



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

**OCA CIRCULAR NO. 26-2024**

**TO : ALL FIRST AND SECOND LEVEL COURTS**

**SUBJECT: GUIDELINES ON THE HIRING AND THE PAYMENT OF THE SERVICES OF SIGN LANGUAGE INTERPRETERS**

Fostering the guiding principle of the Supreme Court's Strategic Plan for Judicial Innovations 2022-2027 (SPJI) which is timely and fair justice, there is a need to further facilitate the process of hiring the services of sign language interpreters to expedite the resolution of cases requiring the said services.

Accordingly, the following guidelines on the hiring and the payment of the services of sign language interpreters are hereby issued, **AMENDING** OCA Circular No. 104-2007 dated 18 October 2007 (Re: Guidelines on the Payment of the Services of a Hired Sign Language Interpreter):

1. For facility and convenience, the parties to the case/s are **ALLOWED** to agree upon their designated sign language interpreter without the need for confirmation/approval of the Office of the Court Administrator (OCA);
2. If the parties do not arrive at an agreement, the Office of Administrative Services, OCA, is **AUTHORIZED** to officially indorse the parties to the concerned government agency or non-governmental organization for assistance;
3. In the interest of expediency, and if there is already a designated sign language interpreter, he/she is **PERMITTED** to proceed with his/her work in the particular case for which he/she has been engaged, pending the processing by the Financial Management Office (FMO), OCA, of his/her reasonable fees;
4. For payment of the services rendered, the designated sign language interpreter shall **SUBMIT** the following documents to the Finance Division, FMO, OCA:
  - a. Certification issued by the Presiding Judge/Acting Presiding Judge of the designation as sign language interpreter; and

- b. Certificate of appearance issued by the Branch Clerk of Court or Officer-in-Charge.
5. The sign language interpreter shall be entitled to the payment of **Interpreter's Fee in the amount of P1,500.00 per day of appearance;**
6. The sign language interpreter shall further be entitled to a **fixed transportation allowance of P750.00 per day of appearance;** and
7. Should the claim of actual transportation expenses of the sign language interpreter be more than P750.00 per day, he/she shall be entitled to the reimbursement of the actual fare at the prevailing rates of ordinary means of transportation subject to the submission of the used transportation ticket/s and/or original copy of the official receipt under the name of the claimant Sign Language Interpreter.

The amount specified for the purpose shall be chargeable against the savings of the lower courts, subject to the compliance with Item No. 2 hereof.

For the information, guidance, and strict observance of all concerned.

29 January 2024



**RAUL B. VILLANUEVA**  
Court Administrator