

ADMINISTRATIVE SUPERVISION OF COURTS

SC ADMINISTRATIVE CIRCULAR NO. 29-90, October 02, 1990

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TO

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THE REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS, METROPOLITAN TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS AND SHARI'A CIRCUIT COURTS

SUBJECT

:

REVISED PROCEDURE IN THE MAILING OF SALARY CHECKS OF JUDGES AND LOWER COURT PERSONNEL

It has come to the attention of this Court that Judges and lower court personnel are complaining about delayed salary checks. To curb that alleged causes of these delays and for a smooth and more efficient service, a revised procedure in the mailing of salary checks is hereby adopted:

- The priority in the processing and mailing of the salary checks in the mailing of salary is hereby adopted:

- a) Mindanao area;
- b) Visayas area;
- c) Northern Luzon area;
- d) Bicol area;
- e) Central Luzon area; and
- f) Southern Luzon area

- As a general rule, all salary checks shall be mailed directly to the payee at his regular station for the first quincena before the 7th day of the month, and for the second quincena, before the 21st day of the month. This, of course will depend on the early preparation of the EDP of all periodic payrolls and salary checks.

- No personal pick-up of salary checks will be allowed unless the payee or his duly authorized representative formally notifies the Mailing and Releasing Section of the Finance Mails and Budget Office (FMBO) beforehand, of his intention to obtain personal delivery of his/her salary checks. In such a case, the check shall be released only one day before the due date or in extremely urgent cases upon proper directive from the Office of the Court

Administrator. If the due date falls on a Saturday Sunday or official holiday, the release may be made on the work date immediately preceding the Saturday, Sunday or holiday.

This holds true for all who are receiving allotments through a Special Power of Attorney duly notarized.

For those within Metro Manila, the Executive Judge can designate a liaison officer to receive all the checks for his/her particular area of administrative supervision.

- Once the checks are already inside their respective envelopes and included in the Mailing Register, they will be considered ready for mailing and stamped and the registry number will be noted. At this stage, all checks will be considered mailed.

Please be guided accordingly.

October 2, 1990.

(Sgd.) MARCELO B. FERNAN

Chief Justice

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