



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

OCA CIRCULAR NO. 202-2019

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

SUBJECT : DELIVERY AND ISSUANCE OF OFFICIAL
RECEIPTS ACCOUNTABLE FORM NO. 51 TO THE
TRIAL COURTS

This refers to the issuance and delivery of Official Receipts (ORs)/Form No. 51 to the trial courts through the Freight Forwarding Services. For monitoring purposes, the Property Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA), has instructed the Clerks of Court to indicate in the Invoice Receipt of Accountable Form (IRAF), which is part of the set of delivery documents, that *upon receipt of the ORs the accountable officers must check the serial numbers and inspect the condition of the ORs and report immediately any discrepancies to the Property Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA), through telephone number (02-8525-1122).*

To ensure the proper monitoring and recording of the ORs that were issued and delivered to the trial courts, all Clerks of Court, Officers-in-Charge and Accountable Officers are **DIRECTED** upon receipt of the ORs to immediately inform the Property Division, OAS, OCA, through telephone (02-8525-1122), whether or not there are discrepancies in the said ORs.

For strict compliance.

04 November 2019


JOSE MIDAS P. MARQUEZ
Court Administrator