

OCA CIRCULAR NO. 140-2003, September 30, 2003

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TO:

THE COURT OF APPEALS, SANDIGANBAYAN COURT OF TAX APPEALS, REGIONAL TRIAL COURTS SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A CIRCUIT COURTS THE OFFICE OF THE STATE PROSECUTOR, PUBLIC DEFENDERS OFFICE AND THE INTEGRATED BAR OF THE PHILIPPINES

SUBJECT:

GUIDELINES ON THE AUTHORITY OF DEPUTY COURT ADMINISTRATORS AND ASSISTANT COURT ADMINISTRATORS TO ADMINISTER OATH AND NOTARIZE OFFICIAL DOCUMENTS

For the information and guidance of all concerned, quoted hereunder is Memorandum Circular No. 08-2003 dated 19 September 2003, to wit:

"As Court, officials vested by law with the privileges of Members of the Judiciary, the Deputy Court Administrators and the Assistant Court Administrators shall administer oaths or affirmation and act as Notaries Public in accordance with the following guidelines:

- The authority to administer oaths or affirmations and/or act as Notaries Public ex officio shall be exercised only with respect to official matters involving officials and personnel to the Office of the Court Administrator, and judges and personnel of lower courts.
- Only oaths or affirmations required in the performance of official functions or with respect to official matters shall be administered and only official documents including but not limited to documents regarding initial salaries, applications for retirement benefits, and applications for loans in the Government Service' Insurance System, the PAG-IBIG, the Supreme Court Savings and Loan Association and other government financial institutions, shall be notarized. In no case shall the herein authorized officials prepare and acknowledge private documents, contracts and other deeds or acts of conveyances which bear no relation to the performance of official functions.
- No fees shall be charged for services rendered pursuant hereto unless authorized by law or by the Supreme Court, in which case any fee collected shall be for the account of the Government or the Judiciary Development Fund.
- The official dry seal of the Supreme Court shall be used in the authentication/certification or notarization of official documents.
- No registry of oaths or affirmations or of notarized documents is required, and neither should copies thereof be kept.

The guidelines took effect upon its issuance on 19 Sept. 2003.

__30__ September 2003.

PRESBITERO J. VELASCO, JR.

Court Administrator

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