

OCA CIRCULAR NO. 144 -2011, October 20, 2011

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TO :

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

SUBJECT :

COURTS MODIFICATION OF OCA CIRCULAR NO. 102-2008 RELATIVE TO ANNEX "A" ON CERTIFICATION FOR MONEY AND/OR PROPERTY ACCOUNTABILITY/NON-ACCOUNTABILITY

On 04 October 2008, this Office issued OCA Circular No. 102-2008 requiring every employee of the first and second level courts applying for a clearance from the Supreme Court to submit a Certification of Accountability/Non-Accountability for Money and/or Property (Annex "A"). However, it has been observed that delay in the processing of the clearance occurs due to improper accomplishment of the said certification.

In relation thereto, and to properly monitor the issuance of the abovementioned Certification, the Annex "A" of OCA Circular No. 102-2008 is accordingly modified by providing the attached Annex "A" for single sala courts and Annex "B" for multiple sala courts, with respective instructions printed at the back thereof.

This Circular, therefore, modifies the Annex "A" of OCA Circular No. 102-2008 dated 04 October 2008 and to take effect fifteen (15) days after its issuance.

For strict compliance.

October 10, 2011.

(SGD.)JOSE MIDAS P. MARQUEZ

Court Administrator

(See Annex A and B of OCA CIRCULAR NO. 144-2011)

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