3. All incoming printed documents (from other offices within the OCA or SC) shall be received at the designated reception area.

4. Mails and other correspondences may be delivered at the designated drop box at the gate of the Supreme Court Centennial Building, Padre Faura, Street, Ermita, Manila, which shall be collected at least twice a day (one in the morning and one in the afternoon).
5. Submission of documentary requirements for appointment shall be via postal mail or private courier.
6. No walk-in requests and other transaction shall be entertained.
7. All follow-ups and queries shall be thru telephone, mobile phone and email.
8. Notices on actions taken by the Board as regards requests of judges as well as on the applications for positions in the lower courts may be given thru telephone and email, if needed.
9. Contact details of the Secretariat of the SPB-LC:

		
<a href="mailto:spb_lowercourts2004@yahoo.com">spb_lowercourts2004@yahoo.com</a>	landline (02) 8-526-6404	Ghe (Maria Alegre Corazon E. Yabut) April (April Gem S. Ferriol) Mika (Mary Michaela M. Natividad)
<a href="mailto:spblowercourts2004@gmail.com">spblowercourts2004@gmail.com</a>	(02) 8-536-9097	Ghe (Maria Alegre Corazon E. Yabut) John (John Julius D.C. Lacanlale)
	(optional) (0917) 8159401 (0977) 7115047 -- (0927) 0211120	Ghe (Maria Alegre Corazon E. Yabut) April (April Gem S. Ferriol) Mika (Mary Michaela M. Natividad) John (John Julius D.C. Lacanlale)

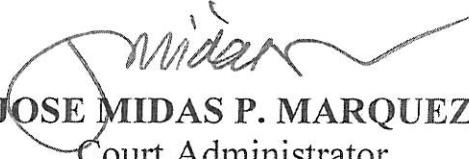
June 16, 2020

Respectfully submitted,



**CARIDAD A. PABELLO**  
OCA Chief of Office  
Office of Administrative Services

Noted:



**JOSE MIDAS P. MARQUEZ**  
Court Administrator