



Republic of the Philippines  
Supreme Court  
Manila

**OCA CIRCULAR NO. 98 - 2020**

**TO : THE JUDGES AND CONCERNED COURT PERSONNEL OF THE  
PILOT COURTS FOR VIDEOCONFERENCING HEARINGS**

**RE : VIDEOCONFERENCING REPORT FORM VERSION 1.1**

In connection with Administrative Circular 39-2020 dated 14 May 2020 and Administrative Circular 40-2020 dated 15 May 2020, which expanded the coverage of cases authorized to be heard through videoconferencing to all criminal and civil cases, the form for the required weekly reports on videoconferencing hearings<sup>1</sup> has been updated to include civil cases and criminal cases where the accused is out on bail.

The new Videoconferencing Form Version 1.1, which will be made available on the OCA website under Downloads, shall be filled out and submitted to your respective Deputy Court Administrators or Assistant Court Administrators, copy furnished the Court Management Office (CMO), **every Friday**, through their official email addresses:

Office of DCA for Luzon	odcalzn.sc@judiciary.gov.ph
Office of DCA for Visayas	odcavsy.sc@judiciary.gov.ph
Office of DCA for Mindanao	odcamnd.sc@judiciary.gov.ph
Office of ACA Co	oaca1.sc@judiciary.gov.ph
Office of ACA Ignacio	oaca2.sc@judiciary.gov.ph
Court Management Office	ocacmo.sc@judiciary.gov.ph

The subject of the email shall follow this format:

*Court level + Station + Branch Number + VC Report + Date of the Friday for the week (day, month, year).*

Example: RTC Quezon City 100 VC Report 29 May 2020

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<sup>1</sup> Pursuant to OCA Circular No. 37-2020 dated 4 May 2020

For questions on the form, kindly contact the CMO through their official email address or Judiciary 365 Teams account.

For strict compliance.

26 May 2020.

(original signed)  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator