

SC CIRCULAR NO. 37-2002, March 15, 2002

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TO: ALL PROCESS SERVERS OF THE LOWER COURTS

RE: IMPLEMENTATION OF THE SUPREME COURT-MOTORCYCLE ACQUISITION PROGRAM (SC-MAP) FOR PROCESS SERVERS

Pursuant to the Resolution of the Court En Banc dated 19 October 1999 in A.M. No. 99-8-12-SC, as amended on 03 October 2000, Re: Motorcycle Loans for Process Servers, an interest free motorcycle loan in an amount not exceeding P50,000.00 will be made available to qualified Process Servers on a repayment scheme of not more than thirty-six (36) equal monthly installments.

Those who have previously submitted their applications must accomplish the attached revised application form to be submitted to Ms. Ana Christina M. Arce, OCA-Property Division, Supreme Court, Taft Ave., Manila. For inquiries, you may contact: Atty. Eduardo Tolentino or Ms. Glenda F.M. Cagadoc at telephone number (02) 525-7143, Office of Assistant Court Administrator Carlos L. de Leon, OCA-Supreme Court.

14 March 2002.

PRESBITERO J. VELASCO, JR.
Court/Administrator

TO: ALL Clerks of Court/Officers-In-Charge of the Offices of the Clerk of Court and Branch Clerks of Court/Officers-In-Charge of the Regional Trial Courts, Shari'a District Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts, Municipal Circuit Trial Courts and Shari'a Circuit Courts.

SUBJECT: Monthly Submission of Inventory Report

In order to provide timely preparation of reports, proper monitoring and administrative control of equipment, supplies, and accountable forms, as well as the disposal and replacement of unserviceable equipment, ALL CLERKS OF COURT, BRANCH CLERKS OF COURT, OFFICERS-IN-CHARGE, and ALL ACCOUNTABLE OFFICERS of the Courts above-mentioned are hereby directed to properly accomplish the attached Inventory Report Form in triplicate and to submit monthly the duly accomplished form to the Property Division, Office of the Court Administrator, at least within five days after the end of every month. This circular shall take effect immediately.

For strict compliance.

15 March 2002.

(Sgd.) PRESBITERO J. VELASCO, JR.
Court/Administrator

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