



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

OCA CIRCULAR NO. 113-2014

**TO : ALL TRIAL COURT JUDGES AND
CLERKS OF COURT/BRANCH CLERKS
OF COURT**

**SUBJECT: INVENTORY OF CONFISCATED
PROPERTY BONDS**

It has come to our attention that majority of the branches of the lower courts have not been submitting to the Office of the Court Administrator (OCA) their reports on confiscated property bonds in both civil and criminal cases where such bonds were posted. **OCA Circular No. 4-2002** was issued on 8 May 2002 to the effect that all branches of the lower courts are directed to submit an inventory of all confiscated property bonds. It is in this light that the OCA is reiterating its previous directive, requiring all branches of the trial courts to submit an inventory of confiscated property bond.

The inventory shall be reported using the following format:

	Case Title	Case Number	Type of Bond	Date of Confiscation Order and Reason for Confiscation	Amount of Property Bond	Status/Action Taken
Example						
1	PP vs. Mr. A	Crim. Case No. 123-2014	Property Bond	2 Jan. 2012 -accused jumped bail	P200,000.00	Confiscated property bond registered with Register of Deeds on (date) -----or----- No action on the Order of Confiscation -----or----- No action taken

The aforesaid inventory report shall be submitted to the Docket and Clearance Division, Legal office, Office of the Court Administrator, not later than thirty (30) days from receipt hereof. Henceforth, all branches of the lower courts are enjoined to submit a report on the inventory of confiscated property bond, as the need arises.

For strict compliance.

26 August 2014

JOSE MIDAS P. MARQUEZ
Court Administrator