



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

[REDACTED] CIRCULAR NO. 57-98

TO: ALL EXECUTIVE JUDGES, PRESIDING JUDGES, CLERKS OF COURT AND BRANCH CLERKS OF COURT

RE: PHYSICAL INVENTORY OF COURT ISSUED PROPERTIES

For purposes of disposal of unserviceable properties, all clerks of court and branch clerks of court are directed to conduct an inventory of court issued properties in their respective offices which are **NO LONGER OF SERVICE** and to submit their report thereon addressed to Mr. Gil Tribiana, Officer-in-Charge, Property Division, OCAd, Supreme Court, Manila within ten days from receipt hereof.

The report shall conform with the attached form listing the property issued, the property number, the date it was acquired and to whom it was issued.

All properties not included in the list shall be considered still serviceable as of the date of the inventory.

Strict compliance is enjoined.

November 9, 1998.

ALFREDO L. BENIPAYO
Court Administrator

