



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

OCA CIRCULAR NO. 227-2023

TO: ALL TRIAL COURT JUDGES AND CLERKS OF COURT/BRANCH CLERKS OF COURT

SUBJECT: MONTHLY REPORT ON SURETY COMPANIES WITH OUTSTANDING OBLIGATIONS IN ACCORDANCE WITH A.M. NO. 04-7-02-SC (Guidelines on Corporate Surety Bonds)

It has come to our attention that the majority of the branches of the lower courts have not been submitting or timely submitting to the Office of the Court Administrator their Monthly Report on Surety Companies with Outstanding Obligations. This includes Regions VIII, IX, X, XI and XII. As such, you are all directed to submit your Monthly Report on Surety Companies with Outstanding Obligations pursuant to A.M. No. 04-7-02-SC (Guidelines on Corporate Surety Bonds), which provides:

“The Clerks of Courts of all concerned courts shall submit to the Docket and Clearance Division, Legal Office, OCA, a monthly report on surety companies with outstanding obligations on or before the 10th day of the succeeding month. The report shall specify the name of the surety company, the amount of bond, bond number, the case, number, case title, name of the accused or the party in a case, date of order of forfeiture and status or action taken thereon, attaching in support thereto the following:

1. Judgement of forfeiture with corresponding writ of execution
2. Subsequent motions/orders relative thereto; and
3. Sheriff Return”

Please be reminded that the monthly reporting is not optional but mandatory. Failure on your part shall be considered a ground for disciplinary action and a violation of Section 15 of A.M. No. 21-08-09-SC (*Further Amendments to Rule 140 of the Rules of Court dated 22 February 2022*).

Now that the Supreme Court has provided each court with an official PJ365 account, the said Monthly Report on Surety Companies with Outstanding Obligations can be submitted to the bonds email address: bonds.legal.oca@judiciary.gov.ph.

Strict compliance is hereby enjoined.

22 June 2023


RAUL B. VILLANUEVA
Court Administrator