



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

**OCA CIRCULAR NO. 113-2022**

**TO : EXECUTIVE JUDGES AND CLERKS OF COURT OF STATIONS WITH ESTABLISHED PHILIPPINE MEDIATION CENTER (PMC) UNITS**

**SUBJECT : CONDUCT OF ANNUAL PHYSICAL INVENTORY OF PHILIPPINE MEDIATION CENTER PROPERTIES**

Considering that the Philippine Mediation Center (PMC) is now with the Court Management Office (CMO), Office of the Court Administrator (OCA), pursuant to the Resolution of the Court *En Banc* in A.M. No. 21-08-01-SC-PHILJA dated 05 October 2021, and in view of the requirement under Section 38, Chapter 10 of Government Accounting Manual (GAM) that each government entity shall have a periodic physical count of Property Plant and Equipment (PPE) which shall be done annually and presented in the Report on the Physical Count of Property Plant and Equipment (RCPPE) as of December 31 of each year, all Clerks of Court/ Acting Clerks of Court/Officers-in-Charge of the Office of the Clerk of Court in stations with PMC Units are hereby **DIRECTED** to:

- a) conduct an inventory of the PMC properties in the station as of 31 December 2021 as required by the Commission on Audit;
- b) regularly conduct an annual physical inventory of said properties as of 31 December of each year;
- c) use the attached RCPPE form which shall be duly noted by the Executive Judge, and

- d) submit the corresponding hard copy of the filled-out RPCPPE form to the Philippine Mediation Center, CMO, OCA, at the Mezzanine, 5<sup>th</sup> Flr, SC CA Multi-Purpose Building, Supreme Court, Padre Faura Street, Ermita, Manila, and the soft copy thereof to [pmco.oca@judiciary.gov.ph](mailto:pmco.oca@judiciary.gov.ph)

For strict compliance.

23 May 2022



**RAUL BAUTISTA VILLANUEVA**  
Court Administrator

  
MMA/ACJ/JTN/jjm011922 Misc 491

# REPORT ON THE PHYSICAL ACCOUNT OF PROPERTY, PLANT AND EQUIPMENT

(Type of Property, Plant and Equipment)

As at December 31,

Fund Cluster: **SC OCA Mediation Fund Account**

For which \_\_\_\_\_ is accountable, having assumed such accountability on \_\_\_\_\_  
(Name of accountable Officer), (Official Designation) (Entity Name) (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT of MEASURE	UNIT VALUE	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS
							Quantity	Value	

Certified Correct by:  
  
 \_\_\_\_\_  
 Signature over Printed Name of Clerk of Court

Approved by:  
  
 \_\_\_\_\_  
 Signature over Printed Name of Executive Judge

Verified by:  
  
 \_\_\_\_\_  
 Signature over Printed Name of COA Representative