



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

**OCA CIRCULAR NO. 35-2008**

**TO : ALL JUDGES AND CLERKS OF COURT OF  
THE FIRST AND SECOND LEVEL COURTS  
AND THE INTEGRATED BAR OF THE  
PHILIPPINES.**

**SUBJECT: ADDITIONAL GUIDELINES IN THE  
PRINTING AND DISTRIBUTION OF  
NOTARIAL REGISTERS, PARTICULARLY  
ON THE PAYMENT OF SHIPPING CHARGES  
FOR NOTARIAL REGISTERS.**

For the information and guidance of all concerned, quoted hereunder are the resolutions of the Court *En Banc* in A.M. No. 02-8-13-SC.- Re: 2004 Rules on Notarial Practice:

1. Resolution dated February 12, 2008.

“A.M. No. 02-08-13-SC – Re: 2004 Rules on Notarial Practice (Additional Guidelines for the Implementation of the MOA between OCA and OSG on Notarial Registers).

x x x

The Court further Resolved, upon the recommendation of the Sub-Committee on the Revision of Rules Governing Notaries Public to:

(a) **APPROVE** the following Guidelines on the Printing and Distribution of Notarial Registers, particularly on the payment of shipping charges for notarial registers, and in line with the resolution of August 15, 2006 in A.M. No. 02-8-13-SC Re: 2004 Rules on Notarial Practice, to wit:

(1) A fixed rate of Fifty Pesos (P50.00) per notarial book purchased shall be charged irrespective of the distance from point of origin to the point of destination (SC – Luzon/Visayas/Mindanao).

Should there be an increase in the shipping charge by the contracted freight forwarder, proper adjustment shall be made in the fixed rate and the Clerk of Court (CoC)/Accountable Officer shall be notified accordingly by this Office.

The shipping charge shall be added to the cost of the notarial register (P1,200.00 + P50.00) so the total amount to be collected per notarial register shall be One Thousand Two Hundred Fifty Pesos (P1,250.00).

The CoC/OIC shall properly indicate in the Office Receipt (OR) to be issued, the collection of One Thousand Two Hundred Pesos (P1,200.00) for the cost of printing and binding of notarial registers and collection of Fifty Pesos (P50.00) for shipping cost/charge per notarial book purchased.

The ORs requisitioned from the Property Division, Office of Administrative Services, Office of the Court Administrator shall be used for this purpose.

(2) All collections for the shipping cost/charges shall be deposited to the account of the NRF in the Land Bank of the Philippines (LBP) Savings Account (SA) No. 3472-1000-32.

(3) The Court Administrator and the Chief of Financial Management Office (FMO) are authorized to withdraw and disburse the amount collected for payment of the shipping charges incurred in transporting the notarial books.

X x x.”

2. Resolution dated February 19, 2008.

“A.M. No. 02-8-13-SC.- Re: 2004 Rules on Notarial Practice.- The Court Resolved, upon the recommendation of the Sub-Committee on the Revision of the Rules Governing Notaries Public, to **AMEND** Sec. 12(a), Rule II of the 2004 Rules on Notarial Practice, to wit:

**‘ Rule II**  
**DEFINITIONS**

x x x

“Sec. 12. Competent Evidence of Identity.- The phrase “competent evidence of identity” refers to the identification of an individual based on:

(a) at least one current identification document issued by an official agency, bearing the photograph and signature of the individual, such as but not limited to, passport, driver’s license, Professional Regulation Commission ID,

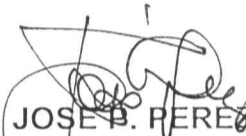
National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification. or

(b) xxxxx"

x x x

For strict compliance.

March 25, 2008

  
**JOSE P. PEREZ**  
Deputy Court Administrator  
Officer-in-Charge, OCA