



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

OCA CIRCULAR NO. 54-2012

**TO : THE EXECUTIVE JUDGES AND CLERKS OF COURT
(OFFICE OF THE CLERK OF COURT) OF THE FIRST
AND SECOND LEVEL COURTS**

**SUBJECT : PENDING UNISSUED CERTIFICATES OF SALE IN
EXTRA-JUDICIAL FORECLOSURE PROCEEDINGS
DUE TO NON-PAYMENT OF COURT'S COMMISSION
ON SALE AND OTHER LEGAL FEES**

It has come to the attention of the Court that there are several pending unissued Certificates of Sale in Extra-Judicial Foreclosure Proceedings before the lower courts. The main reason for the pendency is the non-payment by the highest bidder of the court's commission on sale and other legal fees. It was observed that several unissued certificates had been pending for a certain period of time after the sale of the foreclosed property. Thus, said documents pile-up in several courts.

In view thereof, all Clerks of Court (Office of the Clerk of Court) of the first and second level courts are hereby **DIRECTED** to (a) **conduct** an inventory of all the pending unissued Certificates of Sale in their court; (b) **notify** the concerned parties of the said pendency; and (c) **require** the payment of the court's commission on sale and other legal fees within ninety (90) days from notice.

The Executive Judges shall monitor the implementation of this directive and shall submit to the Planning Division, Court Management Office, Office of the Court Administrator, the appropriate report and recommendation to further address the matter.

For strict compliance.

June 18, 2012


JOSE MIDAS P. MARQUEZ
Court Administrator