



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

**OCA CIRCULAR NO. 02-2019**

**TO : ALL JUDGES, CLERKS OF COURT,  
BRANCH CLERKS OF COURT AND  
OFFICERS-IN-CHARGE/ACTING CLERKS  
OF COURT OF THE SECOND LEVEL  
COURTS**

**SUBJECT : Use of the Supreme Court Official  
Receipts in the Collection of Fines and  
Proceeds from the Sale of Exhibits in  
Drugs Cases**

It has come to the attention of the Office of the Court Administrator that the local government units mentioned in OCA Circular No. 71-2017 dated 27 March 2017 (*Re: Remittance of Money Exhibit, Proceeds from Sale of Exhibits and Fines Imposed in Drugs Cases*) have disallowed the sale of official receipts, which, in turn, caused delay in the operations of the lower courts. There is therefore a need to **MODIFY** the provision authorizing the lower courts to purchase a booklet of official receipts (ORs) from the concerned province, city or municipality or from any government agency/entity for purposes of collection of the proceeds pertaining to the Dangerous Drugs Board (DDB).

Accordingly, all second level courts are hereby **AUTHORIZED** to use the official receipts (ORs) issued by the Supreme Court of the Philippines for purposes of collection of the proceeds pertaining to the DDB for a **consideration of Two Hundred Fifty Pesos (PHP 250.00)** as cost and freight of ORs per booklet. The Two Hundred Fifty Pesos (PHP 250.00) shall be chargeable against the collection of fines or proceeds from the sale of exhibits in drugs cases and shall be properly receipted and deposited to the Judiciary Development Fund (JDF) account. The payor's copy of the JDF OR shall be attached to the report for submission to the DDB and its certified photocopy shall be attached to the file copy of the report. The report shall be accomplished pursuant to OCA Circular No. 71-2017.

Strict compliance is enjoined.

10 January 2019

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator

  
MBC/MSI