

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

OCA Circular No. 104-2007

TO : ALL JUDGES OF THE LOWER COURTS
SUBJECT : GUIDELINES ON THE PAYMENT OF THE SERVICES OF A HIRED SIGN LANGUAGE INTERPRETER

For the information and guidance of all concerned, quoted hereunder is Memorandum Order No. 59-2004 dated September 10, 2004 in "Re: Authorizing the Court Administrator to Act on and Approve Requests of Lower Courts for the Hiring of Sign Language Interpreters:

"WHEREAS, some cases before trial courts may involve parties or require witnesses who, to be fully understood and prevent possible miscarriage of justice, may require a sign language interpreter, and

WHEREAS, in such cases, the trial judge has to request the Supreme Court, through the Office of the Court Administrator, to hire the services of a sign language interpreter. The Court Administrator would, thereafter, recommend to the Court the hiring of the sign language interpreter. The procedure may cause delays.

WHEREFORE, in the interest of the service, the Court Administrator is hereby authorized to act on and grant requests of trial court judges to hire the services of a sign language interpreters in actions or proceedings where such services would be rendered.

The Court Administrator may fix the fee of the sign language interpreter on a per day or per appearance basis, and such expenditure/s shall be chargeable against the savings in appropriations for the Lower Courts.

This Memorandum Order shall take effect upon its issuance."

In connection herewith, the following guidelines are hereby issued for the payment of services rendered by a hired sign language interpreter:

- 1) Upon recommendation of the Presiding Judge and after confirmation / approval of the Court Administrator, the designated sign language interpreter shall render the services required.
- 2) For payment of the services rendered, the designated sign language interpreter shall submit the following documents to the Finance Division, FMO-OCA:
 - a) Confirmation /approval by the Court Administrator of the designation as sign language interpreter;
 - b) Certificate of appearance issued by the Branch Clerk of Court or Officer-in-Charge;
 - c) Certified copy of the minutes of the hearing.
- 3) For cases to be heard within the NCJR, the designated sign language interpreter shall be entitled to a fee to be fixed by the Court Administrator in a per day or per appearance basis.
- 4) For cases to be heard outside the NCJR, the sign language interpreter shall likewise be entitled to an additional expense allowance, and traveling and transportation allowance subject to the guidelines set forth under SC Administrative Circular No. 15-2005 dated March 22, 2005, if the sign language interpreter shall come from the NCJR. However, where there is no available sign language interpreter available outside the NCJR, they shall only be entitled to the fee fixed by the Court Administrator.

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

October 18, 2007

(Signed)
CHRISTOPHER O. LOCK
Court Administrator