

OCA CIRCULAR NO. 55-2008, June 16, 2008

OCA CIRCULAR NO. 55-2008, June 16, 2008

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/a03132fe55ec/>

TO:

ALL JUDGES AND CLERKS OF COURT IN THE SEVENTH JUDICIAL REGION

SUBJECT:

GUIDELINES ON FINANCIAL AND ADMINISTRATIVE REPORTS/TRANSACTIONS

The establishment of a Regional Court Administration Office (RCAO) in the 7[th] Judicial Region aims to enhance the efficiency of the judiciary through the decentralization of financial and administrative functions. RCAO 7 will officially start its business operation on July 1, 2008 . In connection therein, the following guidelines shall be observed in the submission of financial and administrative reports/transactions effective July 1, 2008 .

- All financial and administrative reports required to be submitted to the Supreme Court are now to be submitted to RCAO 7, except for the following:

- a. Semestral Inventory Report of Cases;
- b. Monthly Report of Cases; and
- c. Monthly Report of Collections and Deposits;

in which case, RCAO 7 shall only be furnished with a copy thereof.

-

All financial and administrative transactions which shall occur starting July 1, 2008 are to be submitted to RCAO 7 for approval/payment. If the same are not within its defined authority, RCAO 7 will endorse the transaction to the Office of the Court Administrator for appropriate action.

- All existing Supreme Court orders, circulars, memorandum, policies relative to administrative reports and transactions not inconsistent with this circular shall continue to be complied with by all courts in the 7[th] Judicial Region.

For strict compliance.

June__16__, 2008.

ZENaida N. ELIPaño

Court Administrator

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.