

OCA CIRCULAR NO. 20-2005, February 18, 2005

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TO:

ALL JUDGES AND CLERKS OF COURT OF THE: . REGIONAL TRIAL COURTS SHARIA DISTRICT COURTS METROPOLITAN TRIAL COURTS MUNICIPAL TRIAL COURTS IN CITIES MUNICIPAL TRIAL COURTS MUNICIPAL CIRCUIT TRIAL COURTS SHARIA CIRCUIT COURTS

SUBJECT:

Guidelines in the Implementation of an Automated Payroll System (APS)

In view of the Memorandum of Agreement between the Supreme Court (SC) and the Land Bank of the Philippines (LBP), under which an Automated Payroll System (APS) for Representation and Transportation Allowance (RATA) and Extraordinary and Miscellaneous Expense Allowance (EME) was adopted, the following are the guidelines to be observed:

- The APS shall apply to all judges of the Regional Trial Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Circuit Trial Courts, Municipal Trial Courts, Sharia District Courts and the Sharia Circuit Courts who by virtue of their position are entitled to RATA and EME; and to all Clerks of Courts of the Regional Trial Courts, Metropolitan Trial Courts and Municipal Trial Courts in Cities who are entitled to RATA;

1.1 For incumbent judges and clerks of court of the First and Second level courts, they shall open with the Land Bank Branch nearest their official stations or residences an ATM Payroll Savings Account. After opening, they shall furnish the Office of Administrative Services of the Office of the Court Administration (OAS-OCA) their ATM Payroll Savings Account number on or before 15 April 2005 for inclusion in the APS Masterlist.

1.2 For newly appointed judges and clerks of court, they shall open with the Land Bank Branch nearest their official stations or residences an ATM Payroll Savings Account. After opening, they shall furnish the OAS-OCA their ATM Payroll Savings Account Number for inclusion in the APS Masterlist and as a prerequisite for the processing of their initial salary.

- In the opening of an ATM payroll savings account with the nearest LANDBANK Branch, two (2) valid identification cards (IDs) are required to be presented, one of which is the Supreme Court ID for the incumbent judicial officer.

- All ATM Payroll Savings Account shall be subject to the initial opening and mainlining balance of P100.00 and minimum balance requirement of P500.00 to earn interest.

- In case of dismissal, resignation, compulsory or optional retirement transfer, permanent incapacity, death or any

other mode of separation from the service of judges or clerks of court, or in case of death of pensioner judges already covered by the APS, their names shall be automatically excluded therefrom. Such exclusion shall be indicated by the Finance Division, FMO in the APS Masterlist provided by the Electronic Data Processing (EDP) Division.

- Payroll credit date for RATA shall be every 7[th] of the month. Payroll credit date for the EME Allowance shall be every 7[th] of the next following month. If said date falls on a Saturday, Sunday or Holiday, crediting shall be on Friday or the day before the Holiday.

- The APS shall commence on 01 May 2005 .

- All judges and clerks of court concerned are enjoined to submit their Certificates of Service/Daily Time Records within the first five (5) working days of the succeeding month.

- Failure on the part of the judges and clerks of court concerned to comply with the above provisions shall warrant the withholding of their RATA and EME.

For strict compliance.

Issued this 18[th] day of February, 2005 in the City of Manila.

PRESBITERO J. VELASCO, JR.

Court Administrator

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