

Republic of the Philippines  
Supreme Court  
Manila

OCA CIRCULAR NO. 55-2008

TO : ALL JUDGES AND CLERKS OF COURT  
IN THE SEVENTH JUDICIAL REGION

SUBJECT : GUIDELINES ON FINANCIAL AND ADMINISTRATIVE  
REPORTS/TRANSACTIONS

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The establishment of a Regional Court Administration Office (RCAO) in the 7<sup>th</sup> Judicial Region aims to enhance the efficiency of the judiciary through the decentralization of financial and administrative functions. RCAO 7 will officially start its business operation on July 1, 2008. In connection therein, the following guidelines shall be observed in the submission of financial and administrative reports/transactions effective July 1, 2008.

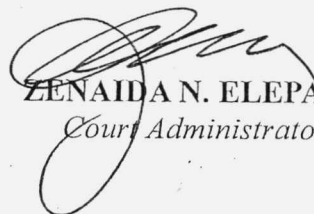
1. All financial and administrative reports required to be submitted to the Supreme Court are now to be submitted to RCAO 7, except for the following:
  - a. Semestral Inventory Report of Cases;
  - b. Monthly Report of Cases; and
  - c. Monthly Report of Collections and Deposits;

in which case, RCAO 7 shall only be furnished with a copy thereof.

2. All financial and administrative transactions which shall occur starting July 1, 2008 are to be submitted to RCAO 7 for approval/payment. If the same are not within its defined authority, RCAO 7 will endorse the transaction to the Office of the Court Administrator for appropriate action.
3. All existing Supreme Court orders, circulars, memorandum, policies relative to administrative reports and transactions not inconsistent with this circular shall continue to be complied with by all courts in the 7<sup>th</sup> Judicial Region.

For strict compliance.

JUNE 16, 2008

  
ZENAIDA N. ELEPAÑO  
Court Administrator

cc: Regional Court Administrator  
RCAO 7