

OCA CIRCULAR NO. 96-2006, July 12, 2006

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TO:

ALL EXECUTIVE/PRESIDING JUDGES AND CLERKS OF COURT/ACCOUNTABLE OFFICERS OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT:

GUIDELINES OF THE REQUISITIONS, ISSUANCE AND CONSUMPTION OF OFFICIAL RECEIPTS FOR LAND REGISTRATION AUTHORITY COLLECTIONS

The Administrator of the Land Registration Authority has requested the Office of the Court Administrator to issue the following guidelines on the requisition, issuance and consumption of official receipts for collections that will accrue to the said Office, to wit:

- 1) Letter requests for Official Receipts (Accountable Form 51) and/or cash book shall be submitted by the Accountable Officer addressed to the Administrator, Land Registration Authority (LRA), thru the LRA Supply Officer;
- 2) Official Receipts shall be issued by the LRA Property and Supply Section using General Form 33 A (Invoice and Receipt of Accountable Forms) accompanied by a Requisition and Issuance Voucher (RIV), as attached which shall be duly acknowledged and promptly returned by the Accountable Officer to the LRA Property and Supply Section within (5) days from receipt thereof;
- 3) If the Official Receipts and/or cash book are to be hand-carried by anyone other than the Accountable Officer, the letter request must be accompanied by an authorization letter;
- 4) If the Official Receipts and/or cash book are to be delivered, the same shall be forwarded by LRA thru its cargo forwarding contractor; and
- 5) Consumption of Official Receipts shall be reported semi-annually to the Land-Registration Authority thru its Property and Supply Section using the attached form, for monitoring and auditing purposes.

For strict compliance

__12__ July, 2006. Untitled Document

CHRISTOPER O. LOCK

Court Administrator

REPORT OF CONSUMPTION OF ACCOUNTABLE FORM NO. 51

For the Period _____

INCLUSIVE

SERIAL NUMBER TOTAL

ACCOUNTABLE

FORM

DEBIT

Balance per last REPORT

Accountable forms Received _____

DEBIT

Accountable forms Issued

Accountable forms Spoiled _____

BALANCE ON HAND _____

(Date)

CERTIFICATION

I CERTIFY that the foregoing is a true statement of all accountable forms received, spoiled and issued by me during the period above-stated.

Name, Signature & Position/Designation
of Accountable Officer

REQUISITION AND ISSUE SLIP (see image after the oca circulars no. 96-2006)

INVOICE AND RECEIPT OF ACCOUNTABLE FORMS (see image after the oca circulars no. 96-2006)

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