

OCA CIRCULAR NO. 79-2008, August 08, 2008

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TO:

ALL JUDGES AND CLERKS OF COURT IN THE 7th JUDICIAL REGION

SUBJECT:

Guidelines on Financial Reports/Transactions and Administrative

On June 16 ; 2008, the Office of the Court Administrator issued OCA Circular No. 55-2008 directing Judges and Clerks of Court in the 7th Judicial Region to submit all financial and administrative reports required to be submitted to the Supreme Court to the Regional Court Administration Office (RCAO) 7 except for the Semestral Inventor}- 7 Report of Cases, Monthly Report of Cases and Monthly Report of Collections and Deposits.

The business operation of RCAO officially started in July 2008 decentralizing administrative and financial functions. Consequently, RCAO will be maintaining the Subsidiary Ledgers for all collections, withdrawals and deposits made by the Clerks of Courts in the 7th Judicial Region. In view thereof, monthly financial reports on collections, withdrawals and deposits together with all its attachments submitted by the Clerks of Court should be forwarded to RCAO which shall be the basis of the latter for the entries in the Subsidiary Ledgers. The RCAO will thereafter submit to the Financial Management Office, OCA, the summary or the Journal of Collections, Withdrawals and Deposits for all courts in Region 7.

This Circular amends the provision of OCA. Circular No. 55- 2008 in so far as submission of the monthly report of collections, withdrawals and deposits is concerned.

For strict compliance.

August 08, 2008.

JOSE P. PEREZ

Court Administrator

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