



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

**OCA CIRCULAR NO. 213-2015**

**TO : ALL JUDGES OF THE ASSISTING COURTS IN THE METROPOLITAN TRIAL COURTS IN MANILA CITY, THE REGIONAL TRIAL COURTS IN CEBU CITY, AND THE MUNICIPAL TRIAL COURT IN CITIES IN MANDAUE CITY, CEBU**

**SUBJECT: GUIDELINES FOR THE SPECIAL ADDITIONAL EXPENSE ALLOWANCE FOR ASSISTING COURT JUDGES**

Pursuant to the 9 July 2015 request of the Office of the Court Administrator (OCA) for the grant of a Special Additional Expense Allowance for Assisting Court Judges, which was approved by the Honorable Chief Justice Maria Lourdes P. A. Sereno on 28 August 2015, the following Guidelines for the Special Additional Expense Allowance for Assisting Court Judges shall be observed:

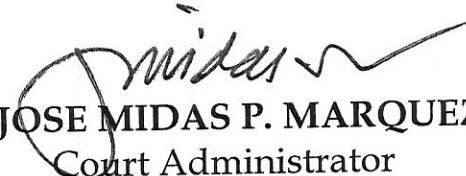
1. Judges of Assisting Courts with one (1) Assisted Court shall be entitled to a special additional expense allowance of Eight Thousand Pesos (P8,000.00) a month, provided that they receive and hear at least ten (10) cases from their Assisted Court for that month.
2. Judges of Assisting Courts with more than one (1) Assisted Court shall be entitled to a special additional expense allowance of Twelve Thousand Pesos (P12,000.00) a month, provided that they receive and hear at least (10) cases from each of their Assisted Courts for that month. Should the number of cases received and heard for the month from each Assisted Court be less than ten (10), but if added together amounts to at least ten (10) cases, the judge of the Assisting Court shall be entitled to Eight Thousand Pesos (P8,000.00) as special additional expense allowance.
3. For the release of the special additional expense allowance, a Certification issued by the branch Clerk of Court as to the number of cases received and heard by the judge of the Assisting

Court from the Assisted Court for the month must be submitted to the Financial Management Office (FMO), OCA, within the first five (5) days of the succeeding month.

4. Entitlement to the special additional expense allowance shall retroact from the start date of the Assisting Courts project, as provided in OCA Circular Nos. 10-2015-A, 10-2015-AA, 61-2015, and 69-2015, subject to the submission of the required Certification.
5. The special additional expense allowance shall be charged against the Maintenance and Other Operating Expenses of the lower courts for Fiscal Year 2015.

For your guidance and information.

15 September 2015.

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator