



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

**OCA CIRCULAR NO. 270-2023**

**TO: ALL JUDGES AND CLERKS OF COURTS/  
OFFICERS-IN-CHARGE, OFFICE OF THE CLERK  
OF COURT, OF THE FIRST AND SECOND LEVEL  
COURTS**

**SUBJECT: Notice to the Financial Management Office (FMO)  
for Court Employees Who Severed Their Services  
with the Court**

It has been observed that some former court employees had incurred huge amounts of overpayment for salaries and benefits due to belated notices to the Financial Management Office (FMO), Office of the Court Administrator (OCA), of their separation from the Court, resulting to pending Court clearances. It could be noted that salaries and benefits overpayments, including its corresponding remittances, are required to be settled and fully paid before the Court clearance is released by the Checks Disbursement Division, FMO, OCA.

In view of the foregoing, all Judges and Clerks of Courts/Officers-in-Charge, are hereby directed to notify the FMO, OCA, thru its official email address at [fmo.oca@judiciary.gov.ph](mailto:fmo.oca@judiciary.gov.ph) about the names of their staff who have severed their services with their respective courts either by compulsory/optional/disability retirement, resignation, death, transfer, or has been on Absence Without Official Leave (AWOL), within three (3) calendar days from such separation.

For your information and strict compliance.

1 August 2023

  
**PAUL B. VILLANUEVA**  
Court Administrator