

OCA CIRCULAR NO. 113-2004, September 16, 2004

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TO:

ALL CLERKS OF COURT OF THE REGIONAL TRIAL COURTS (RTC), SHARI'A DISTRICT COURTS (SDC), METROPOLITAN TRIAL COURTS (METC), MUNICIPAL TRIAL COURT IN CITIES (MTCC), MUNICIPAL CIRCUIT TRIAL COURTS (MCTC), MUNICIPAL TRIAL COURTS (MTC), AND SHARI'A CIRCUIT COURTS (SCC)

SUBJECT:

SUBMISSION OF MONTHLY REPORTS OF COLLECTIONS AND DEPOSITS

The following guidelines and procedures are hereby established for purposes of uniformity in the submission of Monthly Reports of Collections and Deposits, to wit:

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The Monthly Reports of Collections and Deposits for the Judiciary Development Fund (JDF), Special Allowance for the Judiciary (SAJ) and Fiduciary Fund (FF) shall be:

- 1.1. Certified correct by the Clerk of Court
- 1.2. Duly subscribed and sworn to before the Executive/Presiding Judge
- 1.3. Sent not later than the 10[th] day of each succeeding month to -

The Chief Accountant Accounting

Division Financial Management

Office Office of the Court

Administrator Supreme Court of the Philippines

Taft Avenue, Ermita

Manila

- The following documents shall be attached to the reports:

- A. For Judiciary Development Fund (JDF)

- Duplicate copies of the official receipts issued

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Machine validated deposit slips, if collections are remitted/deposit with the Land Bank of the Philippines (LBP), or Postal Money Order (PMO), if collections are remitted through PMO

B. For Special Allowance for the Judiciary (SAJ)

- Duplicate copies of the official receipts issued

- Machine validated deposit slips, if collections are remitted/deposited with the LBP, or PMO, if collections are remitted through PMO

C. For Fiduciary Fund (FF)

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Duplicate copies of the official receipts issued

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Machine validated deposit slips, if collections are deposited with the LBP, or certified true copies of the official receipts issued by the Provincial/City/Municipal Treasurer, if collections are deposited with the Treasurer's Office.

- In case of withdrawal:

c.1. Copy of the Court Order

c.2. Original Official Receipt (OR) or certified true copy - of OR

c.3. Duplicate or certified true copy of withdrawal slip and disbursement voucher if collections are deposited in a savings account with the LBP, or a copy of the check and disbursement voucher if collections are deposited in a current account with the LBP, or disbursement voucher, if collections are deposited with the PTO/CTO/MTO

c.3.3. Copy of the acknowledgment receipt

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In case no transaction is made within the month, written notice thereof shall be submitted to the aforesaid Office not later than the 10th day of the succeeding month.

Henceforth, all Clerks of Court shall only submit monthly reports for the three (3) funds, namely: JDF, SAJ, and FF.

The former Special Allowance for Justices and Judges (SAJJ) shall be now be described as Special Allowance for the Judiciary (SAJ).

Circular No. 44-2000 is hereby revoked.

__16__ September 2004

PRESBITERO J. VELASCO, JR.

Court Administrator

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