



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

OCA CIRCULAR NO. 235A-2017

TO : ALL EXECUTIVE/PRESIDING JUDGES, CLERKS OF COURTS/OFFICERS-IN-CHARGE, REGIONAL TRIAL COURT, OFFICE OF THE CLERK OF COURT

SUBJECT: SUBMISSION OF THE MONTHLY FINANCIAL REPORT ON THE SALE OF THE OFFICIAL NOTARIAL REGISTER

In the implementation of the 2004 Rules on Notarial Practice under Administrative Matter No. 02-08-13-SC, the Office of the Court Administrator issued OCA Circular Nos. 157-2006 and 35-2008 dated 16 November 2006 and 25 March 2008, respectively, providing the guidelines, among others, on the printing and distribution of the notarial registers. Subsequently, OCA Circular No. 191-2017 dated 7 September 2017 was issued directing the Clerks of Court/Officers-in-Charge, Office of the Clerk of Court of the Regional Trial Court, to ensure that only the official Notarial Register, designated as Judicial Form No. 143, as amended, is used by the notaries public. For a more uniform implementation in the distribution and sale of the notarial registers, the following guidelines are hereby reiterated for the guidance of the Clerks of Court/Officers-in-Charge of the Office of the Clerk of Court, Regional Trial Court, to wit:


1. The cost of the notarial register book is P1,200.00 and the shipping charge is P50.00;
2. The total cost for each notarial register book is P1,250.00;
3. Separate official receipt booklet must be requisitioned from the Property Division, OAS, OCA, intended only for the sale of the notarial register book;
4. The official receipt must clearly indicate the number of the notarial register book/s sold, the total cost of the notarial register book/s and the shipping charge; and
5. All collections in the sale of the notarial register books shall be deposited with the Land Bank of the Philippines under the account of SC-OCA Notarial Registers with Account Number 3472-1000-32.

In addition, all concerned Clerks of Court/Officers-in-Charge are required to submit a Monthly Report of Collections and Deposits on the Sale of Notarial Books **with or without transaction/s made during the month**. Hereto attached is the form for the monthly report which shall be submitted to the Accounting Division, Financial Management Office (FMO), OCA, **within ten (10) days following the end of the month, attaching the required supporting documents (official receipts and validated copy of the deposit slip/s). The initial submission shall be for the month of January 2022 which shall be due on or before 10 February 2022. Moreover, the financial report and its supporting documents shall be submitted thru a private courier to expedite receipt by the Accounting Division. Cost/s that will be incurred in sending the report shall be chargeable against the Extraordinary and Miscellaneous Expenses Allowance (EME) of the concerned Executive/Presiding Judges.**

This Circular amends OCA Circular No. 235-2017 dated 21 December 2017.

For the guidance and strict compliance of all concerned.

17 December 2021


RAUL BAUTISTA VILLANUEVA
Deputy Court Administrator
and
Officer-in-Charge
Office of the Court Administrator
(Per Administrative Order No. 108-2021
dated 17 November 2021)

Republic of the Philippines
_____ Judicial Region

_____ Court			_____ Station	
Street	Barangay	City/Municipality	Province	Telephone No.

REPORT OF COLLECTIONS AND DEPOSITS ON SALE OF NOTARIAL BOOK
For the Month of _____

DATE	O.R. NO.	QUANTITY	AMOUNT			TOTAL
			SELLING PRICE	FREIGHT		
TOTAL		PHP	-	-		-

- a. Cash Balance on Hand at the Beginning of the Month
- b. Add: Collections for the Month
- c. Total Cash on Hand
- d. Less: Cash Deposits
-
-
-
-

Date	LBP Branch		Amount

- Total Deposits for the Month
-
- e. Cash Balance on Hand at the End of the Month
-
-

Formula:

Line A + Line B = Line C

Line C – Line D = Line E

NOTE: All collections during the month must be deposited totally at the end of the month, thereby leaving always a ZERO balance.

Prepared by: _____ Certified Correct: _____
Clerk of Court/OIC

SUBSCRIBED AND SWORN TO BEFORE me this _____ day of _____, 202__.

Executive/Presiding Judge