

OCA CIRCULAR NO. 235-2018, November 13, 2018

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TO : ALL JUDGES, CLERKS OF COURT AND OFFICERS-IN-CHARGE/ACTING CLERKS OF COURT OF THE LOWER COURTS

SUBJECT:

Mandatory Submission of Financial Monthly and Quarterly Reports to the Accounting Division, Financial Management Office, Office of the Court Administrator via Private Couriers

For the timely recording of financial reports in the books of accounts of the lower courts, all clerks of court and officers-in-charge/acting clerks of court shall submit their financial monthly reports (in compliance with OCA Circular Nos. 113- 2004 dated 16 September 2004 and 23-2009 dated 3 March 2009) to the Accounting Division, Financial Management Office (FMO), Office of the Court Administrator (OCA) using the services of private couriers for fast delivery of the reports, such as, but not limited to, AIR21, 2GO Express, LBC, Xend Business Solutions, JRS Express, ABest Express, and DHL Express/

Related costs/expenses for the submission of the financial reports shall be charged to the Extraordinary Miscellaneous Expense (EME) allowance of the concerned Executive Judge/Presiding Judge or, in case of the absence of the latter, the concerned Acting Presiding Judge.

Strict compliance is enjoined.

13 November 2018

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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