

OCA CIRCULAR NO. 229-2018, October 31, 2018

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TO : All Judges, Clerks of Court, Branch Clerks of Court, Officers-in-Charge, and Members of the Regional Disposal Committees of the First and Second Level Courts

SUBJECT:

Disposal of Unserviceable/Unnecessary Property of the Judiciary

This refers to the disposal of unserviceable/unnecessary properties of the lower courts which has been placed under the supervision of the Regional Disposal Committee (RDC). Pursuant to Administrative Circular No. 90-2007, several RDCs shall be created in each of the thirteen (13) Judicial Regions to take charge of the disposal of unnecessary properties of the lower courts in any particular Judicial Region.

Notably, under Item 6, Section III of the Administrative Circular 7-2004, as amended, it is provided that "[t]he responsible officer in the lower court shall first obtain authority to dispose of the unnecessary property from the Property Division of the Office of the Court Administrator prior to disposal, xxx."

It has been observed, however, that there are several RDCs that have disposed of their unserviceable/unnecessary properties in their area of administrative supervision without first securing authority to dispose from the Property Division, Office of the Court Administrator as mandated. This contravenes an express provision under Revised Administrative Circular No. 7-2004, as amended. Thus, all concerned are enjoined to strictly observe the procedure stipulated in the said administrative circular.

For your information and strict compliance.

31 October 2018

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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