

**ANNEX D**  
**Circular No. 82-2001**

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

**CIRCULAR NO. 82-2001**

- TO :** ALL EXECUTIVE JUDGES STATIONED IN METRO MANILA, CEBU DAVAO, AND ALL OTHER AREAS THAT MAY BE FURTHER ORGANIZED AND DESIGNATED, TO ASSIST AND SUPPORT THE PHILIPPINE JUDICIAL ACADEMY (PHILJA) IN THE ORGANIZATION, OPERATION AND MAINTENANCE OF THE PHILIPPINE MEDIATION CENTER UNITS.
- SUBJECT:** DESIGNATION OF THE PHILIPPINE JUDICIAL ACADEMY AS THE COMPONENT UNIT OF THE SUPREME COURT FOR COURT-REFERRED, COURT-RELATED MEDIATION CASES AND OTHER ALTERNATIVE DISPUTE RESOLUTION MECHANISMS AND ESTABLISHMENT OF THE PHILIPPINE MEDIATION CENTER (PMC) FOR THE PURPOSE

Pursuant to a Supreme Court *en banc* Resolution in Adm. Matter No. 01-10-5-SC-PHILJA, dated October 16, 2001, designating the Philippine Judicial Academy (PHILJA) as the component unit of the Supreme Court for court-referred and court-related mediation cases and other alternative dispute resolution mechanisms, and establishing the Philippine Mediation Center (PMC) for the purpose, the Executive Judges are hereby ordered to:

1. Direct the Judges within their jurisdiction, where PMC units are organized and existing, to refer cases to mediation pursuant to the Second Revised Guidelines for the Implementation of Mediation Proceedings;
2. Provide a permanent mediation room/space including basic equipment, if available, for PMC units in the different courthouses and in such other places as may be necessary;
3. Encourage the Judges and Court Personnel, before whose court the case subject of mediation is pending, to extend to the Mediator, every possible support and assistance;
4. Designate a Clerk-in-Charge to coordinate between the courts and Mediators and Supervisors in every PMC unit;
5. Direct the Clerk of Court to collect and deposit Mediation Fees pursuant to the procedures prescribed in the Compensation Guidelines for Mediators and Supervisors;
6. Direct the Clerk of Court to submit a monthly collection and remittance report to the Mediation Group of PHILJA (PMC Form No. F1);

7. Direct the Clerk-in-Charge to submit a monthly mediation report duly noted by the Executive Judge to the Mediation Division of PHILJA furnishing a copy thereof to the OCA (PMC Forms No. E2);
8. Ensure the proper implementation of approved mediation structures and guidelines in their respective areas, so as to institutionalize mediation in the Philippines; and
9. Disseminate the attached documents to all concerned.

For strict compliance.

Manila, November 12, 2001.

**(SGD) PRESBITERIO J. VELASCO, JR.**  
**Court Administrator**