



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

OCA CIRCULAR NO. 73 -2021

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

**SUBJECT : Authority to Avail the Services of Private
Couriers and with Right to Reimbursement in
Transporting Financial Documents to the
Fiscal Monitoring Division, Court
Management Office, Office of the Court
Administrator, Relative to the Conduct of
Financial Audit**

In view of the suspension of the actual conduct of financial audits due to the Covid-19 pandemic, the Honorable Chief Justice Alexander G. Gesmundo approved the request of this Office to authorize the Accountable Officers/Clerks of Court of the 1st and 2nd Level Courts to avail the services of private couriers, **subject to reimbursement**, in sending financial documents to the Fiscal Monitoring Division (FMD), Court Management Office (CMO), Office of the Court Administrator (OCA), when requested by the latter, for the conduct of financial audit in the Supreme Court office.

Accordingly, claims for reimbursement shall be sent to the FMD, CMO, OCA, for verification, with attached proof of payment/receipt of the cost of freight. All those who have already availed the services of private couriers prior to the issuance of this Circular may also file their claims for reimbursement.

For the information and guidance of all concerned.

04 June 2021


JOSE MIDAS P. MARQUEZ
Court Administrator


MM/DSI