



Supreme Court of the Philippines
Manila

OFFICE OF THE COURT ADMINISTRATOR
CIRCULAR NO. 10-97


TO : ALL CONCERNED

**SUBJECT : EXPENSE ALLOWANCE OF NON-LAWYERS AS CLERKS
OF COURT / BRANCH CLERKS OF COURT IN THE
REGIONAL TRIAL COURTS**

Quoted hereunder for the information and guidance of all concerned is the resolution of the Court En Banc in A. M. No. 96-10-371-RTC, dated February 18, 1997, regarding the expense allowance of non-lawyers as Clerks of Court/ Branch Clerks of Court, to wit:

“ Considering the high eligibility requirements for the position of Clerk of Court and Branch Clerk of Court of Regional Trial Courts, Executive Judges or Presiding Judges often find themselves constrained to designate, on temporary basis, Officers-in-Charge or acting Clerks of Court or Branch Clerks of Court who are non-lawyers. In these cases, the Court Resolved to GRANT an expense allowance of P200.00 per month to such Officers -in-Charge or Acting Clerks of Court or Acting Branch Clerks of Court of Regional Trial Courts, in addition to the RATA which they currently receive as such, provided that they are officially designated to these positions by their respective Presiding Judges or Executive Judges and their designations are confirmed by the Chief Justice.”

March 4, 1997.


ALFREDO L. BENIPAYO
Court Administrator



for Circularization

**Republic of the Philippines
Supreme Court
Manila**

Gentlemen:

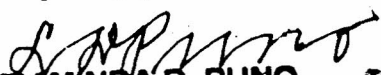
Quoted hereunder, for your information, is a resolution of the Court En Banc dated February 18, 1997

A.M. NO. 96-10-371-RTC (Expense Allowance of Non-Lawyers as Clerks of Court/Branch Clerks of Court in the Regional Trial Courts)

RESOLUTION

A.M. No. 96-10-371-RTC - Re: Expense allowance for Non-Lawyers as OICs or Acting Clerks of Court/Branch Clerks of Court in Regional Trial Courts. - Considering the high eligibility requirements for the position of Clerk of Court and Branch Clerk of Court of Regional Trial Courts, Executive Judges or Presiding Judges often find themselves constrained to designate, on temporary basis, Officers-In-Charge or acting Clerks of Court or Branch Clerks of Court who are non-lawyers. In these cases, the Court Resolved to **GRANT** an expense allowance of P200.00 per month to such Officers-In-Charge or Acting Clerks of Court or Acting Branch Clerks of Court of Regional Trial Courts, in addition to the RATA which they currently receive as such, provided that they are officially designated to these positions by their respective Presiding Judges or Executive Judges and their designations are confirmed by the Chief Justice. Davide, Jr., J., is on leave.

Very truly yours,


LUZVIMINDA D. PUNO
Clerk of Court

FEB 19 1997

Tgd

- 2 -

Court Administrator

Hon. Alfredo L. Benipayo (x) [FOR CIRCULARIZATION]

Deputy Court Administrators

Hon. Reynaldo L. Suarez (x)

Hon. Bernardo P. Abesamis (x)

Hon. Zenaida N. Elepaño (x)

Atty. Adelaida Cabe-Baumann (x)

Chief, Office of the Administrative
Services

Mrs. Corazon Ordoñez (x)

Chief, Fiscal Management and
Budget Office

Office of the Administrative Services (x)

Records Control Center (x)

Accounting Division (x)

Finance Division (x)

Fiscal Management and Budget Office

Field Financial Operations Division (x)
Supreme Court

Mrs. Adoracion Yulo (x)

Chief, Finance Division
Supreme Court