

## SC CIRCULAR NO. 4, April 21, 1986

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### ADMINISTRATIVE SUPERVISION OF COURTS

Series of 1986

#### TO :

ALL JUDGES OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT COURTS AND SHARI' A COURTS.

SUBJECT: Treasury Warrants

Per Commission on Audit (COA) Circular No. 86-248-A, you are hereby advised that a new policy on the release of Treasury Warrants. shall be adopted effective May 1, 1986.

Only Judges and/or duly designated Liaison Officers of the Court are authorized to get the salary checks of their court personnel. Only one (1) designated representative may allowed to receive the court's treasury warrants. Said preservative shall act as permanent liaison between the court concerned and the Supreme Court for a definite period, subject to renewal, in the interest of the service.

Should the be a need to have the treasury warrants taken by another person, the concerned employees shall execute a Special Power of Attorney (SPA) and other forms of authority only in favor of an immediate member of the family.

### PROCEDURES

#### I. Treasury Warrants to be released to Judges

- Present Court I.D. with picture to the Mailing Section of the Supreme Court Accounting Division when catting checks.

#### II. Treasury Warrants to be released to duly Designated Representative

- Judge, or in the absence of a Judge, the Clerk of Court to accomplish the enclosed forms with the designated representative's 2 x 2 I.D. picture attached to both copies. The original copy should be mailed to the Accounting Division of the Supreme Court; duplicate copy to be retained by the designated representative for presentation to the Supreme Court Accounting Division when requesting for the release of the court personnel's TW's.

#### III. Treasury Warrants to be released to nearest of kin

- The employee concerned should issue a specific authority in favor of his/her wife/husband, or son/daughter.

All other relatives are not authorized.

- Authorized representative should present a copy of his/her authority to the Supreme Court Accounting Division when requesting for the TWs.

- Authorized representative must show his/her identification card for proper verification.

No other authority/guarantee shall be honored other than these specified in the above.

Treasury warrants shall be released three (2) days from due date.

TWs of these courts who do not wish to have their checks taken from the Accounting Division shall be mailed as usual.

For your guidance.

April 21, 1986.

(Sgd.) LEO D. MEDIALDEA

(Sgd.) ARTURO B. BUENA

Deputy Court Administrator

Deputy Court Administrator

\_\_\_\_\_  
(Date)

Supreme Court of the Philippines  
Taft Avenue, Manila

Gentlemen:

I hereby designate Mr./Ms. \_\_\_\_\_ an employee of the

\_\_\_\_\_  
(name of authorized representative)

(Court/Place)

to act as our permanent Liaison Officer to the Supreme Court, such, he/she is given, authority by the undersigned to set s court's treasury warrants representing

salaries, allowances, and other claims from the Supreme Court from \_\_\_\_\_ 19\_\_ to \_\_\_\_\_ 19 \_\_\_\_.

For your information and guidance.

\_\_\_\_\_

(Printed name/signature of

Judge of Clerk of Court)

Printed name of designated Representative \_\_\_\_\_

Specimen signature of Designated Representative \_\_\_\_\_

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