



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

OCA CIRCULAR NO. 211-2016

TO : ALL CLERKS OF COURT, OFFICERS-IN-CHARGE, LIBRARIANS AND ACCOUNTABLE OFFICERS OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A DISTRICT COURTS, SHARI'A CIRCUIT COURTS AND MAINTENANCE OFFICES OF THE HALLS OF JUSTICE

SUBJECT : CONDUCT OF PHYSICAL INVENTORY OF PROPERTY PLANT AND EQUIPMENT, OFFICE SUPPLIES AND OTHER MATERIALS

For purposes of updating the records and books of accounts of the lower courts, all Clerks of Courts, Officers-in-Charge, Librarians and accountable officers of the lower courts and Maintenance Offices of the Halls of Justice are hereby directed to conduct a physical inventory of all Hall of Justice buildings owned by the court; and of all court-issued properties, including office supplies (stock position), equipment and other materials, in their respective jurisdictions, offices, branches and libraries.

The result of the inventory must be reflected in the attached Inventory Report Form, accomplished in triplicate, and duly signed by the above-mentioned accountable officers and their respective Executive/Presiding Judges. The original and second copy must be submitted to the Property Division, Office of Administrative Services, Office of the Court Administrator (OCA) and the third copy shall be retained by the accountable officer for file. Pictures of the Hall of Justice building must be attached to the Inventory Report, if applicable.

In the preparation of the Inventory Report, all court-issued supplies, materials, and equipment which were issued by the Supreme Court (SC) or by the OCA which have not been covered by Acknowledgment Receipt for Equipment (ARE), and donated properties whose ownership has been transferred to the SC on or before **30 November 2016** must be included in the

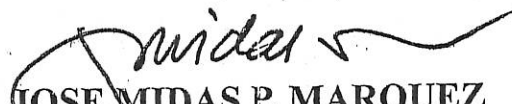
report. The condition (e.g. serviceable, unserviceable) of each piece of property should be duly indicated in the "Remarks" column of the prescribed form. Information such as the property number, serial number, the date the property was acquired and to whom it was issued must be specifically indicated.

Not to be included in the Inventory Report are the properties issued by the local government or non-government agencies where ownership has not been transferred to the SC, properties issued by the Department of Justice to the courts or offices housed in Halls of Justice for reason of lack of formal transfer, and office supplies and other consumables not issued by the SC or OCA.

All Executive and Presiding Judges shall supervise the proper implementation of this directive within their respective jurisdictions to ensure the proper accomplishment and prompt submission of the Inventory Report to the Property Division, OAS, OCA, on or before **31 December 2016**.

For strict compliance.

4 October 2016


JOSE MIDAS P. MARQUEZ
Court Administrator