

OCA CIRCULAR NO. 103-2013, August 07, 2013

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TO : All Judges and Clerks of Court of Single-Sala Regional Trial Courts Outside the National Capital Judicial Region and Municipal Trial Courts in all Judicial Regions

SUBJECT :

Guidelines in the Implementation, of the Automated Payroll System in the Single-Sala Regional Trial Courts Outside the National Capital Judicial Region and the Municipal Trial Courts in all Judicial Regions

Further to OCA Circular No. 18-2013 which provided the guidelines in the implementation of the Automated Payroll System (APS) in the Multi- Sala Regional Trial Courts outside the National Capital Judicial Region and the Municipal Trial Courts in Cities in all Judicial Regions, the following guidelines shall be observed in the implementation of the APS in the Single- Sala Regional Trial Courts outside the National Capital Judicial Region and the Municipal Trial Courts in all Judicial Regions:

1. All judges and court personnel shall open their respective ATM Payroll Savings Accounts with the branch of the LBP nearest their official station. Executive Judges and Clerks of Court shall coordinate with the LBP Branch Manager as to the opening of the individual ATM Payroll Savings Account of judges and court personnel.
2. The requirements for the opening of an individual ATM Payroll Savings Account are as follows :
 - a. A duly accomplished application form and specimen card by the judge and court personnel properly authenticated by the Executive Judge;
 - b. Photocopies of two (2) valid identification cards which include the Supreme Court ID; and
 - c. 1 x 1 recent ID picture.
3. After the opening of the accounts of the judges and court personnel, the Clerks of Court shall submit the list of the ATM Account Numbers with the individual photocopies of the ATM cards to the Financial Management Office (FMO), Office of the Court Administrator (OCA). Thereafter, the FMO-OCA shall submit the list to the LBP-SC Extension Office for validation before inclusion of the names of judges and court personnel in the APS Masterlist Payroll maintained by the EDP Division, Fiscal Management and Budget Office, Supreme Court. The individual photocopies of the ATM cards shall then be forwarded to the Office of Administrative Services (OAS), OCA, to be attached to the personal records of the judges and court personnel.
4. The APS shall cover the releases for the payment of salaries, regular allowances as authorized by the General Appropriations Act (GAA) as well as allowances and other fringe benefits, if any, as may be authorized by the Chief Justice.
5. The ATM Payroll Savings Account shall be subject to the initial opening and maintaining balance of P100.00, and a minimum balance requirement of P500.00 to earn interest. Judges and court personnel shall have the option

to open a current account with ATM access, with a maintaining balance of P5,000.00.

6. Inquiry on individual bank balances and statements of account can be effected through enrollment in the I-Access facility of the LBP for savings account and current account. Inquiries can likewise be made through the LBP Phone Banking Facility.

7. The ATM Payroll Savings Account shall be subject to service charges imposed by the Expressnet/Megalink/BancNet member banks on the usage of their ATMs or those that may be imposed in the future.

8. The Clerk of Court is hereby held accountable to immediately report to the OAS-OCA, copy furnished the Financial Management Office (FMO), OCA, and the LBP branch where the accounts were opened, the names of judges and court personnel who have ceased their services in the court due, but not limited, to resignation, retirement, death, transfer, and long or unauthorized leave of absence. After receipt of the notice from the clerk of court, the names of the judges or court personnel shall forthwith be excluded from the payroll with notice to the LBP for the termination of the accounts.

9. Release of salaries and allowances which were previously directed to be withheld shall only be credited one (1) month after receipt of the notice of release.

10. Non-crediting of salaries and allowances which are directed to be withheld shall only be for a period of six (6) months. Thereafter, the name of the judge or court personnel shall already be excluded from the payroll.

11. The payroll credit dates are as follows:

Regular Salaries every 12th and 27th of the month

RATA on or before the 7th working day of every month

EME on or before the 7th day of the following month

Regular Allowances as may be provided for by the GAA as may be authorized by the Chief Justice

Other allowances and fringe benefits, if any

as may be authorized by the Chief Justice

However, the payroll credit dates of the regular salaries and allowances provided for under the GAA shall strictly be subject to the release of cash allocation from the national government. If the payroll credit date falls on a Saturday, Sunday or holiday, crediting shall be on the Friday or the day before the holiday.

12. All judges and court personnel are directed to timely submit to the OAS-OCA their Certificates of Services/Daily Time Records to avoid the withholding of salaries and regular allowances.

13. Newly-appointed judges and court personnel shall individually open their ATM Payroll Savings Account with the LBP Branch nearest their official station. Thereafter, they shall submit to OAS-OCA, the photocopies of their ATM cards for validation and for inclusion in the APS payroll.

14. The List of ATM Account Numbers and the individual photocopies of the ATM cards shall be submitted to the FMO-OCA on or before the last working day of September 2013. Concerned judges and court personnel shall be informed accordingly on the commencement of the APS. Thereafter, no checks for payment of the regular salaries and other allowances shall be released.

For strict compliance.

07 August 2013

(SGD.) JOSE MIDAS P. MARQUEZ

Court Administrator

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