

SUBMISSION OF PERFORMANCE RATINGS

SC ADMINISTRATIVE CIRCULAR NO. 7-2000, October 13, 2000

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The list attached to the Memorandum of 10 October 2000 of the Chief, Office of the Administrative Services of the Supreme Court, which was submitted in compliance with the Memorandum of the Chief Justice dated 23 September 2000 shows that many officials and employees of the Supreme Court have failed to submit their performance ratings for 1997, 1998 mid 1339 or any of said years.

The filing of the performance rating is not an idle exercise. Among other things, the performance ratings would invariably be considered in promotions and payments of productivity incentive benefits; and, soon, would be among the criteria for the allocation of cost of living allowance under the Judiciary Development Fund.

ACCORDINGLY, all officials and employees of the Supreme Court, including the Office of the Lower Courts who have not submitted their performance ratings for CY 1999 and the first half of 2000 are hereby directed to file them not later than 30 November 2000. The performance ratings for the second half of CY 2000 and the succeeding years shall be submitted within the period prescribed by the Civil Service Commission or by Orders or Circulars of the Chief Justice.

Copies of the Administrative Circular shall be furnished by the Clerk of Court to the Office of the Chief Justice; the Offices of the Associate Justices; the Presiding Justice of the Court of Appeals; the Presiding Justice of the Sandiganbayan; the Court Administrator; the Office of the Clerk of Court, the Office of Administrative Services, Fiscal Management and Budget of Administrative Services and Financial Management Office of the Office of the Court Administrator, for their informations, guidance and implementation.

This Administrative Circular shall take effect immediately.

Issued this 13th day of October 2000.

(Sgd.) HILARIO G. DAVIDE, JR

Chief Justice

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