



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

3 September 1997

CIRCULAR NO. 54-97

TO : All Judges

SUBJECT : Submission of Certification in Support of
the Claim for the Reimbursement of
Extraordinary and Miscellaneous Expenses

Circular No. 34-94 dated 30 May 1994 directs the submission of the Certification duly executed and accomplished by the Judges concerned in support of the claim for the reimbursement of the extraordinary and miscellaneous expenses subject of the relevant provisions of the yearly General Appropriations Act.

Effective immediately, the required Certification for the month for which extraordinary and miscellaneous expenses are claimed should be submitted to the Finance Division, Financial Management Office of the Office of the Court Administrator, after the lapse of the said month (and not before) and within the first seven (7) days of the succeeding month. Any Certification submitted earlier than the period stated herein shall not be considered.

This Circular modifies Circular No. 34-94 dated 30 May 1994.

For strict compliance.

ALFREDO L. BENIPAYO
Court Administrator