



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

08 NOV 2006

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MEMORANDUM CIRCULAR NO. _____

TO : ALL ADMINISTRATIVE OFFICERS/LIBRARY OFFICERS-IN-CHARGE
REGIONAL/PROVINCIAL/CITY PROSECUTORS/BRANCH OFFICES

SUBJECT : ACCOUNTABILITY WITH RESPECT TO LAW BOOKS/PERIODICALS AND
OTHER LEGAL MATERIALS ASSIGNED TO PROSECUTORS OFFICES


The head of the Book Distribution Project together with the Chief Librarian of this Department has reported that there have been instances where law books/materials assigned to the various Prosecutors offices have not been duly accounted for. Invariably the reason given is that there are no records and/or the Prosecutor who received the books/materials has either retired/resigned or promoted and has not made proper turn over of the responsibility to his successor in the office.

For more effective control of all books/materials assigned to the Prosecutors' offices and in order to pin point official responsibility, the Administrative Officer/Library Caretaker of the Office of the Regional/Provincial/City Prosecutor shall for all intents and purposes be considered as the accountable officer there he/she must possess a permanent position/item in the library where they are assigned. Casual, detailed employees, etc. should not be assigned as Library Caretakers to avoid problems. As such he/she shall be responsible for:

1. The records of all books/materials assigned to their respective offices;
2. The issuance and retrieval of such books/materials;
3. The submission of reports on missing books/materials specifying the borrower; and
4. The issuance of clearance to Prosecutors/employees with respect to books/materials borrowed by them, which shall in turn to be the basis of the Librarian of this Department in the issuance of final clearance.

For your guidance and strict compliance.

For the Secretary of Justice:


JOVENITO R. ZENON
Chief State Prosecutor

