



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

CIRCULAR NO. 36-2002

**TO : ALL PROCESS SERVERS OF THE LOWER COURTS**

**RE: IMPLEMENTATION OF THE SUPREME COURT-  
MOTORCYCLE ACQUISITION PROGRAM  
(SC-MAP) FOR PROCESS SERVERS**

Pursuant to the Resolution of the Court *En Banc* dated 19 October 1999 in A.M. No. 99-8-12-SC, as amended on 03 October 2000, Re: Motorcycle Loans for Process Servers, an interest free motorcycle loan in an amount not exceeding P50,000.00 will be made available to qualified Process Servers on a repayment scheme of not more than thirty-six (36) equal monthly installments.

Those who have previously submitted their applications must accomplish the attached revised application form to be submitted to *Ms. Ana Christina M. Arce, OCA-Property Division, Supreme Court, Taft Ave., Manila*. For inquiries, you may contact: Atty. Eduardo Tolentino or Ms. Glenda F.M. Cagadoc at telephone number (02) 525-7143, Office of Assistant Court Administrator Carlos L. de Leon, OCA-Supreme Court.

14 March 2002.

  
**PRESBITERO J. VELASCO, JR.**  
Court Administrator

Attachments:  
Price list  
Application form

No. \_\_\_\_\_

### MOTORCYCLE LOAN APPLICATION

(1X1 I.D.  
PICTURE)

\_\_\_\_\_ Date

Motorcycle Applied for:
Brand: _____
Model: _____
Color: _____
Cost: _____
Place of Delivery: _____

The Motorcycle Acquisition Program Committee  
Office of the Court Administrator  
Manila

Sir:

I have the honor to apply for a motorcycle loan in the amount of \_\_\_\_\_  
\_\_\_\_\_ (P \_\_\_\_\_) exclusive of comprehensive and  
group life insurance premiums and other add-on charges specified in the price list, payable in thirty  
six (36) monthly installments beginning on \_\_\_\_\_, in accordance with the  
stipulations contained in the herein promissory note.

Office \_\_\_\_\_  
Complete Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone/Cel. No. \_\_\_\_\_

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name

\*\*\*\*\*

#### Member's Data

Position \_\_\_\_\_  
Status of Appointment : Permanent  Temporary   
Marital Status: Single  Married  Widow/er   
Monthly Net Take Home Pay \_\_\_\_\_  
(Pls. attach copy of latest Pay Slip)  
Age as of date of application \_\_\_\_\_

#### Do not fill up this portion

- EDP NO. \_\_\_\_\_
- Leave Credits as of  
VL \_\_\_\_\_  
SL \_\_\_\_\_  
Leave Division \_\_\_\_\_
- Clearance as to no pending  
Criminal/Administrative Cases  
  
Docket and Clearance Division,  
Legal Office

\*\*\*\*\*

#### **Loan Prerequisites per Resolution No. 99-8-12-SC of the Court En Banc dated October 19, 1999:**

- Minimum P3,000 net take home pay (after all deductions have been considered, including monthly loan amortization)
- Photocopy of a valid motorcycle driver's license (with Restriction Code No. 1)
- Permanent appointment
  - Three (3) years continuous service in the judiciary as reflected in the Service Record
- 59 years of age or less as of date of application
- No pending Administrative and/or Criminal Cases as of the date of application
  - Lower Court Clearance (Place of Assignment/to be signed by the Branch Clerk of Court/Clerk of Court)
  - Docket & Clearance Division, OCA (Office Clearance)
- Minimum of 30 days leave credits
- Latest 1 x 1 I.D. picture

Recommending Approval:  
\_\_\_\_\_  
Member  
\_\_\_\_\_  
Member  
\_\_\_\_\_  
Chairman  
  
Approved:  
\_\_\_\_\_  
Court Administrator

**Promissory Note**

\_\_\_\_\_, 20\_\_\_\_

P \_\_\_\_\_

For value received, I hereby promise to pay the Supreme Court thru payroll deduction the amount of \_\_\_\_\_ (P \_\_\_\_\_) in thirty six (36) monthly installments of P \_\_\_\_\_ until this loan shall have been fully paid. I hereby authorize the EDP, MISO to deduct from my salary the said amount as may be due and payable.

I hereby agree that in case of delay in the payment of any monthly installments through my own fault, negligence, unsatisfactory or poor performance or other causes within my control or should I resign/transfer to an agency or office under another branch of government, voluntarily retire or be separated/removed from the service, the entire unpaid balance shall become due and payable without need of any formal demand and I hereby agree to pay interest at the rate of twelve per cent (12%) per annum on the total amount due until fully paid.

I hereby undertake to maintain at least fifteen (15) days of my earned vacation and/or sick leave credits until my obligation has been fully paid.

In consideration of this loan, I hereby assign in favor of the Supreme Court or its representative all monies and monetary benefits due or to be due me from the Supreme Court, the GSIS and/or from any other government office or other sources as may be sufficient to cover the entire outstanding balance of this loan including charges and attorney's fees.

I hereby authorize the office concerned to deduct the aforementioned obligation(s) from all monies due me or to be due me and to remit said monies directly to the MAP, S.C. thru its authorized representative(s). This assignment is irrevocable for as long as my obligation(s) with the MAP remain(s) unpaid.

In case it shall become necessary to collect this note by and through an attorney-at-law and/or in the event of court litigation, I hereby undertake to pay twenty per cent (20%) of the amount due on the note as attorney's fees plus cost of suit. Any case arising out of this transaction shall be brought before the Courts in the City of Manila.

With My Marital Consent:

\_\_\_\_\_  
Printed Name & Signature of Spouse

\_\_\_\_\_  
Signature over Printed Name of Applicant

**CO-MAKERS' UNDERTAKING**

In consideration of the above mentioned loan, WE, the undersigned co-makers, bind ourselves jointly and severally to pay, in case of the principal's default, any and all amounts that may be due hereinafter including all charges and attorney's fees in accordance with the terms and conditions of the above promissory note. In this connection, we hereby assign in favor of the Supreme Court so much of our monies and monetary benefits due, or to be due us individually from our present offices, the Government Service Insurance System, and such other sources as may be sufficient to pay the above loan. We therefore authorize the office(s) concerned to deduct from all monies due us, individually, the necessary amounts and to remit said monies directly to the MAP S.C. thru its duly authorized representative(s). This authority to deduct and deed of assignment shall be irrevocable for as long as the above loan remains unpaid.

**Co-Makers Undertaking**

	Printed Name	Signature	Position/Court	Net Take Home Pay
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

**NOTE: The six (6) Co-Makers must be employed in the court, preferably in the same branch and occupying a higher position.**

## MOTORCYCLE ACQUISITION PROGRAM

### SC-MAP PRICE LIST

(as of March 2002)

Authorized Loan	P50,000.00		
Amortization Period	Three (3) years or thirty six (36) months		

### YAMAHA MOTORCYCLES

Computed at P 50,000.00 loan:

Brand & Make	Unit Price	LOAN	Down Payment	Add-On Charges	Equity
RS 100T	65,100.00	50,000.00	15,100.00	2,909.40	18,009.40
RXT 135	77,600.00	50,000.00	27,600.00	2,909.40	30,509.40
DT 125(std)	86,650.00	50,000.00	36,650.00	2,909.40	39,559.40
DT 125(db)	96,805.00	50,000.00	46,805.00	2,909.40	49,714.40
CRYPTON	50,250.00	50,000.00	250.00	2,909.40	3,159.40
STX 125	61,900.00	50,000.00	11,900.00	2,909.40	14,809.40

### KAWASAKI MOTORCYCLES

Computed at P 50,000.00 loan:

Brand & Make	Unit Price	LOAN	Down Payment	Add-On Charges	Equity
HD II	57,500.00	50,000.00	7,500.00	2,909.40	10,409.40
HD X	62,000.00	50,000.00	12,000.00	2,909.40	14,909.40
HD III	69,000.00	50,000.00	19,000.00	2,909.40	21,909.40
HD 140	74,000.00	50,000.00	24,000.00	2,909.40	26,909.40
AN 110	54,500.00	50,000.00	4,500.00	2,909.40	7,409.40
AN 110B	52,500.00	50,000.00	2,500.00	2,909.40	5,409.40
KMX 125	96,000.00	50,000.00	46,000.00	2,909.40	48,909.40
BN 175	107,000.00	50,000.00	57,000.00	2,909.40	59,909.40

**NOTE:**

\* Inclusion of Honda and Suzuki is still under deliberation.

Attachments:  
 Price list  
 Application form