



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

OCA CIRCULAR NO. 48-2006

TO : ALL ACCOUNTABLE OFFICERS<sup>1</sup> OF THE FIRST AND  
SECOND LEVEL COURTS

SUBJECT : UPDATING OF PERSONAL RECORDS OF ALL  
ACCOUNTABLE OFFICERS

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The Fiscal Monitoring Division, Court Management Office is updating the records of all accountable officers of the 1<sup>st</sup> and 2<sup>nd</sup> level courts in line with its System Information Computerization Program. You are therefore **DIRECTED** to fill-up the attached Accountable Officer's Data Form (AODF).

Duly accomplished form together with your 2x2 photo shall be returned to this Office, c/o **Ms. VERINA F. YAP**, SC Chief Judicial Staff Officer, Fiscal Monitoring Division, Court Management Office, Office of the Court Administrator, Supreme Court within ten (10) days from receipt hereof.

Strict compliance is enjoined.

March 14, 2006

  
**PRESBITERO J. VELASCO, JR.**  
Court Administrator

Encls.: as stated

TCB/VFY/DSI

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<sup>1</sup> Clerks of Court in the Offices of the Clerk of Court; Clerks of Court in Single Sala Courts; and, All designated Officers-in-Charge in the Office of the Clerk of Court, or in single sala courts.



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**COURT MANAGEMENT OFFICE**  
**FISCAL MONITORING DIVISION**  
**Manila**



**ACCOUNTABLE OFFICER'S DATA SHEET**

<b>PERSONAL INFORMATION</b>			
Name:	EDP Employee No.:	Civil Status:	Sex:
Present Court & Station :		Period of Accountability/ies :	
Previous Court & Station/s :		Period of Accountability/ies :	
Present Position :		Salary Grade:	
Date of Birth :	Age :	Birth Place:	
Provincial Address :	Telephone No:	Cellphone No.:	Zip Code:
Manila Address:	Telephone No:	Cellphone No.:	Zip Code:
GSIS No.:	PHILHEALTH No.:	TIN:	
Spouse Name:	Occupation:		
Spouse' Address:	Telephone No:	Cellphone No.:	Zip Code:

**WORK-RELATED INFORMATION (Please fill-in the appropriate information provided below)**

**NATURE OF FUNDS COLLECTED:**

<b><u>Fund Name:</u></b>	<b><u>Bank Account Number:</u></b>
<input type="checkbox"/> Judiciary Development Fund (JDF)	
<input type="checkbox"/> Special Allowance for the Judiciary Fund (SAJF)	
<input type="checkbox"/> Fiduciary Fund (FF)	
<input type="checkbox"/> Sheriff Trust Fund (STF)	
<input type="checkbox"/> Mediation Fund (MF)	
<input type="checkbox"/> Victim's Compensation Fund (VCF)	
<input type="checkbox"/> Legal Research Fund (LRF)	
<input type="checkbox"/> Land Registration Authority (LRA)	
<input type="checkbox"/> Others	

**Name of PREDECESSOR/S:**

<b><u>Name:</u></b>	<b><u>Position</u></b>	<b><u>ACCOUNTABILITY PERIOD</u></b>

\_\_\_\_\_  
(Signature Over Printed Name)

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(Date Accomplished)