



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

OCA CIRCULAR NO. 235-2017

TO: ALL CLERKS OF COURT/OFFICERS-IN-CHARGE, REGIONAL TRIAL COURT, OFFICE OF THE CLERK OF COURT

SUBJECT: Submission of the Quarterly Financial Report on the Sale of the Official Notarial Register


In the implementation of the 2004 Rules on Notarial Practice under Administrative Matter No. 02-08-13-SC, the Office of the Court Administrator issued OCA Circulars Nos. 157-2006 and 35-2008 dated November 16, 2006 and March 25, 2008, respectively, providing the guidelines, among others, on the printing and distribution of the notarial registers. Subsequently, OCA Circular No. 191-2017 dated September 07, 2017 was issued directing the Clerks of Court/Officers-in-Charge, Office of the Clerk of Court of the Regional Trial Court, to ensure that only the official Notarial Register, designated as Judicial Form No. 143, as amended, is used by the notaries public. For a more uniform implementation in the distribution and sale of the notarial registers, the following guidelines are hereby reiterated for the guidance of the Clerks of Court/Officers-in-Charge of the Office of the Clerk of Court, Regional Trial Court:

1. the cost of the notarial register book is P1,200.00 and the shipping charge is P50.00;
2. the total cost for each notarial register book is P1,250.00;
3. separate official receipt booklets must be requisitioned from the Property Division, OAS, OCA, intended only for the sale of the notarial register book;
4. the official receipt must clearly indicate the number of the notarial register book/s sold, the total cost of the notarial register book/s and the shipping charge;
5. all collections in the sale of the notarial register books shall be deposited with the Land Bank of the Philippines under the account of SC-OCA Notarial Registers with Account Number 3472-1000-32.

In addition, all concerned Clerks of Court/Officers-in-Charge shall be required to submit a Quarterly Report of Collections and Deposits on the Sale of Notarial Books. Hereto attached is the form for the quarterly report which should be submitted to the Accounting Division, Financial Management Office, OCA, within ten (10) days after the close of every quarter. The initial submission shall be at the end of the 3rd quarter of 2017 or quarter ending September 2017, or the nearest quarter ending after the notarial register books were received by the Office of the Clerk of Court.

For the guidance and strict compliance of all concerned.

December 21, 2017


JOSE MIDAS P. MARQUEZ
Court Administrator

Republic of the Philippines
Judicial Region

_____ Court _____ Station

_____ Street _____ Barangay _____ City/Municipality _____ Province _____ Telephone No.
Office Address

REPORT OF COLLECTIONS AND DEPOSITS ON SALE OF NOTARIAL BOOK
For the Quarter Ending _____

DATE	O.R. No.	QUANTITY	A M O U N T		
			SELLING PRICE	FREIGHT	TOTAL
TOTAL		PHP	-	-	-

- a. Cash Balance on Hand at the Beginning of the Quarter _____
- b. Add: Collections for the Quarter _____
- c. Total Cash on Hand _____
- d. Less: Cash Deposits _____

Date	LBP Branch		Amount

Total Deposits for the Quarter _____

e. Cash Balance on Hand at the End of the Quarter _____

Formula:
Line A + Line B = Line C
Line C - Line D = Line E

NOTE: All collections during the quarter must be deposited totally at the end of each quarter, thereby leaving always a ZERO balance.

Prepared by: _____ Certified Correct: _____
Clerk of Court/OIC

SUBSCRIBED AND SWORN TO BEFORE me this _____ day of _____, 201_____.

Executive/Presiding Judge