



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

**OCA CIRCULAR NO. 236-2018**

**TO : ALL JUDGES, CLERKS OF COURT,  
BRANCH CLERKS OF COURT AND  
OFFICERS-IN-CHARGE/ACTING CLERKS  
OF COURT OF THE FIRST AND SECOND  
LEVEL COURTS**

**SUBJECT : Mandatory Inclusion of the Official  
Receipt Number and Amount of Cash  
Bond in the Court Order**

One of the causes of erroneous return/refund of cash bonds posted in the Office of the Clerks of Court and Single *Sala* Courts is that the Order of Release does not indicate the Official Receipt (OR) number issued and the amount of cash bond to be released.

In this regard, all judges of the first and second level courts are hereby **DIRECTED** to **include** in the Order of Release **the OR Number and Amount** of the cash bond posted which is being ordered to be withdrawn or refunded to the bondsman or claimant.

Strict compliance is enjoined.

16 November 2018

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator