



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 102-2008

**TO : ALL EXECUTIVE/PRESIDING JUDGES and CLERKS
OF COURT OF THE FIRST AND SECOND LEVEL
COURTS**

**SUBJECT : ISSUANCE OF THE CERTIFICATION OF
ACCOUNTABILITY / NON-ACCOUNTABILITY FOR
MONEY AND/OR PROPERTY FOR CLEARANCE
PURPOSES**

All court employees of the first and second level courts applying for clearance from the Supreme Court shall submit a Certification of Accountability/Non-Accountability for Money and/or Property (Annex "A") as one of the documentary requirements in the processing of the Supreme Court clearance by the Office of the Court Administrator (OCA).

The Certification of Accountability/Non-Accountability for Money and/or Property, to be issued by the Clerk of Court in the station (single or multiple sala stations) where the employee is assigned, is intended to prevent instances wherein court employees were able to obtain their Supreme Court clearance despite existing money and/or property accountabilities.

The Clerk of Court shall attest in the Certification of Accountability/ Non-Accountability for Money and/or Property whether the employee for whom the certification is being issued has existing money and/or property accountability.

In determining the employee's money accountability, the following shall be taken into account by the Clerk of Court whether the employee: 1. had been previously designated as officer-in-charge/accountable officer to handle financial transactions, in order that an audit of the books of account during his/her period of designation may be conducted; and 2. who is a sheriff/process server/court-authorized person has unliquidated cash advance/s received pursuant to Sec. 10, Rule 141 of the Revised Rules of Court [i.e. (a) the Sheriff's Trust Fund, specifically the one thousand pesos (₱1,000.00) deposit for actual travel expenses; and (b) the cash deposit of interested party litigants for other expenses such as the execution of writs, safeguarding of the property and the like].

Strict compliance is hereby enjoined.

October 14, 2008.


JOSE P. PEREZ
Court Administrator

Annex "A"

Republic of the Philippines
_____ COURT
_____ Judicial Region

(Station)

CERTIFICATION OF
ACCOUNTABILITY / NON-ACCOUNTABILITY
FOR MONEY AND/OR PROPERTY

I hereby certify that _____,
(name of court employee)
_____ of _____,
(designation) (court station)

1. [has / has no] money and/or property accountability;
2. [had / had never] been designated as officer-in-charge or accountable officer to handle financial transactions; if employee had been so designated, state period of designation _____;
(period of designation)
3. [for sheriffs, process servers, or other court-authorized persons]:
[has / has no] unliquidated advance/s received pursuant to Sec. 10, Rule 141 of the Revised Rules of Court [i.e. (1) the Sheriff's Trust Fund, specifically the one thousand pesos (₱1,000.00) deposit for actual travel expenses; and (2) the cash deposit of interested party litigants for other expenses such as the execution of writs, safeguarding of the property, and the like].

This certification is being issued as one of the documentary requirements in the processing of the Supreme Court clearance by the Office of the Court Administrator.

Issued this _____ day of _____.

Clerk of Court/Officer-in-Charge

Noted:

Executive/Presiding Judge