



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

OCA CIRCULAR NO. 55-2014

TO : All Judges and Clerks of Courts of the Municipal Circuit Trial Courts and Shari'a Courts in all Judicial Regions

SUBJECT : Guidelines in the Implementation of the Automated Payroll System

In furtherance of OCA Circulars Nos. 18-2013 and 103-2013 dated 08 February 2013 and 07 August 2013, respectively, the following guidelines shall be observed in the implementation of the Automated Payroll System (APS) in the Municipal Circuit Trial Courts and Shari'a Courts in all Judicial Regions:

1. The APS shall cover the releases for the payment of salaries, regular allowances as authorized by the General Appropriations Act (GAA) as well as allowances and other fringe benefits, if any, as may be authorized by the Chief Justice.
2. The ATM Payroll Savings Account shall be subject to a maintaining balance of P100.00, and a minimum balance requirement of P500.00 to earn interest. Judges and court personnel shall have the option to open a current account with ATM access, with a maintaining balance of P5,000.00.
3. Inquiry on individual bank balances and statements of account can be effected through enrollment in the I-Access facility of the Land Bank of the Philippines (LBP) for savings account and current account. Inquiries can also be made through the LBP Phone Banking Facility.
4. The ATM Payroll Savings Account shall be subject to service charges imposed by the Expressnet/Megalink/BancNet member banks on the usage of their ATMs or those that may be imposed in the future.
5. The clerks of court are hereby held accountable to immediately report to the Office of Administrative Services (OAS), OCA, copy furnished the Financial Management Office (FMO), OCA, and the LBP branch where the accounts were opened, the names of judges and court personnel who have ceased their services in their respective courts due, but not limited, to resignation, retirement, death, transfer, long or unauthorized leave of absence. After receipt of the notice from the clerks of court, the names of the judges or court personnel shall forthwith be excluded from the payroll with notice to the LBP for the termination of the accounts.

6. Release of salaries and allowances which were previously directed to be withheld shall only be credited one (1) month after receipt of the notice of release.
7. Non-crediting of salaries and allowances which are directed to be withheld shall only be for a period of six (6) months. Thereafter, the name of the judge or court personnel shall already be excluded from the payroll.
8. The payroll credit dates are as follows:

Regular Salaries	- every 12 th and 27 th of the month
RATA	- on or before the 7 th working day of every month
EME	- on or before the 7 th day of the following month
Regular Allowances as may be provided for by the GAA	- as may be authorized by the Chief Justice
Other allowances and fringe benefits, if any	- as may be authorized by the Chief Justice

However, the payroll credit dates of the regular salaries and allowances provided for under the GAA shall strictly be subject to the release of cash allocation from the national government. If the payroll credit date falls on a Saturday, Sunday or holiday, crediting shall be on the Friday or the day before the holiday.

9. All judges and court personnel are directed to timely submit to the OAS-OCA their Certificates of Services/Daily Time Records to avoid the withholding of salaries and regular allowances.
10. Newly-appointed judges and court personnel shall individually open their ATM Payroll Savings Account with the LBP Branch nearest their official station. Thereafter, they shall submit to OAS-OCA, the photocopies of their ATM cards for validation and for inclusion in the APS payroll.
11. No checks for payment of regular salaries and allowances shall be released after the commencement of the APS implementation.

For strict compliance.

10 April 2014


JOSE MIDAS P. MARQUEZ
 Court Administrator