

PRESCRIBING THE GUIDELINES IN THE ISSUANCE OF SC CAR STICKERS

ADMINISTRATIVE CIRCULAR NO. 62-2004, December 22, 2004

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/3beb96f9740c/>

I. WHO MAY REQUEST

-

An official or employee of the Court and the PET who has a motor vehicle registered in his/her name, or who uses their family car in going to office (i.e., the car is registered in the name of parents, spouse, son or daughter), may request for the issuance of the SC car sticker. Such official or employee is entitled to one (1) car sticker only.

-

Except for the shuttle buses, all vehicles owned by the Court, whether or not assigned for the exclusive use of Court officials, shall be provided each with a car sticker, without prejudice to the issuance to such officials upon their requests, of stickers for their personal cars as provided in the preceding paragraph hereof.

I. HOW TO REQUEST

-

The requesting official/employee must submit to the Office of Administrative Services-SC a photocopy of the car's Certificate of Registration (CR) and current Official Receipt (OR) of registration.

-

He/she must also present the original CR and OR for verification purposes.

-

If the vehicle is still in the name of another person (as in the case of a newly-purchased used vehicle) the requesting official/employee must submit a copy of the deed of sale.

-

In case of a request for replacement of old or worn-out sticker, the old sticker must be presented before the issuance of a new one.

II. RELEASE OF STICKER

-

The requesting official/employee must legibly indicate at the back of the photocopy of the CR or OR his/her full name, office and date of issuance of the sticker.

-

He/she must acknowledge receipt of the car sticker by signing the release logbook.

III. SANCTION

The official SC car sticker is issued only for identification purposes and to facilitate entry to the SC Compounds, hence it must not be used as an excuse, or as a shield from traffic citation, for any violation of traffic rules and regulations.

IV. EFFECTIVITY

This Administrative Circular shall take effect on the first working day of January, 2005.

Issued this 22nd day of December, 2004.

HILARIO G. DAVIDE , JR.

Chief Justice

Copy furnished:

- Office of the Chief Justice
- Offices of the Associate Justices
- Philippine Judicial Academy
- Judicial and Bar Council Secretariat
- Office of the Court Administrator
- Office of the Deputy Court Administrators
- Office of the Assistant Court Administrators
- Office of the Clerk of Court
- Office of the First Division Clerk of Court
- Office of the Second Division Clerk of Court
- Office of the Third Division Clerk of Court
- Public Information Office
- Program Management Office
- Office of Administrative Services
- Fiscal Management and Budget Office
- Office of the Chief Attorney
- Office of the Reporter
- Office of the Bar Confidant
- Judicial Records Office
- Management Information and Systems Office
- Medical Service
- Printing Service
- Library Service
- Committee on Halls of Justice
- Legal Office, OCA
- Court Management Office, OCA
- Office of Administrative Service, OCA
- Financial Management Office, OCA

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.