

OCA CIRCULAR NO. 48-2006, March 14, 2006

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TO: ALL ACCOUNTABLE OFFICERS [1] OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT:

UPDATING OF PERSONAL RECORDS OF ALL ACCOUNTABLE OFFICERS

The Fiscal Monitoring Division, Court Management Office is updating the records of all accountable officers of the 1st and 2nd level courts in line with its System Information Computerization Program. You are therefore DIRECTED to fill-up the attached Accountable Officer's Data Form (AODF).

Duly accomplished form together with your 2x2 photo shall be returned to this Office, c/o Ms. VERINA F. YAP, SC Chief Judicial Staff Officer, Fiscal Monitoring Division, Court Management Office, Office of the Court Administrator, Supreme Court within ten (10) days from receipt hereof.

Strict compliance is enjoined.

March 14, 2006.

PRESBITERO J. VELASCO, JR.

Court Administrator

[1] Clerks of Court in the Offices of the Clerk of Court; Clerks of Court in Single Sala Courts; and, All designated Officers-in-Charge in the Office of the Clerk of Court, or in single sala courts.

FISCAL MONITORING DIVISION ACCOUNTABLE OFFICER'S DATA SHEET (SEE IMAGE AFTER OCA CIRCULAR NO. 47-2006)

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