

OCA CIRCULAR NO. 70-2015, April 17, 2015

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TO :

ALL JUDGES OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS AND MUNICIPAL TRIAL COURTS IN CITIES

SUBJECT :

Payment of Representation and Transportation Allowance (RATA) for the Designated Officer-in-Charge (OIC)-Clerk of Court

The attention of the Financial Management Office, Office of the Court Administrator, has been called in connection with the numerous belated requests for confirmation of the designations of OIC-Clerks of Court entitled to the payment of the representation and transportation allowance (RATA). More often than not, the designation of the OIC-Clerk of Court is effected by the Presiding Judge on an earlier date but the request for confirmation of the Office of the Court Administrator (OCA) of such designation is made on a much later date and not immediately after. Such circumstance invariably results in a substantial disruption of the cash flow and availability of funds for the lower courts because it could happen that the payment of RATA retroacts to no more than one or two years, reckoned from the date when the designation was made.

Thus, all Judges are hereby directed to forthwith submit for confirmation their designations of OIC-Clerks of Court who shall be entitled to the payment of RATA. Effective immediately, for the purpose of payment of RATA to the concerned OIC-Clerks of Court, the computation of the amount thereof shall be reckoned from the date of confirmation of designation and not on the date the designation was made.

For strict compliance.

April 17, 2015

(SGD.) JOSE MIDAS P. MARQUEZ

Court Administrator

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