



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

OCA CIRCULAR NO. 54-2004

TO: All Clerks of Courts/Officers-in-Charge of the Regional Trial Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts, Municipal Circuit Trial Courts, Sharia District Courts and the Sharia Circuit Courts

SUBJECT: Court Fiduciary Funds

It has been reported that many Clerks of Courts/Accountable Officers are not submitting the required Report of Unwithdrawn Fiduciary Funds as provided under Circular No. 50-95 dated October 11, 1995, notwithstanding repeated reminders and follow-up letters to this effect.


The Commission on Audit, in their Audit Observation Memoranda, has called the attention of the Office of the Court Administrator on the need to submit this requirement.

For the purpose of periodic reconciliation of our books of accounts and to have an update of existing deposits of all fiduciary fund collections with the Land Bank of the Philippines and the Provincial/City/Municipal Treasurers, all Clerks of Courts/Accountable Officers are required to submit the complete lists of all unwithdrawn fiduciary funds deposited with the Land Bank of the Philippines and in the Provincial, City and Municipal Treasurers. Submission of the lists must be made on or before 30 April 2004 using the attached format.

Failure to comply with said requirement will mean the withholding of salary and benefits.

For strict compliance.

06 April 2004


PRESBITERO J. VELASCO, JR.
Court Administrator

