

OCA CIRCULAR NO. 134-2003, September 22, 2003

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TO:

ALL JUDGES AND CLERKS OF COURT IN THE FIRST AND SECOND LEVEL COURTS

SUBJECT:

COLLECTION OF THE LEGAL RESEARCH FEES (LRF)

In line with the objective of making the collection of the Legal Research Fees (LRF) more expedient pursuant to RA 3870 as amended by PDs 200 and 1856, respectively, the UP Diliman Fiscal Policies and Operations Committee with the concurrence of the UP Law Center, has come up with the following new procedure for LRF collection.

- Clerks of Courts shall secure official receipts exclusively for the LRF from the UP Law Center (UPLC) by sending written request;
- Clerks of Courts shall remit their LRF collections thru the local Land Bank branch, for credit to the UPD INCOME ACCOUNT (LRF), SA No. 1461- 0927-36, LAND BANK KATIPUNAN BRANCH, Q.C;
- Clerks of Courts shall immediately send a copy of the validated deposit slip or remittance, advice, together with the duplicate copy of official receipts issued, report of collections for the period duly verified by the local COA Auditor or any other supporting documents regarding LRF collections to the U.P. Law Center, Bocobo Hall, Diliman, Quezon City, 1101 (UPLC) for recording and reconciliation purposes; and
- UPLC shall send acknowledgment receipts collection.

For strict compliance.

__22__ September 2003.

PRESBITERO J. VELASCO, JR.

Court Administrator

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