

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

OCA CIRCULAR NO. 263-2018

TO:

JUDGES, CLERKS OF COURT, SHERIFFS AND

PROCESS SERVERS OF THE FIRST AND SECOND

LEVEL COURTS

SUBJECT:

SERVICE OF SUMMONS, SUBPOENAS AND

OTHER COURT PROCESSES BY POLICE

PERSONNEL

Due to numerous inquiries and concerns on the service of court processes by personnel and officers of the Philippine National Police (PNP), all judges and clerks of court are hereby reminded that the service of summons, subpoenas, and other court processes, is primarily the duty of court sheriffs and process servers. It is only in exceptional circumstances when the life and safety of the court personnel may be at risk, that the PNP may be requested to serve or assist in serving the aforesaid court processes.

In civil cases, the expenses for the service of court processes are covered by Section 10, Rule 141 of the Rules of Court on legal fees. The required statements of estimated transportation and travel expenses shall be prepared by the sheriff or process server of the court issuing the court process. Upon approval thereof by the judge of the issuing court, the clerk of court shall disburse the amount requested to the sheriff or process server concerned and the latter shall release the amount to the police personnel, subject to the latter's acknowledgment of receipt. The liquidation, which is also subject to the approval of the court, shall be prepared by the sheriff or process server concerned and submitted together with the return filed by the police personnel.

In criminal cases, the reimbursement of transportation and travel expenses may be requested from the Financial Management Office, OCA, in accordance with Administrative Circular No. 15-2005 dated 22 March 2005, Administrative Circular No. 51-2010 dated 7 July 2010 and

OCA Circular No. 140-2010 dated 7 October 2010, subject to the submission of the following documents:

- 1) Duly accomplished disbursement voucher
- 2) Duly accomplished obligation slip
- 3) Travel order or authority
- 4) Duly accomplished itinerary of travel detailing (a) the permanent residential address and temporary residence, if there is any, (b) place of origin and destination, (c) distance (in kms.) between the official station/residence and destination, (d) time of departure from place of origin and arrival at place of destination and back, (e) means of transportation used, and (f) transportation and travel expenses incurred.
- 5) Certificate of Travel Completed
- 6) Certificate of appearance/valid proof of travel (duly acknowledged summons, subpoenas, court processes served/return of service, bank deposit/withdrawal slips)

If applicable, the following documents should also be submitted:

- (1) Bus, plane or boat ticket used
- (2) Certification under oath by the claimant as to the kilometer distance between the (a) official station and the place of destination, and (b) residence and the place of destination (for travel beyond the fifty (50) kilometer radius)
- (3) Justification for staying overnight/several nights in the place of temporary assignment and valid proof of payment for hotel/ lodging (for travel within the fifty kilometer radius)

In case the official or employee did not avail of the ordinary mode of transportation, the following supporting documents shall also be submitted: (1) affidavit of claimant justifying the hiring or rental of vehicle indicating the actual distance traveled and its reasonableness duly certified by the Presiding Judge, Executive Judge, or Deputy Court Administrator; (2) certification as to the prevailing rate of vehicle hire duly issued by the Land Transportation Franchising and Regulatory Board (LTFRB) or the City Franchising and Regulatory Board/Local Auditor or Municipal Treasurer; and (3) official receipt or any valid proof of payment. The hiring of private vehicles in an amount exceeding P1,000.00 per trip must be approved by the Chief Justice.

Executive judges and judges of single-sala courts are directed to submit a uniform fare matrix to simplify and expedite the disbursement and liquidation of transportation and travel expenses.

Attached for your reference and information are disbursement voucher, obligation request, itinerary of travel and certificate of travel completed forms.

For strict compliance.

27 December 2018

OSE MIDAS P. MARQUEZ
Court Administrator



REPUBLIC OF THE PHILIPPINES

	Appendix 32
Fund Cluster :	
Date :	****
DV No. :	
 ners (Please enecify)	

REPORT OF	SUPREME COURT OF THE POPULATION OF THE POPULATIO	PHILIPPINE	'S			Date : DV No.	:
Mode of Payment	MDS Check Commerci	al Check	ADA		Oth	ers (Plea	se specify)
Payee			TIN/Employee	No.:			IRS No.:
Address							
	Particulars	ž	Respons Cent	20 010	MFO/PAP		Amount
					a	*	
						, •	
		В	e			,	
				٥			
		à					
×	5 8						2
	Amount Due						
A. Certified:	Expenses/Cash Advance necessary, lawful and inc	urred under m	y direct superv	ision.		1000	
	Printed Name, D	esignation and	d Signature of S	Supervis	sor		
B. Accounti			112.00			, ,	
	Account Title		UACS Co	ae	Debit		Credit
			v	a)			
TOTAL COMMENTAL			, 7	2			
		an although a the annie and a state of the ann					
C. Certified			D. Appro	ved for	Payment		
	Cash available Subject to Authority to Debit Account (when applica Supporting documents complete and amount claim						
Signature Printed			Signature Printed				
Name	,		Name			-	
Position	Head, Accounting Unit/Authorized Represe	ntative	Position		Agency Hea	ad/Autho	rized Representative
Date			Date				
Check/	of Payment	Date:	Bank Name 8	k Accour	nt		JEV No.
ADA No. :		Date:	Bank Name & Number Printed Name) :			Date
Signature : Official Receipt	No. & Date/Other Documents			***************************************			



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

	OBLIGATION REQUE	ST		No.	
Payee					51
Office			50		
Address					
Responsibility Center	Particulars	F.P.P.		Account Code	Amount
				e	
			;	×	
	K K		2		
			***************************************	Total	
and unde	to appropriation/allotment necessary, lawful er my direct supervision ng documents valid, proper and legal	B. Certified Existence	e of availabl	e appropriation	,
Signature		Signature			
Printed Name		Printed Name	MARIETTA	A R. ESDRELON	
Position	Head, Requesting Office/Authorized Representative	Position		Judicial Staff Of vision, FMO	ficer
Date	9	Date		Y	

APPENDIX A

1.0	K _n .							
				(Ayenc))		25 (6.7)	
						Number		3 0 +
			5 Y 6 15 4 6	ERANY OF	A. K.S. W. J. L.: 1			
			6 0 8 6 40 (5	THINKELL OF	INDICATE			
lame	a Ca and De Spanish for the Spanish company of the Spanish company							
						Monthly	Colone	n
OSITION	(ile phases Procurementalis; summan is a terranoliser	with his continue discount and the second	CDOPESSON MICH			ктопину	oalary.	Photomorphism in the companion
official St	ation					AND THE RESIDENCE OF THE PARTY	ersoldt is televisitet til state elemente	The state of the s
		Englist Define convertisment on one demokralik mutoranen omste departer	contact to and distributions and transcribe actions and the second and the second actions and the second actions are second as a second action and the second action actions are second actions as a second action a					
Residence								
		не жистыновия плич и доботовай изы	NEW SECURITION OF PROPERTY OF STREET AND STR	A THE REPORT OF THE PROPERTY O	indro artikal identakaltan kechantak indrinat	на выбрань и применя на применя н	And the state of t	
NA - STREET, AND COMPANY TO	PEACE	111.15	TIME	MEANS OF	·ALLO	WANCE EXPENSE		- Control Service Service Control Service Serv
DATE	TO DE	DL.LVU	OF ARRIVAL	TRANSPOR	THAUSTON	PEH DIENS	DAILY ALLOV	AMOUNT
	VI.III ()		AND AND THE PROPERTY OF THE PR	THE PROPERTY OF THE PROPERTY	THE WORLD CO. CO. ST. ST. ST. ST. ST. ST. ST. ST. ST. ST	MALTINININANCE ABANDA ER LID DE MATENTE VANCEMBERDA, ARLENDE VANCEMBERDA	PALLICIA	MMOOIAI
160	**************************************						li	
								* * * *
	· ·							
	9 W							
т (DTAL		And the second state of the second se	International Control of Control	P.	[7	p p	When the second Departments becoming a beautiful participation of super sec
a) 1 1//		THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN THE PER	na matika menegaranan kanalangan perus	CONTRACTOR OF STATEMENT AND STATEMENT OF STA	Marian and Company of the Company of	The Parket of the State of the		
2) I certify tinerary (2)	/ that I ha This is nec	vo reviewe essary to th	d the fore	going	(1) Pre	pared by:		
period so	covered 1	s reasonab	le and (4)) The				
expenses of	claimed ar	e proper.			ME COLOR STREET, STREE	CHARLES AND AREA AREA AND A PROPERTY OF THE AREA	TO THE PARTY OF TH	entransministericitanisterianisterianisterianis
						(Official or E	niployee)	
								S 4 5 6 6
					(3)	and the second s		REPORTED AND AND AND AND AND AND AND AND AND AN
					API	ROVED		
	(Supe	ıvisor)						***
		* * *			The second list between the second list and the second list and	(Chief of (Woods, Enclosing the spect and	MATERIALITY CHEMICAE ALTE OF BOOKETS.

B	10	E	27	EVA	Y	T	30	17.3

(Agency)

centificate of travel completed

igency Head)					Official Station

Manila	2 2 2		50 N		Secretary (Control of Control of
	n ^a			v i e	(Data)
I cortily that I have	A TOTAL TOTAL	The same of the sa	The state of the s		MO. maranananangananananan
DOIR	and productions researches a calour constitution of 14 g in	mounts: Uncler c	conditions indi	caled below	
			* " 6		
Cirlothy in occord	clearment and Alba di	1a.m. i a.m	at .		
Strictly in accord	(C)				
on C.A. No.	amed balow. I	tucosa paymi dutad	ent in the amou	int of	THE CON
[] finification as exp	dalned bylow	s Ortelitioneral	1010 CT TO A CT OF THE THE CONTRACTOR	encomments to the comment of the comments of t	
Other divisions			united that artist	SUDIVININGO.	
processed with the a series at second when it is then it is only	men and action	3 20000000			
planulion of highlightin	יים מים פ				
planation or Justificatio	The same of the sa	AND SET SET SELECTION OF SECURITY SERVICES AND ASSESSMENT OF SECURITY SECURITY SERVICES AND ASSESSMENT OF SECURITY SECUR	5. (23.0cm) 1. (15.) (15.) (15.) (15.) (15.) (15.) (15.) (15.) (15.) (15.) (15.) (15.) (15.) (15.	C. S.C. SHE SHE WINDS OF THE THE THROUGH OF THE SHEET PRINCES OF THE SHE	T. I I sa nytronous itse igovanome amena in huse iveneries esterniste esternistena amena.
the distribution with the most that and management of the Chapter Malach Theory of the Chapter To is 200 for the	1071年的核心是近天人民國人政治工作,在1982年,在1982年	A Demonstrative street drawn out			
			THE THREE TO STORE THE PROPERTY OF THE PARTY	PARTICULAR DESCRIPTION OF THE PROPERTY OF THE	Present of the second s
f. R				A CONTRACTOR OF THE PROPERTY O	IN TAKAN YAN TAKATAT MITTAINA BUKAN INI MENYATA TAKAT INI MENYATAKAN MENYATAKAN
	n was small some state of the s	NECTURALITY OF SELECT OF THE SECONDARY OF	THE STREET S	o o company and the company of the c	
	n was small some state of the s	NECTURALITY OF SELECT OF THE SECONDARY OF	THE STREET S	o o company and the company of the c	
	n was small some state of the s	B C.	THE STREET S	o o company and the company of the c	
dence of travel attache	ed hereto:		e ti di 212 in escul i indicata escul e anei fi invali e e	e dem mendette vilker i konsense sette et et et en	TO THE COURT OF UNITED PHENOMEN AND AN AREA PROPERTY OF A STEEL AND A STEEL AN
dence of travel attache	ed hereto:		e ti di 212 in escul i indicata escul e anei fi invali e e	o o company and the company of the c	19.37m EDICT J.C.C. UPGDSDH JANGHA 1 MED MADING CHMC-4 DE 4
dence of travel attache	ed horoto.	BECCESSION OF BUILDING CONTRIBUTIONS OF STREET		THE THE STATE OF T	THE THE CONTRACT OF CHARGE STATE OF THE STAT
dence of travel attache	ed horoto.	BECCESSION OF BUILDING CONTRIBUTIONS OF STREET		THE THE STATE OF T	THE THREE COST OF STREET, WHEN WE WANT TO SEE STREET, WHEN WE WANT TO SEE STREET, WHEN WAS TO SEE STREET, WHEN WE WANT TO SEE STREET, WHICH WANT TO SEE STREET, WHEN WE WA
dence of travel attache	ed horoto.	BECCESSION OF BUILDING CONTRIBUTIONS OF STREET		THE THE STATE OF T	
dence of travel attache	ed horoto.	BECCESSION OF BUILDING CONTRIBUTIONS OF STREET		THE REPORT THE PROPERTY OF THE	TO TOUCHOUR THE THEORY TOUCH TOUCH THE CONTRACT OF SECTION AND A SECTION
dence of travel attache	ed horoto.	BECCESSION OF BUILDING CONTRIBUTIONS OF STREET		THE THE STATE OF T	TO TOUCHOUR THE THEORY TOUCH TOUCH THE CONTRACT OF SECTION AND A SECTION
dence of travel attache	ed horoto.	BECCESSION OF BUILDING CONTRIBUTIONS OF STREET		THE REPORT THE PROPERTY OF THE	TO TO COURS OF THE TROUBUTTON & COURTY TO COURT AND A TO COURT AND
dence of travel attache	ed horoto.	BECCESSION OF BUILDING CONTRIBUTIONS OF STREET		THE REPORT THE PROPERTY OF THE	TO TO COURS OF THE TROUBUTTON & COURTY TO COURT AND A TO COURT AND
dence of travel attache	ed horoto.	BECCESSION OF BUILDING CONTRIBUTIONS OF STREET	TO ACCUSATE THE STREET STREET, AND ACCUSATE TO ACCUSATE TO ACCUSATE THE STREET, AND ACCUSATE	To:pocifully su	DILLING CT.
donce of travol attached	ed horolo:	BECCHARGENING MATERIAL CONTRIBUTION CONTRIBU		CONCRETE STATE OF EMPLOYERS	DIMINITOR OF THE PROPERTY OF T
donce of travol attached	ed horolo:	BECCHARGENING MATERIAL CONTRIBUTION CONTRIBU		CONCRETE STATE OF EMPLOYERS	DIMINITORY
dence of travel attache	ed horolo:	BECCHARGENING MATERIAL CONTRIBUTION CONTRIBU		CONCRETE STATE OF EMPLOYERS	DIMINITORY