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

CIRCULAR NO. 37-2002

TO: ALL Clerks of Court/Officers-In-Charge of the Offices of the Clerk of Court and Branch Clerks of Court/Officers-In-Charge of the Regional Trial Courts, Shari'a District Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts, Municipal Circuit Trial Courts and Shari'a Circuit Courts.

SUBJECT: Monthly Submission of Inventory Report.

In order to provide timely preparation of reports, proper monitoring and administrative control of equipment, supplies, and accountable forms, as well as the disposal and replacement of unserviceable equipment, ALL CLERKS OF COURT, BRANCH CLERKS OF COURT, OFFICERS-IN-CHARGE, and ALL ACCOUNTABLE OFFICERS of the Courts above-mentioned are hereby directed to properly accomplish the attached Inventory Report Form in triplicate and to submit monthly the duly accomplished form to the Property Division, Office of the Court Administrator, at least within five days after the end of every month. This circular shall take effect immediately.

For strict compliance.

15 March 2002.

PRESBITERO J. VELASCO, JR.
Court Administrator

General Form No. _____

INVENTORY OF _____

As of _____, 20 _____

Page _____ of _____ pages

_____ (Court, Branch/Office)

_____ (Station)

_____ (Name of Accountable Officer)

_____ (Designation)

Item No.	Article/Description	Serial Number	Unit	Unit Value	Balance per Stock (Qty.)	On Hand per Court (Qty.)	Status of Supplies		Remarks state whereabouts, conditions, etc.
							Short (Qty.)	Over (Qty.)	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Official Receipts, Accountable Form 51								
2.	Book, Civil Docket, 250 pp.								
3.	Book, Civil Docket, 500 pp.								
4.	Book, Criminal Docket, 250 pp.								
5.	Book, Criminal Docket, 500 pp.								
6.	Book, Fiduciary Cash								
7.	Book, Judiciary Cash (G.F., J.D.F., S.F.)								
8.	Book, Record Book, 500 pp. #85								
9.	Diskettes, HD 3.5 (10 pcs./bx.)								
10.	Envelope, Documentary, 10 x 15, 155 gsm								
11.	Envelope, Mailing, No. 10XX								
12.	Eraser, liquid, water base								
13.	Expediente Cover, long, 155 gsm								
14.	File Folder, legal size, 14 pts.								
15.	Index Card, 3 x 5, plain								
16.	Index Card, 4 x 6, plain								
17.	Index Card, 5 x 8, plain								
18.	Ink, Mimeo Machine								
19.	Ink, Stamp Pad								
20.	Ink, Steno Machine								
21.	Judicial Robe								
22.	Machine, Numbering								
23.	Needle, Stitching, 3 ½								

General Form No. _____

INVENTORY OF _____

As of _____, 20 _____

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_____ _____ _____ _____

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							Short (Qty.)	Over (Qty.)	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
25.	Paper Fastener, 50 sets/box								
26.	Paper, Bond, 8 ½ x 11								
27.	Paper, Bond, 8 ½ x 13								
28.	Paper, Carbon, 8 ½ x 13								
29.	Paper, Mimeograph, 8 ½ x 11								
30.	Paper, Mimeograph, 8 ½ x 13								
31.	Paper, Onion Skin, 8 ½ x 11								
32.	Paper, Onion Skin, 8 ½ x 13								
33.	Paper, Stencil								
34.	Paper, Steno Machine								
35.	Paper, Thermal Fax								
36.	Paper, Yellow Ruled Pad								
37.	Paste, 7 oz.								
38.	Pen, Ballpen								
39.	Pen, Marking								
40.	Pencil, #1 & 2								
41.	Puncher, Joy brand								
42.	Ribbon, Calculator, Ad-rite								
43.	Ribbon, Computer, 8750								
44.	Ribbon, Computer, 8755								
45.	Ribbon, Computer, LQ-2170								
46	Ribbon, Computer, Star NX 1000(LC10)								
47.	Ribbon, Computer, Star LZ-9								

General Form No. _____ INVENTORY OF _____ Page _____ of _____ pages

As of _____, 20 _____

_____ _____ _____ _____

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							Short (Qty.)	Over (Qty.)	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
49.	Ribbon, electric typewriter, slimcart fabric								
50.	Ribbon, Steno machine, Reporter brand								
51.	Ribbon, Steno Machine, Stentura brand								
52.	Ribbon, Typewriter								
53.	Stamp Pad, Carters, #2								
54.	Stapler, Swingline #444								
55.	Staple Wire, copper								
56.	Staple Wire Remover								
57.	Tape, Adding Machine								
58.	Tape, Cover-up, for slimcart fabric								
59.	Tape, Lift-off, for slimcart correctible								
60.	Tape, Transparent, #500, 18mm x 50M								
61.	Thread, Cotton, 500 gsm., 4 ply								
62.	Bundy Cards								
63.	Forms, Application for Leave								
64.	Forms, Bail Bonds								
65.	Forms, Certificate of Service								
66.	Forms, Daily Time Record								
67.	Forms, Detention During Pendency of the Case								
68.	Forms, Disbursement Voucher								
69.	Forms, Legal Fees								
70.	Forms, Monthly Report of Cases								

General Form No. _____

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As of _____, 20 _____

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	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Clerks of Court Fiduciary funds								
72.	Forms, Monthly Report of Collection /Deposit/Withdrawal & Disbursement for Clerks of Court General fund								
73.	Forms, Monthly Reports of Collection & Remittances for the Clerks of Court General Funds								
74.	Forms, Report of Collection & Deposits for Judicial Development funds								
75.	Forms, Requisition & Issue Vouchers								
[illegible]	Forms, Subpoena								
[illegible]	Forms, Warrant of Arrest								