

SC CIRCULAR NO. 4-A, August 19, 1986

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ADMINISTRATIVE SUPERVISION OF COURTS

Series of 1986

TO :

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

SUBJECT: RELEASING OF TREASURY WARRANTS

In order to achieve a systematic and effective distribution by the Accounting Division of the Supreme Court of checks for salaries, allowances and fringe benefits to all judges and employees of the lower courts, the following procedures are hereby adopted effective October 1, 1986.

GENERAL RULE

All checks for salaries, allowances and fringe benefits shall be mailed to judges and employees at their respective addresses.

EXCEPTIONS:

I. FOR COURTS LOCATED WITH METRO MANILA:

a) By liaison officers - Treasury warrants pertaining to the judges and other court personnel of courts located within Metro Manila must be picked up regularly by their duly authorized liaison officers three days before the due date, from 9:00 to 10:30 in the morning and from 1:00 to 3:00 in the afternoon. Liaison officers must return to the Releasing and Mailing Section of the Accounting Division all undistributed checks before they shall be allowed to get the next batch of treasury warrants.

A temporary liaison officer may be given authority by the Judge to get the aforesaid treasury warrants in the absence of the duly authorized liaison officer. The authority, however, shall be limited to one specific payday only.

b) By individual employees/next of kin - Individual employees or their nearest kin, namely: parents, husband/wife or son/daughter possessing a Special Power of Attorney (SPA) may pick up their treasury warrants three days before the due date, from 9:00 to 10:30 in the morning and from 1:00 to 3:00 in the afternoon. They may also be allowed to pick up treasury warrants before the "three days prior to the due date" period, provided, there is an urgent reason therefor and, provided further, that a written authority from the Office of Court Administrator is obtained for that purpose.

II. FOR COURTS LOCATED OUTSIDE METRO MANILA:

a) By judges - Judges of all courts located outside Metro Manila may get their treasury warrants as well as those of their court personnel if they happen to be in the Supreme Court provided, that the said warrants are already sorted and not yet bundled and stamped for mailing, and provided further, that they obtain a written authority for all purpose from the Office of the Court Administrator.

b) By individual employees/next of kin - same as I-b.

This amends Circular No. 4, series of 1986, issued by this Office on April 21, 1986.

For strict compliance.

August 19, 1986.

(Sgd.) LEO D. MEDIALDEA

Court Administrator

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