



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

OCA CIRCULAR NO. 106-2020

TO : ALL JUDGES AND COURT PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS NATIONWIDE

RE : GUIDELINES ON THE REIMBURSEMENT OF COURTS FOR PURCHASE OF PROTECTIVE MATERIALS AND EQUIPMENT AGAINST COVID-19

In view of the implementation of judges and court personnel nationwide of safety and health measures in courtrooms and court premises, which necessitated the purchase of materials and equipment, as well as the installation of protective wall shields (PWS) for adequate protection against Covid-19, there is a need to reimburse them for allowable expenses.

In the 22 May 2020 Memorandum of the Technical Working Group on the Drafting of Guidelines for the Direct Release of Miscellaneous and Other Operating Expenses (MOOE) to the Lower Courts, the pilot courts in Luzon and other areas in Visayas and Mindanao were allowed to use the MOOE funds for the emergency purchase of disinfectants and other items, with the corresponding quantities, to wit:

ITEM	QUANTITY
Thermal Scanner Gun / Non-contact Thermal Scanner	One unit per Single Sala Court
Isopropyl / Ethyl Alcohol 70% Solution	Ten (10) liters maximum per branch / OCC
Multi-purpose Bleach	Twenty (20) liters maximum per branch / OCC
Disinfectant Spray	Ten (10) pieces maximum per branch / OCC
Disposable Face Masks	Ten (10) boxes of 50 pieces per box maximum per branch / OCC

Installation of Plastic Covers, Hard Plastic Sheets / Clear Polycarbonate Sheets	(Up to P15,000.00 only)
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For uniformity and consistency, courts which have not receive their MOOE funds may be reimbursed by the Financial Management Office, Office of the Court Administrator (OCA), for the purchase of the abovementioned items upon submission of original copies of the following:

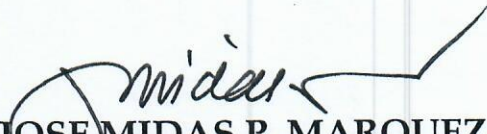
1. Letter-request for Reimbursement detailing the quantity and amount of the items purchased, signed by the Executive or Presiding Judge, and addressed to the OCA, through the Property Division, Office of Administrative Services, OCA; and,
2. Original Receipt issued by the supplier or contractor to the particular court, through the name of the court official or employee who shouldered the cost of purchase.

The installation of PWS, on the other hand, shall be reimbursed by the Fiscal Management and Budget Office, Supreme Court, upon submission of the documents above provided to the Office on Halls of Justice, OCA, with the total cost for each branch or office not exceeding Fifteen Thousand Pesos (P15,000.00), in accordance with the relevant auditing and accounting rules of the Commission on Audit. It is also understood that the installation of the PWS is intended to be only temporary, which will allow dismantling without much difficulty, and without damaging any structure of the rooms, *e.g.*, beams, walls, and windows. The installed PWS shall neither obstruct nor compromise the courtrooms' proper ventilation and good audio/sound transmission. Glass materials shall not be allowed for safety considerations.

In case the installation of PWS is not possible due to certain factors, *e.g.*, spatial limitations, lack of materials/equipment, and other restrictions, concerned judges and court personnel shall strictly observe and practice other protective health measures.

For strict compliance.

6 July 2020


JOSE MIDAS P. MARQUEZ
Court Administrator