



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

OCA CIRCULAR NO. 55-2021

TO : ALL CONCERNED JUDGES AND CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : REIMBURSEMENT OF EXPENSES UNDER CHAPTER IV, GUIDELINES ON THE IMPLEMENTATION IN THE PHILIPPINES OF THE HAGUE SERVICE CONVENTION ON THE SERVICE ABROAD OF JUDICIAL DOCUMENTS IN CIVIL AND COMMERCIAL MATTERS, ADMINISTRATIVE ORDER NO. 251-2020, 11 SEPTEMBER 2020


Relative to the reimbursement of expenses pursuant to the "Guidelines on the Implementation in the Philippines of the Hague Service Convention on the Service Abroad of Judicial Documents In Civil and Commercial Matters" (Administrative Order No. 251-2020), the following shall be observed:

- a) Expenses that may be incurred in the service of judicial documents for inbound requests shall be advanced by the concerned Judge, subject to reimbursement;
- b) Requests for reimbursement, together with the supporting documents, shall be **SUBMITTED** to the Service Convention Unit (SCU), Office of the Court Administrator (OCA);
- c) Advance copy of the request and the supporting documents may be submitted via electronic mail at phca-service@judiciary.gov.ph; and
- d) All reimbursements relative to the Hague Service Convention shall be charged against the Service Convention Fund.

The attached Statement of Reimbursement, Statement of Actual Travel Expenses and Certificate of Travel Completed forms may be downloaded from the OCA website.

For your strict compliance.

03 May 2021


JOSE MIDAS P. MARQUEZ
Court Administrator

Republic of the Philippines
_____ Trial Court
_____ Judicial Region

STATEMENT OF REIMBURSEMENT		No.:	
Agency		Date:	
		Responsibility Center Code:	
PARTICULARS		AMOUNT	
TOTAL AMOUNT SPENT		P	
AMOUNT OF CASH ADVANCE PER DV NO. DTD.			
AMOUNT REFUNDED PER O.R. NO.			
AMOUNT TO BE REIMBURSED DTD.			
A Certified: Correctness of the Above data	B Certified: Purpose of travel/ cash advance duly accomplished	C Certified: Supporting documents Complete and proper	
Sheriff, Process Server, or Authorized Court Personnel	Executive Judge/ Presiding Judge	Clerk of Court/ Branch Clerk of Court	JEV No.

Republic of the Philippines
_____ Trial Court
_____ Judicial Region

STATEMENT OF ACTUAL TRAVEL EXPENSES*	
(Court/Station) (Address)	No: _____ Date: _____ Case No.: _____ Nature: _____
PARTICULARS	AMOUNT
Payment of Services for Court processes:	
<input type="checkbox"/> Summons with complaint/Petition	P
<input type="checkbox"/> Subpoena/Notices	
<input type="checkbox"/> Preliminary Citation	
<input type="checkbox"/> Writ of: Replevin <input type="checkbox"/>	
Execution <input type="checkbox"/>	
Possession <input type="checkbox"/>	
Attachment <input type="checkbox"/>	
Habeas Corpus <input type="checkbox"/>	
<input type="checkbox"/> Temporary Protection Order (TPO)	
<input type="checkbox"/> Permanent Protection Order (PPO)	
<input type="checkbox"/> TROs / Decision	
<input type="checkbox"/> Notice of Garnishment	
<input type="checkbox"/> Levy on Goods/Chattel/Property	
<input type="checkbox"/> Posting	
<input type="checkbox"/> Notice of Sheriff's Fee	
<input type="checkbox"/> Notice of Special Raffle	
<input type="checkbox"/> As directed by the court	
<input type="checkbox"/> Others (please specify)	
Total Estimated Expenses (For details, please see itinerary of travel)	P
Requested by: ----- (Sheriff, Process Server or Authorized Court Personnel) ----- (Date)	Approved by: ----- (Executive Judge/Presiding Judge) ----- (Date)

*This form shall be used for all transactions involving the service of court processes in the items listed above.

Republic of the Philippines
_____ **Trial Court**
_____ **Judicial Region**

CERTIFICATE OF TRAVEL COMPLETED

Supreme Court
(Agency Head)

Official Station

Manila

I certify that I have completed the travel authorized in Itinerary of **Travel No.** _____ **dated** _____ under conditions indicated below.

- Strictly in accordance with the approved itinerary.
- Cut short as explained below. Excess payment in the amount of _____ was refunded on C.A. No. _____ dated _____
- Extended as explained below. Additional itinerary was submitted.
- Other deviation as explained below.

Explanation or justification:

Evidence of travel attached hereto:

Respectfully submitted:

Sheriff, Process Server or Authorized Court Personnel

On evidence and information of which I have knowledge, the travel was actually undertaken.

Clerk of Court/Branch Clerk of Court