



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

2 February 1998

CIRCULAR NO. 10-98

TO : All Judges of the Regional Trial Courts, Shari'a District Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts, Municipal Circuit Trial Courts and Shari'a Circuit Courts

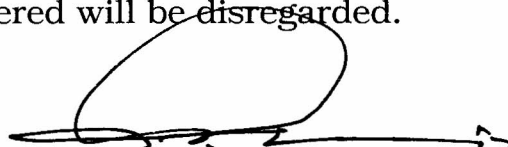
SUBJECT : Submission of the Certificate of Service and the Certification in Support of Claims for Extraordinary and Miscellaneous Expenses

Some Judges have been submitting their respective Certificates of Service and Certifications in support of their claim for Extraordinary and Miscellaneous Expenses in advance or even before the completion of the period covered by such Certificates or Certifications. The Certificates of Service serve as the record of attendance and absence at the work station during the prescribed working hours. The Certifications subject of Circular No. 34-94 dated 30 May 1994 establish that the extraordinary and miscellaneous expenses sought to be reimbursed have been incurred for any of the purposes prescribed by the law or regulation in relation to or by reason of the position of the official submitting the certification (Subsection (c), Section 397, Chapter 17, Title 5, Book III of the Government Accounting and Auditing Manual, Volume I). Consequently, the submission in advance of the Certificates of Service and the Certifications would not be proper and in order.

Henceforth, all Certificates of Service should be submitted or sent to the Leave Division, Office of Administrative Services of the Office of Court Administrator, immediately after the last day of the month covered.

All Certifications in support of claims for the reimbursement of extraordinary and miscellaneous expenses should be submitted or sent to the Finance Division, Financial Management Office of the Office of the Court Administrator, immediately after the last day of the month covered. The prompt submission of the Certifications subject hereof will enable the Financial Management Office to expeditiously process claims for the reimbursement of the extraordinary and miscellaneous expenses.

Certificates and certifications submitted in advance or before the completion or termination of the month covered will be disregarded.


ALFREDO L. BENIPAYO
Court Administrator