



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

OCA CIRCULAR NO. 173-2019

**TO : ALL EXECUTIVE JUDGES, PRESIDING JUDGES,
CLERKS OF COURT, OFFICERS-IN-CHARGE,
LIBRARIANS AND ACCOUNTABLE OFFICERS**

**SUBJECT : SUBMISSION OF ANNUAL PHYSICAL INVENTORY
REPORTS OF PROPERTY PLANT AND EQUIPMENT**

This is to reiterate the submission of the required annual physical inventory of Property Plant and Equipment (PPE) and submission of the corresponding Inventory Reports on all court-issued properties, including equipment and other properties issued by the Supreme Court (SC) or the Office of the Court Administrator (OCA) which have not been covered by Acknowledgment Receipt for Equipment (ARE), and donated properties whose ownership has been transferred to the SC.

OCA Circular No. 119-2014, *Conduct of Physical Inventory and Renewal of Acknowledgment Receipt for Equipment (ARE)*, dated 11 September 2014, mandates:

“All Clerks of Courts, Officers-in Charge, Librarians and accountable officers of the lower courts and maintenance offices of the Halls of Justice are required to submit their respective Inventory Reports and ARE within thirty (30) days from receipt of this Circular, and thereafter, to submit the Inventory Report on or before the first week of January of every succeeding year, and the ARE every three (3) years on the first week of January”.

The result of the inventory must be reflected in the attached Inventory Report form, accomplished in triplicate, and must be duly signed by the above-mentioned accountable officers and their respective Presiding Judges. Inventory Report of semi-expendable properties (unit cost of below Php 15,000.00) must be separated from the Inventory Report of PPEs with a unit cost of Fifteen Thousand (Php 15,000.00) and above.

To be excluded in the Inventory Report are the various Information Technology (IT) equipment leased from Integrated Computer Systems, Inc. and other properties issued by local government or non-government agencies where ownership is not transferred to the court.

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 such reports to the Property Division, Office of Administrative Services, OCA.

All Clerks of Courts, Officers-in-Charge, Librarians and accountable officers of the lower courts and maintenance offices of the Halls of Justice are required to submit their respective Inventory Reports on or before **10 January 2020, and thereafter, to submit the Inventory Reports for PPEs on or before the first week of January of every succeeding year.**

Failure to submit the Inventory Reports on or before the set deadlines shall be a ground for disciplinary action.

For strict compliance.

08 October 2019


JOSE MIDAS P. MARQUEZ
Court Administrator

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT & EQUIPMENT (15,000 AND ABOVE)
 (Types of Property, Plant & Equipment)
 As of

For which _____ is accountable, having assumed such accountability on _____

Article	Description	Property Number	Unit	Unit value	Date Acquired	Agency Office		Date of Assumption
						Shortage/overage Quantity	Shortage/overage value	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

Prepared by: _____

Page total: _____

 Print name & Signature (Accountable officer)

Accumulated Total: _____

 Print name & Signature

(Presiding Judges/Executive Judge)

Date: _____

Date: _____

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT & EQUIPMENT (SEMI-EXPENDABLE BELOW 15,000)
 (Types of Property, Plant & Equipment)

As of

For which

Name of Accountable officer

is accountable, having assumed such accountability on

Agency Office

Date of Assumption

Article	Description	Property Number	Unit	Unit value	Date Acquired	Shortage/overage Quantity value	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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21							
22							
23							
24							
25							

Prepared by:

 Print name & Signature (Accountable officer)

Accumulated Total:

Page total:

 Print name & Signature

(Presiding Judges/Executive Judge)

Date :

Date :
