



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

OCA CIRCULAR NO. 227-2023-A

TO: ALL CONCERNED 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)

In relation to the mandated Monthly Report on Surety Companies with Outstanding Obligations pursuant to A.M. No. 04-7-02-SC (*Guidelines on Corporate Surety Bonds*), taking into account OCA Circular OCA Circular No. 227-2023 dated 22 June 2023, for the information, guidance and strict compliance of all concerned, appended herein as Annexes "A" to "A-1" are the forms revising and replacing Form No. SB-06-2004 marked as Annex "B," as provided in the Guidelines on Corporate Surety Bonds.

For easy tracking and monitoring of the said reports, indicated in the attached revised forms are the kind of cases and the month subject of the report.

Again, please be reminded that the required 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*).

As the Supreme Court has provided all the lower courts with an official PJ365 account, the required Monthly Report on Surety Companies with Outstanding Obligations should be submitted to the herein email address: bonds.legal.oca@judiciary.gov.ph.

For the strict observance of all concerned.

9 October 2023


RAUL B. VILLANUEVA
Court Administrator

NEW FORM

MONTHLY REPORT AS OF _____

Court/Station _____
 City/Municipality _____

**MONTHLY REPORT OF THE CLERK OF COURT ON SURETY COMPANIES WITH OUTSTANDING OBLIGATION
 CRIMINAL CASES**

(to be submitted to the Docket and Clearance Division, Legal Office, OCA, on or before the 10th day of the succeeding month)

Date of Issuance of the Bond**	Name of Insurance Company	Bond Number	Case Title	Case No.	Name of the Accused or Party posting Bond	Date of Confiscation Order and Reason for the Confiscation	Court issuing the order or judgment of confiscation	Amount of Bond	Status/Action Taken

***Attachments:**

- (a) Judgment/s of forfeiture with corresponding writs of execution
- (b) Subsequent motion/s or orders relative thereto
- (c) Sheriff's Return

**** From the earliest issuance to the latest (Inventory includes ALL obligations, NOT limited to the BOND issued during the present month)**

Subscribed and sworn to before me this ____ day of _____, 20__, with affiant
 Exhibiting to me his Community Tax Certificate as indicated herein.
 Community Tax Certificate No. _____
 Issued at _____ on _____.

Certified true and correct

 Clerk of Court

 (Person administering oath)

NEW FORM

MONTHLY REPORT AS OF _____

Court/Station _____
City/Municipality _____

**MONTHLY REPORT OF THE CLERK OF COURT ON SURETY COMPANIES WITH OUTSTANDING OBLIGATION
CIVIL & SPECIAL PROCEEDINGS CASES**

(to be submitted to the Docket and Clearance Division, Legal Office, OCA, on or before the 10th day of the succeeding month)

Date of Issuance of the Bond**	Name of Insurance Company	Bond Number	Case Title	Case No.	Amount of Bond	Status/Action Taken

Subscribed and sworn to before me this ____ day of _____, 20 __, with affiant Exhibiting to me his Community Tax Certificate as indicated herein.

Community Tax Certificate No. _____
Issued at _____ on _____.

Certified true and correct

Clerk of Court

(Person administering oath)

OLD^P FORM

ANNEX "B"

Court/Station _____
 City/Municipality _____

MONTHLY REPORT OF THE CLERK OF COURT ON SURETY COMPANIES WITH BONDING TRANSACTIONS

(to be submitted to the Docket and Clearance Division, Legal Office, OCA, on or before the 10th day of the succeeding month)

Name of Insurance Company	Bond Number	Case Title	Case Number	Name of the Accused or Party posting bond	Date of Confiscation Order and Reason for the Confiscation	Court issuing the order or judgment of confiscation	Amount of Bond	Status/Action Taken

***Attachments**

- (a) Judgment/s of forfeiture with corresponding writs of execution
- (b) Subsequent motion/s or orders relative thereto
- (c) Sheriff;s Return

Subscribed and sworn to before me this ____ day of _____, 20__, with affiant Exhibiting to me his Community Tax Certificate as indicated herein.

Community Tax Certificate No. _____
 Issued at _____ on _____.

Certified true and correct

 Clerk of Court

 (Person administering oath)