



**Republic of the Philippines**  
**Supreme Court**  
**Manila**

ADMINISTRATIVE SUPERVISION OF COURTS

CIRCULAR 15-97- A

TO : All Judges and Personnel of Regional Trial Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts, Municipal Circuit Trial Courts, Sharia District Courts, and Sharia Circuit Courts.

SUBJECT: Guidelines on the Release of Checks for Salaries and Allowances (Modified Disbursement Scheme and Continuous Forms Checks) of Judges and Personnel of the Lower Courts


I

Checks for the salaries and allowances of judges and personnel of the Lower Courts except those of National Capital Region shall be released through mail. Personal release of checks will no longer be allowed except in special cases like a) sickness; b) travel abroad; c) transfer of station; and d) in cases of allotment where checks may be released thru a Special Power of Attorney issued only to his/her legitimate spouse or children.

When claiming the check, the attorney-in-fact shall present a copy of the Special Power of Attorney and his/her Identification Card .

II

In the National Capital Region (NCR) the Executive Judge, upon the recommendation of the OCC- Clerk of Court, being the bonded officer, shall designate a Liaison Officer who shall be authorized to receive checks of all Judges and personnel within their territorial jurisdiction. There shall be only ONE Liaison Officer whose authority is non-transferrable. His authority shall be for a definite period, renewable in the interest of the service.





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IIa

For purposes of designation of the Liaison Officer referred to in the preceeding paragraph, the Clerk of Court shall accomplish the enclosed form in triplicate and attach a 2"x2" I.D. picture of the designated liaison officer on the copies. The original and the duplicate shall be filed with the Checks Disbursement Division of the Office of the Court Administrator. The triplicate shall be retained by the designated Liaison Officer for presentation to the above-cited Division when requesting for the release of the afore-cited checks.

IIb

Checks for salaries and allowances of Judges and personnel of the National Capital Region (NCR) and of claimants by virtue of a Special Power of Attorney referred to in No. I of this circular shall be released three (3) days before due date.

III

All Clerks of Court are hereby ordered to immediately return all unclaimed checks to the Check Disbursement Division, Office of the Court Administrator, stating therein the reason/s why these have been returned.

This circular shall take effect immediately and Circular No. 15-97 dated March 31, 1997 is hereby amended.

April 24, 1997

ALFREDO L. BENIPAYO  
Court Administrator

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Judges and personnel of the National Capital Region (NCR) and of claimants by virtue of a Special Power of Attorney referred to in No. I of this circular shall be released three (3) days before due date. This circular shall take effect immediately and Circular No. 15-97 dated March 31, 1997 is hereby amended.