



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

OCA CIRCULAR NO. 74-2016

**TO : ALL CLERKS OF COURT, OFFICERS-IN-CHARGE,  
LIBRARIANS AND ACCOUNTABLE OFFICERS**

**SUBJECT : SUBMISSION OF ANNUAL PHYSICAL INVENTORY  
REPORT AND RENEWAL OF ACKNOWLEDGMENT  
RECEIPT FOR EQUIPMENT**

This refers to the (a) required annual physical inventory and submission of the corresponding Inventory Report on all court-issued properties, including equipment and other properties issued by the Supreme Court (SC) or the Office of the Court Administrator (OCA) which have not been covered by Acknowledgment Receipt for Equipment (ARE), and donated properties whose ownership has been transferred to the SC; and (b) the required renewal of ARE every three (3) years on the first week of January.

OCA Circular No. 119-2014, *Conduct of Physical Inventory and Renewal of Acknowledgment Receipt for Equipment (ARE)*, dated 11 September 2014, mandates:

All Clerks of Courts, Officers-in Charge, Librarians and accountable officers of the lower courts and maintenance offices of the Halls of Justice are required to submit their respective Inventory Reports and ARE within thirty (30) days from receipt of this Circular, and thereafter, to submit the Inventory Report on or before the first week of January of every succeeding year, and the ARE every three (3) years on the first week of January. (Underscoring supplied.)


However, it has been observed that, to date, there are courts which have yet to submit their annual physical Inventory Report and/or renewal of their ARE. The aforesaid directive in OCA Circular No. 119-2014 is thus reiterated and all Clerks of Courts, Officers-in Charge, Librarians and accountable officers of the lower courts and maintenance offices of the Halls of Justice are required to submit their respective Inventory Reports and renewal of ARE **on or before 29 April 2016** to enable the Property Division, Office of Administrative Services (OAS), OCA, to record the same in the Supply and Property Accountability Monitoring System, before a copy thereof is submitted to the Office of the Chief Justice on 31 May 2016.

All Executive and Presiding Judges shall supervise the proper implementation of this directive within their respective jurisdictions to ensure the prompt submission of the Inventory Report and ARE to the Property Division, OAS, OCA.

Failure to submit the Inventory Report and ARE on or before 29 April 2016 shall be a ground for disciplinary action.

For strict compliance.

22 March 2016

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator