



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

**OCA CIRCULAR NO. 140-2010**

TO: ALL JUDGES AND COURT PERSONNEL OF THE REGIONAL TRIAL COURT, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS AND THE MUNICIPAL CIRCUIT TRIAL COURTS

SUBJECT: ADDITIONAL GUIDELINES IN THE IMPLEMENTATION OF ADMINISTRATIVE CIRCULAR NO. 51-2010

On March 22, 2005, the Court issued Administrative Circular No. 15-2005 which provides for the guidelines for local and foreign travels of officials and employees of the Judiciary. The Administrative Circular provides for fixed travel rates for travel beyond fifty (50) kilometer radius. However, these travel rates are no longer realistic considering the high cost of hotel and lodging accommodation as well as expenses for meal and the prevailing rates of transportation. Thus, the Constitutional Fiscal Autonomy Group (CFAG) adopted a uniform policy on local travel and thus, the need to amend the local travel guidelines under Administrative Circular No. 15-2005. On July 07, 2010, the Court issued Administrative Circular No. 51-2010 amending certain provisions of Administrative Circular No. 15-2005.

The travel allowance of officials and employees of the Judiciary shall be increased from Eight Hundred Pesos (P800.00) a day to **ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00) per day**, to be apportioned as follows:

Particulars	Percentage	Amount
Hotel/Lodging	50%	P750.00
Meals at P150.00 per meal	30%	450.00
Incidental Expenses	20%	300.00
<b>TOTAL</b>	<b>100%</b>	<b>P1,500.00</b>

Full travel expense shall be allowed only in case of absence from the permanent official station for one (1) full day or more.

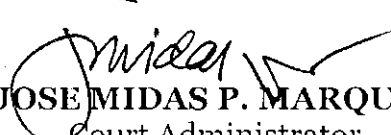
Particulars	Cost of Meal	Incidental Expenses	Hotel or Lodging	Total
Departure from permanent station before 12:00 noon	P450.00	P300.00	P750.00	P1,500.00
Departure from permanent station after 12:00 noon	150.00	300.00	750.00	1,200.00
Arrival at permanent station before 12:00 noon	150.00	300.00	0	450.00
Arrival at permanent station after 12:00	300.00	300.00	0	600.00

As an additional requirement for the implementation of the increased rate of travel allowance, claims for reimbursement of traveling expenses shall be accompanied by a **CERTIFICATION UNDER OATH** by the claimant as to the kilometer distance between the official station and residence, and the place of destination. Should the distance between destinations be less than fifty (50) kilometers or no certification was submitted, the rate under Administrative Circular No. 15-2005 shall be followed.

All provisions of Administrative Circular No. 15-2005, other circulars, orders or resolutions which are not inconsistent with the provisions of Administrative Circular No. 51-2010 shall remain in full force and effect.

Due to budgetary constraint, the implementation of the increased rate of travel allowance for the lower courts shall **take effect OCTOBER 2010**.

**October 7 , 2010.**

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator