



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

OCA CIRCULAR NO. 165-2018

TO : ALL EXECUTIVE JUDGES, PRESIDING/ACTING PRESIDING JUDGES, CLERKS OF COURT, AND BRANCH CLERKS OF COURT OF THE METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, AND MUNICIPAL CIRCUIT TRIAL COURTS

SUBJECT : EN BANC RESOLUTION DATED 10 JULY 2018 IN A.M. NO. 08-8-7-SC [RE: AMENDMENTS IN SECTIONS 2 AND 8 OF THE REVISED RULES OF PROCEDURE FOR SMALL CLAIMS CASES INCREASING THE THRESHOLD AMOUNT OF CLAIM FROM TWO HUNDRED THOUSAND PESOS (₱200,000.00) TO THREE HUNDRED THOUSAND PESOS (₱300,000.00) EXCLUSIVE OF INTEREST AND COSTS]

For your information and guidance, quoted below is the Resolution dated 10 July 2018 of the Honorable Court En Banc in A.M. No. 08-8-7-SC (*Re: Rule of Procedure for Small Claims Cases*) amending Sections 2 and 8 of the Revised Rules of Procedure for Small Claims Cases, which increased the threshold amount of claim from Two Hundred Thousand Pesos (₱200,000.00) to Three Hundred Thousand Pesos (₱300,000.00) exclusive of interest and costs:

SEC. 2. *Scope.* – These Rules shall govern the procedure in actions before the Metropolitan Trial Courts (MeTCs), Municipal Trial Courts in Cities (MTCCs), Municipal Trial Courts (MTCs) and Municipal Circuit Trial Courts (MCTCs) for payment of money value where the value of the claim does not exceed **Three Hundred Thousand Pesos (₱300,000.00)** exclusive of interest and costs.

x x x x

SEC. 8. *Joinder of Claims.* – Plaintiff may join in a single statement of claim one or more separate small claims against a defendant provided that the total amount claimed, exclusive of interest and costs, does not exceed **Three Hundred Thousand Pesos (₱300,000.00)**. [Amendments in bold]

The appropriate Small Claims Forms are likewise amended to reflect the increased threshold amount of P300,000.00.

The foregoing amendments shall take effect on August 1, 2018 following their publication in two (2) newspapers of general circulation.


The above Resolution was published in The Philippine Star and Philippine Daily Inquirer on 17 July 2018.

In view thereof, the courts concerned are authorized to make the necessary amendment/s to the Small Claims Forms to reflect the increased threshold amount of P300,000.00, in lieu of the P200,000.00. Attached as Annex "A" is the amended copy of the Statement of Account (Habla ng Pagsingil) for court use.

For strict compliance.

7 August 2018


JOSE MIDAS P. MARQUEZ
Court Administrator


MBC/RDS/rgt/enbancreso7-10-18.amno08-8-7-SC.smallclaims

FORM 1-SCC

REPUBLIC OF THE PHILIPPINES

Plaintiff,

For: _____

Defendant.

x-----x

STATEMENT OF CLAIM
(HABLA NG PAGINGIL)

1. The personal circumstances of the parties are as follows:
(Ang bawat panig ay ang mga sumusunod)

NAME OF PLAINTIFF/S	SEX	AGE	CIVIL STATUS
(Pangalan ng Naghahabla)	(Kasarian)	(Edad)	(Katayuang Sibil)

(Put a check on any of the following)
(Pumili sa mga sumusunod at lagyan ng tsek)

- | | | |
|---|---|---|
| <input type="checkbox"/> INDIVIDUAL
(Tao/Indibidwal) | <input type="checkbox"/> CORPORATION
(Korporasyon) | <input type="checkbox"/> PARTNERSHIP
(Bakasan) |
| <input type="checkbox"/> COOPERATIVE
(Kooperatiba) | <input type="checkbox"/> SOLE PROPRIETORSHIP
(Solong Pagmamay-ari) | |

NATURE OF BUSINESS:

(Uri ng Negosyo)

BANKING

(Bangko)

LENDING

(Pagpapautang)

OTHERS/PLEASE INDICATE _____

(Iba pang uri ng negosyo)

PLAINTIFF'S HOME ADDRESS:

(Pahatirang Sulat sa Bahay ng Naghahabla)

(City) _____

(Lungsod)

_____ Zip Code

(Province, if applicable) _____

(Lalawigan, kung meron)

_____ Zip Code

Telephone No. _____

(Telepono Blg.)

Cellphone No. _____

(Selpon Blg.)

PLACE OF WORK: _____

(Lugar ng Pinagtatrabahuan)

Telephone No. _____

(Telepono Blg.)

Cellphone No. _____

(Selpon Blg.)

NAME OF PLAINTIFF'S REPRESENTATIVE:

if applicable (must be a non-lawyer)

(Pangalan ng Kinatawan:)

(kung meron) [dapat hindi abogado]

HOME ADDRESS: (City) _____

(Pahatirang Sulat sa Bahay) (Lungsod)

_____ Zip Code

(Province, if applicable) _____

(Lalawigan, kung meron)

_____ Zip Code

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.) (Selpon Blg.)

PLACE OF WORK: _____
(Lugar ng Pinagtatrabahuan)

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.)

NAME OF DEFENDANT/S SEX AGE CIVIL STATUS
(Pangalan ng Hinahabla) (Kasarian) (Edad) (Katayuang Sibil)

INDIVIDUAL CORPORATION PARTNERSHIP
(Tao/Indibidwal) (Korporasyon) (Bakasan)

COOPERATIVE SOLE PROPRIETORSHIP
(Kooperatiba) (Solong Pagmamay-ari)

DEFENDANT'S HOME ADDRESS:
(Pahatirang Sulat sa Bahay ng Hinahabla)

(City) _____ Zip Code
(Lungsod)

(Province, if applicable) _____ Zip Code
(Lalawigan, kung meron)

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.)

PLACE OF WORK: _____
(Lugar ng Pinagtatrabahuan)

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.)

NAME OF DEFENDANT'S REPRESENTATIVE:

if applicable (must be a non-lawyer)
(Pangalan ng Kinatawan:)
(kung meron) [dapat hindi abogado]

HOME ADDRESS: (City) _____ Zip Code
(Pahatirang Sulat sa Bahay) (Lungsod)

(Province, if applicable) _____ Zip Code
(Lalawigan, kung meron)

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.)

PLACE OF WORK: _____
(Lugar ng Pinagtatrabahuan)

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.)

If more than one (1) defendant, list next defendant here:
(Kung higit sa isa (1) ang Hinahabla, ilagay ang susunod na hinahabla rito:)

NAME OF DEFENDANT/S _____ SEX _____ AGE _____ CIVIL STATUS _____
(Pangalan ng Hinahabla) (Kasarian) (Edad) (Katayuang Sibil)

INDIVIDUAL CORPORATION PARTNERSHIP
(Tao/Indibidwal) (Korporasyon) (Bakasan)

COOPERATIVE SOLE PROPRIETORSHIP
(Kooperatiba) (Solong Pagmamay-ari)

DEFENDANT'S HOME ADDRESS:
(Pahatirang Sulat sa Bahay ng Hinahabla)

(City) _____ Zip Code
(Lungsod)

(Province, if applicable) _____
(Lalawigan, kung meron) _____ Zip Code

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.)

PLACE OF WORK: _____
(Lugar ng Pinagtrabahuan)

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.)

NAME OF DEFENDANT'S REPRESENTATIVE:

if applicable (must be a non-lawyer)
(Pangalan ng Kinatawan:)
(kung meron) [dapat hindi abogado]

HOME ADDRESS: (City) _____
(Pahatirang Sulat sa Bahay) (Lungsod) _____ Zip Code

(Province, if applicable) _____
(Lalawigan, kung meron) _____ Zip Code

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.)

PLACE OF WORK: _____
(Lugar ng Pinagtrabahuan)

Telephone No. _____ Cellphone No. _____
(Telepono Blg.) (Selpon Blg.)

***Note:** If you need more space, you can write at the back of this Form.
(*Tala: Kung kailangan mo ng karagdagang patlang, maaari mong isulat sa likod ng Form na ito.)

2. Plaintiff claims the defendant owes him/her/it
P _____.
(Ang Hinahabla ay umutang sa Naghahabla ng halagang)

(a) Why does the defendant owe plaintiff money?
(Bakit ang Hinahabla ay nagkautang ng salapi sa Naghahabla?)

_____. (If
you need more space, please use the back page). (Kung kailangan
mo ng karagdagang patlang, maaaring gamitin ang likod ng
pahinang ito.)

(b) When did this happen?
(Kailan ito nangyari?)

Date: _____
(Petsa)

If no specific date, give the time period:

(Kung walang tiyak na petsa, ibigay ang tantiyang panahon)

Date started: _____

(Petsa nagsimula)

Through: _____

(Hanggang)

(c) How did you compute the money owed to you? (Do not include
court costs or fees)

(Paano mo kinuwenta ang salaping inutang sa iyo?) [Hindi kasama
ang bayad sa pagpapatala sa hukuman.]

3. (a) Did you ask the defendant to pay you before you filed this case?
(Siningil mo ba ang Hinahabla bago ka nagsampa ng kasong ito?)

Yes
(Oo)

No
(Hindi)

If no, explain:

(Kung hindi, ipaliwanag)

(b) How did you ask the defendant?

Paano mo siningil ang Hinahabla?

In person

(Sa kanya mismo)

By phone

(Sa telepono)

In writing

(Sa sulat)

Others (please specify) _____

(Iba pa) [pakisulat kung paano]

(c) When did you do this?

(Kailan mo ginawa ito?)

4. What is your proof that defendant owes you money?

(Ano ang iyong katibayan o pruweba na ang Hinahabla ay may utang na salapi sa iyo?)

5. Did you attach your proof to this form?

(Iyo bang inilakip ang katibayan o pruweba sa Form na ito?)

Yes

(Oo)

No

(Hindi)

6. Was this claim referred to the barangay?

(Dumaan ba sa barangay ang paniningil na ito?)

Yes

(Oo)

No

(Hindi)

Not Covered

(Hindi sakop)

State reason:

(Isulat ang dahilan)

If yes, do you have a Certificate to File Action or a Compromise Agreement executed before the barangay? _____

(Kung oo, meron ka bang Patunay sa Pagsampa ng Kaso o Kasunduan na isinagawa sa barangay?)

6-A. How many small claims cases have you filed within this calendar year prior to this present case, in this court station and in the entire country: _____

(Pang ilang kaso na itong isinampa mo sa loob ng kasalakuyang taon sa korte na ito at sa buong bansa?)

7. By the filing of this action, plaintiff hereby waives any amount in excess of P300,000.00, excluding interest and costs.

(Sa pagsampa ng kasong ito, ang Naghahabla ay isinusuko ang anumang halaga na higit sa P300,000.00, hindi kasama ang tubo at gastos sa pagsampa ng kasong ito.)

**PRAYER
(PAGSAMO)**

WHEREFORE, plaintiff respectfully prays for judgment ordering defendant to pay the amount of P _____, with interest at the rate of _____% per annum/per month from _____ until fully paid.

(DAHIL DITO, ang Naghahabla ay magalang na sumasamo na igawad ang kapasiyahang utusan ang Hinahabla na magbayad sa Naghahabla ng halagang P _____, pati ang tubo na _____% bawat taon/ buwan simula _____ hanggang ganap o lubos na mabayaran ito.)

_____, _____, 20__.

FOR OFFICIAL USE ONLY (Para sa Opisyal na gamit lamang)

- To be accomplished by the Branch Clerk of Court-

(Sasagutan ng Kawani ng Hukuman)

1. Cause of action

- Check
 Promissory Note
 Contract
 Oral Written
 Barangay Agreement
 Others (Please specify):

2. _____ Barangay conciliation required. If yes,

_____ Certificate to File Action

_____ Compromise Agreement attached.

_____ Barangay conciliation not required.

Please state the reason):

PLAINTIFF
(Naghahabla)