



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

OCA CIRCULAR NO. 89-2018

TO : ALL CLERKS OF COURT, OFFICERS-IN-CHARGE,
AND ACCOUNTABLE OFFICERS OF THE FIRST AND
SECOND LEVEL COURTS

SUBJECT : ISSUANCE OF OFFICIAL RECEIPTS/ACCOUNTABLE
FORM NO. 51

Pursuant to the Resolution dated November 6, 2017 issued by the Court (Third Division) in A.M. No. 17-09-235-RTC (*Re: Report on the financial audit conducted at the Regional Trial Court [RTC], Marawi City, Lanao del Sur*), the following procedures pertaining to the issuance and release of Official Receipts (ORs)/Accountable Form 51 which should be picked up directly at the Property Division, Office of Administrative Services, Office of the Court Administrator, shall be observed:


1. If the claimant is the Clerk of Court (COC)/Accountable Officer (AO) himself/herself, he/she must present two (2) valid identification cards (office ID and any government-issued ID) with photocopies of said IDs to be attached to the Invoice Receipt of Accountable Form (IRAF) of the claimed ORs for future reference; and
2. If the claimant is not the COC/AO himself/herself, the following documents must be presented: (a) Authorization Letter from the COC/AO clearly stating the name of the bearer/claimant and photocopy of his/her two (2) valid IDs; and (b) two valid IDs of the claimant (office ID and any government-issued ID) with photocopies of said IDs to be attached to the IRAF of the claimed ORs for future reference.

In both instances, the claimant shall be provided with a copy of the IRAF to be filed in court for audit purposes.

Failure to submit the above-mentioned documents will result in the **non-issuance of Official Receipts/Accountable Form 51.**

For your information and guidance.

3 May 2018


JOSE MIDAS P. MARQUEZ
Court Administrator