



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

CIRCULAR NO. 47-97

TO: ALL CLERKS OF COURT OF REGIONAL TRIAL COURT, SHARI'A DISTRICT COURT, METROPOLITAN TRIAL COURT, MUNICIPAL TRIAL COURT IN CITIES, MUNICIPAL TRIAL COURT, MUNICIPAL CIRCUIT TRIAL COURT AND SHARI'A CIRCUIT COURT

SUBJECT: Submission *on time* of Monthly Reports of Judiciary Development Fund Collections and Remittances

The Court noted that, in spite of the issuances of Administrative Circulars and Memoranda to ensure proper handling of Judiciary Fund Collections and Deposits, there are still Clerks of Court/Accountable Officers who have not been submitting their monthly report of collections and deposits on time, while others are not remitting at all their collections.

In view of the above, all Clerks of Court/Accountable Officers are hereby directed to follow strictly the guidelines prescribed hereunder:

- 1) Submission of monthly report of collections and deposits for all funds should be sent to the Accounting Division, Office of the Court Administrator (OCAD) not later than the 10th day of each succeeding month as laid out in Circular No. 32-93, hereto attached;
- 2) In cases where remittances are made through Postal Money Order (PMO), the amount of Postal Money Order should always equal total collections for each type of fund and the name of the payee is to be addressed to:

The Chief Accountant
Accounting Division - OCAD
Supreme Court of the Philippines
Taft Avenue, Manila

- 3) If no collection is made during the month, notice to that effect should be submitted to the herein-above address by way of a formal letter within (10) days after the end of every month.

Strict compliance is hereby enjoined.

July 28, 1997

ALFREDO L. BENIPAYO
Court Administrator