OCA CIRCULAR NO. 17-2003, February 07, 2003

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TO:

ALL CLERKS OF COURT, BRANCH CLERKS OF COURT, OFFICERS-IN-CHARGE, AND ALL ACCOUNTABLE OFFICERS OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURT IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A DISTRICT COURTS, SHARI'A CIRCUIT COURTS, COURT LIBRARIES AND MAINTENANCE OFFICES OF THE HALLS OF JUSTICE

SUBJECT:

CONDUCT OF PHYSICAL INVENTORY

Pursuant to the attached Memorandum Order No. 5-2003 and for purposes of updating our records of property accountabilities and to determine existing conditions of our office equipment, furniture, books and other properties supplied by: a) the Department of Justice when it had supervision over lower courts or before 17 January 1973; and (b) the Supreme Court thereafter, all Clerks of Court, Branch Clerks of Court Officers-in-Charge and all accountable officers of the Regional Trial Courts, Metropolitan Trial Courts, Municipal Trial Court, in Cities, Municipal Trial Courts, Municipal Circuit Trial Courts, Shari'a District Courts, Shari'a Circuit Courts, Court Libraries and Maintenance Offices of the Halls of Justice are hereby directed to conduct a physical inventory of said properties assigned to their respective branches, offices and libraries as of 28 February 2003 and as of 31 December of every year thereafter. However, not included in this year's inventory reports are equipment, furniture and other properties issued by the Department of Justice to branches and offices in the Halls of Justice not covered by any formal turn-over. The conduct of inventory must be witnessed by a representative from the nearest Commission on Audit office.

The result of such inventory should be reflected in the attached Inventory Report Form, accomplished in triplicate, and must be duly attested by the representative of the Commission on Audit.

In the preparation of the inventory reports, the condition of each piece of property should be duly indicated in the "Remarks" column of the prescribed form.

All Executive and Presiding Judges shall supervise the proper implementation of this directive within their respective jurisdiction to insure the prompt accomplishment and submission of such reports to the Property Division, Office of the Court Administrator, Supreme Court, Manila, for compilation into a consolidated Inventory Report. The aforementioned officials are required to submit their inventory reports within thirty (30) working days from receipt of this Administrative Circular and on or before 30 January of every succeeding year.

7 February 2003.Untitled Document

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PRESBITERO J. VELASCO, JR.

Court Administrator

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