

## SC CIRCULAR NO. 57-98, November 09, 1998

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**TO :**

ALL EXECUTIVE JUDGES, PRESIDING JUDGES CLERKS OF COURT AND BRANCH CLERKS OF COURT

**RE:**

**PHYSICAL INVENTORY OF COURT ISSUED PROPERTIES**

For purposes of disposal of unserviceable properties, all clerks of court and branch clerks of court are directed to conduct an inventory of court issued properties in their respective offices which are NO LONGER OF SERVICE and to submit their report thereon addressed to Mr. Gil Tribiana, Officer-in-Charge, Property Division, OCAd, Supreme Court, Manila within ten days from receipt hereof.

The report shall conform with the attached form listing the property issued, the property number, the date it was acquired and to whom it was issued.

All properties not included in the list shall be considered still serviceable as of the date of the inventory.

Strict compliance is enjoined.

Novembers, 1998.

**(SGD.) ALFREDO L. BENIPAYO**

Court Administrator

INVENTORY OF UNSERVICEABLE OFFICE EQUIPMENT

AS OF: \_\_\_\_\_

COURT: \_\_\_\_\_

BRANCH: \_\_\_\_\_

STATION: \_\_\_\_\_

**DESCRIPTION**

**ISSUED TO**

**SERIAL NO.**

**PROPERTY NO.**

**VALUE**

**DATE ACQUIRED**

**REMARKS/CONDITION**

**CERTIFIED CORRECT:**

**APPROVED BY:**

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Name of Accountable Officer

Executive Judge

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Designation

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