

OCA CIRCULAR NO. 143-2014, November 13, 2014

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TO :

ALL CLERKS OF COURT, OFFICERS-IN- CHARGE, LIBRARIANS AND ACCOUNTABLE OFFICERS OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A DISTRICT COURTS, SHARI'A CIRCUIT COURTS AND MAINTENANCE OFFICES OF THE HALLS OF JUSTICE

SUBJECT :

DELIVERY OF SUPPLIES, FURNITURE, EQUIPMENT, LIBRARY MATERIALS, ACCOUNTABLE FORMS AND OTHER MATERIALS NEEDED BY THE TRIAL COURTS

It has been observed that documents for the delivery of the above-enumerated items such as: (i) Bills of Lading; (ii) Requisition and Issue Slips (RIS) for supplies; and (iii) Acknowledgement Receipts for Equipment (AREs), are being disregarded and ignored by some Clerks of Courts/Officers-In-Charge, as some documents submitted to this Office by the freight forwarder after the completion of delivery have not been signed by a representative of the court, while some were signed by person/s who are not even court employees.

All Clerks of Court, Officers-In-Charge, Librarians and Accountable Officers are hereby directed to ensure the following:

- i) All documents pertaining to the delivery of the above-mentioned items to your respective court/offices must be duly signed. The complete name and position of the person who signed the documents must be legibly written and the date of receipt must also be indicated; and
- ii) In the absence of the Clerk of Court or Officer-In-Charge, the signing of documents is the responsibility of the next in rank employee of the recipient court.

For strict compliance.

13 November 2014

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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