

Amending Administrative Circular No. 124-2008 dated November 18, 2008 (Prescribing Guidelines on the Grant of Service Award), as amended by Administrative Circular No. 36-2010 d...

SC ADMINISTRATIVE CIRCULAR NO. 23-2013, March 06, 2013

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WHEREAS, on April 30, 2002, the Court approved a Program on Awards and Incentives for Service Excellence, known as the Supreme Court (SC) PRAISE;

WHEREAS, one of the awards provided for in the SC PRAISE is the Service Award, to be conferred upon retirees whether under optional or compulsory retirement schemes;

WHEREAS, on November 18, 2008, the Court prescribed guidelines in the grant of service award on all retiring Supreme Court justices, as well as on all officials and employees of the Supreme Court (SC), Presidential Electoral Tribunal (PET), Philippine Judicial Academy (PHILJA), Judicial and Bar Council (JBC) and Mandatory Continuing Legal Education Office (MCLEO), whether under optional or compulsory retirement schemes and regardless of the status of employment, except contractual employees;

WHEREAS, under the said guidelines, a retiring SC justice or SC, PET, PHILJA, JBC or MCLEO official or employee shall be entitled to the Service Award, if he/she (1) has rendered at least fifteen (15) years of service in the government; and (2) is at least sixty (60) years of age at the time of retirement;

WHEREAS, the guidelines further provide that the Service Award shall be conferred only once on a justice, official or employee, even if he/she is re-employed in the same capacity or in another capacity in the Supreme Court, PET, PHILJA, JBC or MCLEO after his/her retirement, and that application for optional retirement shall be filed on or before the fifteenth day of December of the year preceding the intended date of optional retirement for retirees to be included in the list of service awardees in their year of retirement. Otherwise, they shall receive the Service Award in the ensuing year;

WHEREAS, there is need to recognize, acknowledge and reward a worthy and valuable Member of the Supreme Court, an official or employee who is qualified to retire for his/her efficiency, dedication and productivity as public servant, but who unfortunately dies before reaching the date of retirement, and to confer upon him/her a Posthumous Service Award.

NOW, THEREFORE, the request to grant Posthumous Service Award whenever applicable is APPROVED and the following Sections of Administrative Circular No. 124-2008, as amended by Administrative Circular No. 36-2010 are hereby AMENDED, viz:

Section 1. Who are Entitled. - The Service Award shall be conferred on all retiring Supreme Court justices, as well as on all retiring officials and employees of the Supreme Court (SC), Presidential Electoral Tribunal (PET), Philippine Judicial Academy (PHILJA), Judicial and Bar Council (JBC), and Mandatory Continuing Legal Education Office (MCLEO), whether compulsory or optional and regardless of the status of their employment, except contractual employees.

A Posthumous Service Award, however, shall be conferred to an SC justice, official or employee who is qualified to retire but dies in the service due to any cause before reaching his/her date of retirement.

Sec. 2. Conditions for Entitlement. - An SC justice or SC, PET, PHILJA, JBC and MCLEO official or employee shall be entitled to the Service Award, provided that he/she (1) has rendered at least fifteen (15) years of service in the government; and (2) is at least sixty (60) years of age at the time of retirement.

The same conditions must be present to entitle the SC justice, official or employee who is qualified to retire but dies while in the service, to the Posthumous Service Award.

Sec. 3. Form of the Award and Incentives. - The award shall consist of: (1) a certificate of appreciation to be signed by the Chief Justice, Clerk of Court, En Bane, and Chairperson of the SC PRAISE Committee; (2) a cash incentive in an amount as may be authorized by the Chief Justice subject to availability of funds; and (3) a token or souvenir.

The same form of award and incentives shall be given to the posthumous service awardee through his/ her surviving legal heir/s.

Sec. 4. When to Confer the Award. - The certificate of appreciation and token or souvenir shall be given in a fitting ceremony for all retirees at anytime during the month of June or July of every year.

The cash incentive shall be given on or about the day of retirement of the retirees.

For the Posthumous Service Award, the cash incentive shall be given to the surviving legal heir/s within a reasonable time after the service awardee's death. However, the token or souvenir shall be given together with the token or souvenir of all the retirees in the applicable year.

Sec. 5. Limitations. - The Service Award shall be conferred only once on a justice, official or employee, even if he/she is re-employed in the same capacity or in another capacity in the Supreme Court, PET, PHILJA, JBC and MCLEO after his/her retirement.

Application for optional retirement shall be filed on or before the fifteenth day of December of the year preceding the intended date of optional retirement for retirees to be included in the list of service awardees in their year of retirement. Otherwise, they shall receive the Service Award in the ensuing year.

Sec. 6. Effectivity. - The amended guidelines shall take effect upon its approval.

Issued this 6th day of March 2013.

(SGD.)MARIA LOURDES P. A. SERENO

Chief Justice

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