

ADMINISTRATIVE CIRCULAR NO. 16-2004, April 30, 2004

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TO:

ALL JUDGES AND CLERKS OF COURT OF THE REGIONAL TRIAL COURTS AND METROPOLITAN TRIAL COURTS OF THE NCJR AND RETIRED JUDGES RECEIVING MONTHLY PENSIONS

SUBJECT:

GUIDELINES IN THE IMPLEMENTATION OF AN AUTOMATED PAYROLL SYSTEM (APS)

In view of the Memorandum of Agreement between the Supreme Court 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 Allowance (EME Allowance) as well as for the monthly pension/annuity was adopted, the following are the guidelines to be observed:

- The APS shall apply to all judges and of the Regional Trial Courts and Metropolitan Trial Courts of the National Capital Judicial Region (NCJR) who by virtue of their positions are entitled to RATA and EME; all Clerks of Court of the Regional Trial Courts and Metropolitan Trial Courts of the NCJR who are entitled to RATA; and to all retired judges receiving their monthly pensions (pensioner judges).

1.1 For incumbent judges and clerks of court of the NCJR and pensioner judges, they shall open with the LANDBANK Branch nearest their official stations or residences (for pensioner judges) an ATM Savings Account. After opening, they shall furnish the Office of Administrative Services of the Office of the Court Administrator (OAS-OCA) their ATM account numbers on or before 15 May 2004 for inclusion in the APS Masterlist.

1.2 For newly appointed judges and clerks of court, the OAS-OCA shall furnish them with LANDBANK specimen signature card. Upon accomplishing the same, they shall proceed to the LANDBANK Branch nearest their official station to open and activate their APS account. Thereafter, they shall furnish OAS-OCA with their ATM account numbers to be included in the APS Masterlist.

1.3 For new pensioner judges, the OAS-OCA shall advise them of the APS for Pensioner and direct them to open, an ATM account with the LANDBANK Branch nearest their respective residences. After opening, the pensioner judges shall furnish the OAS-OCA with their ATM account numbers to be included in the APS Masterlist for pensioners.

- Upon opening of an ATM savings account with the 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 officers.

- All ATM Savings Account shall be subject to the initial opening and maintaining 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).

- Payroll credit date for RATA and the monthly pension shall be every 7th of the month. Payroll credit date for the EME Allowance shall be every 7th 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 August 2004.

- 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 30[th] day of April 2004 in the City of Manila.

HILARIO G. DAVIDE, JR.

Chief Justice

Chairman, First Division

REYNATO S. PUNO

JOSE C. VITUG

Associate Justice

Associate Justice

Chairman, Second Division

Chairman, Third Division

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