



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

OCA CIRCULAR NO. 149-2023

**TO : ALL CLERKS OF COURT OF THE
FIRST AND SECOND LEVEL COURTS**

**SUBJECT : PROCEDURE ON THE DISPOSITION OF
EXHIBITS IN THE CUSTODY OF COURTS
WHICH ARE NO LONGER NEEDED AS
EVIDENCE**

For the guidance and compliance of all concerned, the following procedure under Chapter XII Item B(4) of the 2002 Revised Manual for Clerks of Court shall be observed in the disposal of real evidence confiscated in favor of the government, such as, but not limited to, petroleum/gasoline products and other hazardous materials, viz:

x x x

4. All other real evidence confiscated in favor of the government shall be reported by the Clerk of Court to the Commission on Audit (to the Office of the Commissioner of the Commission on Audit for Clerks of Court in Metro Manila or directly to the provincial or city auditor regarding Clerks of Court in the provinces or other cities) as waste materials by accomplishing Gen. Form No. 64 (a) of said Commission for the latter to dispose of said evidence either by sale at public auction, private sale, destruction or transfer to another office.

All concerned shall directly inquire with the appropriate Regional Office of the Commission on Audit on the current form to be accomplished as well as the actual turnover of the said evidence for disposal.

04 April 2023


RAUL B. VILLANUEVA
Court Administrator