



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

OCA CIRCULAR NO. 61-2017

TO : ALL JUDGES, CLERKS OF COURT AND OFFICERS-IN-CHARGE/ACTING CLERKS OF COURT OF THE LOWER COURTS

SUBJECT : Mandatory Submission of Soft Copy of Financial Monthly and Quarterly Reports to the Fiscal Monitoring Division, Court Management Office, Office of the Court Administrator

For better monitoring of financial reports, all clerks of court and officers-in-charge/acting clerks of court shall submit via email to the Fiscal Monitoring Division (FMD), Court Management Office (CMO), OCA, (1) on or before the tenth (10th) day of the following month, editable or electronic copies of the financial monthly reports for the Fiduciary Fund (FF), Sheriff's Trust Fund (STF), Judiciary Development Fund (JDF), Special Allowance for the Judiciary Fund (SAJF) and Mediation Fund (MF), and (2) on or before the tenth (10th) day of the month following the end of the quarter, editable or electronic copies of the financial quarterly report for the General Fund (GF), to the following e-mail accounts corresponding to their judicial regions:

<u>JUDICIAL REGION</u>	<u>EMAIL ADDRESS</u>
NCR	ncr.fmd.cmo.oca@gmail.com
I	r1.fmd.cmo.oca@gmail.com
II	r2.fmd.cmo.oca@gmail.com
III	r3.fmd.cmo.oca@gmail.com
IV	r4.fmd.cmo.oca@gmail.com
V	r5.fmd.cmo.oca@gmail.com
VI	r6.fmd.cmo.oca@gmail.com
VII	r7.fmd.cmo.oca@gmail.com
VIII	r8.fmd.cmo.oca@gmail.com
IX	r9.fmd.cmo.oca@gmail.com
X	r10.fmd.cmo.oca@gmail.com
XI	r11.fmd.cmo.oca@gmail.com
XII	r12.fmd.cmo.oca@gmail.com

Related costs/expenses for the submission of the editable or electronic copies of the financial reports shall be charged to the representation allowance of the clerks of court and/or the Extraordinary Miscellaneous Expense (EME) allowance of the Presiding Judges/Executive Judges. The clerks of court and officers-in-charge/acting clerks of court who are not receiving representation allowance, shall be entitled to reimbursement from the Financial Management Office, OCA, subject to documentary requirements.

A uniform format of file name (*i.e.*, "Court type, Court Station, Province - Fund Abbreviation, Month Year") shall be used in the submission of editable copies to the FMD as follows:

COURT STATION	SAMPLE FORMAT
For Single Sala Court	MCTC, Lemery-Agoncillo, Batangas - FF, April 2017
	RTC, Lemery, Batangas - STF, April 2017
For Multiple Sala Court	MTCC, OCC, Batangas City, Batangas - JDF, April 2017
	RTC, OCC, Batangas City, Batangas - SAJF, April 2017

The editable or electronic copies of the financial monthly and quarterly report of the funds enumerated above must be in excel format (if MS Office is used) or in calc format (if Open Office is used). No such requirement of conversion to excel or calc format, as the case may be, shall be imposed upon courts using e-court or e-payment/cashiering system.

Printed copies of financial monthly/quarterly reports of the said funds shall **not** be accepted by the FMD, CMO, OCA.

The printed copies of financial monthly and quarterly reports of the FF, STF, JDF, SAJF and GF shall be submitted to the Accounting Division of the Financial Management Office, OCA (pursuant to OCA Circular No. 113-2004 dated 16 September 2004). On the other hand, printed copies of financial monthly reports of the MF shall be submitted to the Finance Division, Philippine Judicial Academy (pursuant to OCA Circular No. 58-2007 dated 24 May 2007).

Strict compliance is enjoined.

17 February 2017


JOSE MIDAS P. MARQUEZ
 Court Administrator


 /MBC/fy/dsi