



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

OCA CIRCULAR NO. 172-2022

TO: ALL CLERKS OF COURTS/ OFFICERS-IN-CHARGE/ ACTING CLERKS OF COURTS IN THE OFFICE OF THE CLERKS OF COURTS AND IN SINGLE-SALA COURTS

SUBJECT: GUIDELINES IN THE DEPOSIT OF COLLECTIONS TO THE NEW ACCOUNT OF THE BUREAU OF THE TREASURY

In view of the issuance of Treasury Circular No. 2-2022 dated May 31, 2022 of the Bureau of the Treasury (BTr), the following guidelines in depositing collections to the BTr shall be observed:

1. The Clerks of Courts/ Officers-in-Charge/ Acting Clerks of Courts shall submit an Enrollment Form to the Bureau of the Treasury for the issuance of the National Collecting Officer (NCO) Code.
2. The Unified Account Code Structure (UACS) Organization Code of the Supreme Court of the Philippines and the Lower Courts (SC of the Phil and the Lower Courts) is **290010000000**.
3. The Deposit/Remittance of collections shall be deposited to the New LBP Clearing Account Number **3402-2844-20** under the Account Name "**BTr-Regular Fund**".
4. Mandatory use of the Oncoll Payment Slip of the Land Bank of the Philippines (LBP).
5. For check deposit, the clearing account number, NCO Code and the UACS Organization Code of the SC of the Phil and the Lower Courts shall also be indicated at the back of the check.
6. All other matters including the Reporting of Collections and Deposits and other attachments will remain the same.
7. Sample of duly accomplished Enrollment Form and Oncoll payment slip are attached for references.

For your information and compliance.

7 July 2022


RAUL B. VILLANUEVA
Court Administrator *Ray*

Collecting Officer Information						UACS Organization Code (kindly refer to https://www.uacs.gov.ph or with your Agency Budget office)				
Last name	First name	Middle name	Full Agency name	Position/Designation	Old Agency Code (5 digits, if available)	12 digits UACS Code	Department	Agency	Operating Unit Class (OUC)	Lower Level Operating Unit (LLOU)
Tiglao	Grace	Miranda	SUPREME COURT OF THE PHILIPPINES AND THE LOWER COURTS	SC Chief Judicial Staff Officer	B1769	290010000000	n/a	SUPREME COURT OF THE PHILIPPINES AND THE LOWER COURTS	n/a	n/a

ONCOLL PAYMENT SLIP

This is your receipt when machine validated



LANDBANK
ONCOLL PAYMENT SLIP

Date
July 01, 2022

Please check the appropriate mode of payment.

Cash

Check

Debit from Account

MERCHANT/AGENCY DEPOSIT ACCOUNT NUMBER

3 4 0 2 2 8 4 4 2 0

MERCHANT/AGENCY NAME

BTr - Regular Fund/SC of the Phils.
and the Lower Courts

Reference Number 1

290010000000

Printed Name and Signature of Payor/Depositor/Representative

Grace M. Tiglao
GRACE M. TIGLAO

Reference Number 2

6 digits Alphanumeric NCO Code

Validation

SC Chief Judicial Staff Officer
Cash Division, FMO-OCA

Reference Number 3 (Numeric)

Amount

Php100,000.00