



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

OCA CIRCULAR NO. 96-2006

**TO: ALL EXECUTIVE/PRESIDING JUDGES AND CLERKS  
OF COURTS /ACCOUNTABLE OFFICERS OF THE  
FIRST AND SECOND LEVEL COURTS**


**SUBJECT: GUIDELINES ON THE REQUISITION, ISSUANCE AND  
CONSUMPTION OF OFFICIAL RECEIPTS FOR LAND  
REGISTRATION AUTHORITY COLLECTIONS**

The Administrator of the Land Registration Authority has requested the Office of the Court Administrator to issue the following guidelines on the requisition, issuance and consumption of official receipts for collections that will accrue to the said Office, to wit:

- 1) Letter requests for Official Receipts (Accountable Form 51) and/or cash book shall be submitted by the Accountable Officer addressed to the Administrator, Land Registration Authority (LRA), thru the LRA Supply Officer;
- 2) Official Receipts shall be issued by the LRA Property and Supply Section using General Form 33 A (Invoice and Receipt of Accountable Forms) accompanied by a Requisition and Issuance Voucher (RIV), as attached which shall be duly acknowledged and promptly returned by the Accountable Officer to the LRA Property and Supply Section within (5) days from receipt thereof;
- 3) If the Official Receipts and/or cash book are to be hand-carried by anyone other than the Accountable Officer, the letter request must be accompanied by an authorization letter;
- 4) If the Official Receipts and/or cash book are to be delivered, the same shall be forwarded by LRA thru its cargo forwarding contractor; and
- 5) Consumption of Official Receipts shall be reported semi-annually to the Land Registration Authority thru its Property and Supply Section using the attached form, for monitoring and auditing purposes.

For strict compliance.

12 July, 2006.

  
**CHRISTOPHER O. LOCK**  
Court Administrator

Encls.: as stated

 WBC/VFY.LRA ORs

(Name of Office)

**REPORT OF CONSUMPTION OF ACCOUNTABLE FORM NO. 51**

For the Period \_\_\_\_\_

	INCLUSIVE SERIAL NUMBER	TOTAL ACCOUNTABLE FORM
<b>DEBIT</b>		
Balance per last Report	_____	
Accountable Forms Received	_____	_____
<b>CREDIT</b>		
Accountable Forms Issued	_____	
Accountable Forms Spoiled	_____	_____
<b>BALANCE ON HAND</b>	_____	_____

(Date)

**CERTIFICATION**

I CERTIFY that the foregoing is a true statement of all accountable forms received, spoiled and issued by me during the period above-stated.

\_\_\_\_\_  
Name, Signature & Position/Designation  
of Accountable Officer



