

ABOLISHING THE SELECTION AND PROMOTION BOARD OF THE OFFICE OF THE COURT ADMINISTRATOR, EXPANDING THE COVERAGE OF THE SELECTION AND PROMOTION BOARD OF THE SUPREME COURT, AND MODI...

SC ADMINISTRATIVE CIRCULAR NO. 32-2001A, August 21, 2001

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WHEREAS, the Resolution in A.M. No. 98-7-01-SC (A Resolution Providing for the Staffing Pattern of the Office of the Court Administrator) expressly states that the Office of the Court Administrator is "an office within and under the direct control and supervision of the Supreme Court";

WHEREAS, under the present set-up, the Office of the Court Administrator has its own Selection and Promotion Board;

WHEREAS, considering that the Office of the Court Administrator is office within and under the direct control of the Supreme Court, it logically follows that the selection and promotion of the personnel thereof should be a function of the Selection and Promotion Board of the Supreme Court;

WHEREAS, having only one Selection and Promotion Board in the Supreme Court for all the offices under it would ensure uniformity and consistency in the application of the recognized criteria for selection and promotion, and would be more economical;

WHEREAS, to ensure a more expeditious action on applications for Employment and promotion of personnel, the Selection and Promotion Board has to be placed directly under the Office of the Chief Justice;

WHEREAS, in light of the foregoing, the present Selection and Emotion Board of the Supreme Court must be reorganized;

WHEREFORE:

The Selection and Promotion Board of the Office of the Court Administrator is hereby abolished as of the date of effectivity of this Administrative Circular, and all its functions and duties are transferred to the Selection and Promotion Board of the Supreme Court.

All pending matters before the former relating to the selection and promotion of personnel shall immediately be transferred to the latter.

The Selection and Promotion Board of the Supreme Court is hereby reorganized, with the following composition:

Ex-Officio Chairperson : The Chief Justice (who may be represented by the Chief Justice's Staff Head)

Co-Chairperson : Atty. Luzviminda D. Puno

Vice-Chairpersons : Atty. Eden T. Candelaria
DCA JoseP. Perez

Members

- : 1. Officer-in-Charge, Office of Administrative Services, OCA
- 2. Representative, Office of the Court Administrator
 - 3. Atty. Annaliza S. Ty-Capacite
 - 4. A representative of the Chancellor of the Philippine Judicial Academy (PHILJA)
 - 5. Representative, Supreme Court Association of Lawyer-Employees, Inc. (SCALE)
 - 6. Representative, Supreme Court Employees Association (SCEA), one (1) from the second level who shall both be chosen by the said Association.
 - 7. The Clerks of Court of the 1st, 2nd and 3rd Divisions, the Chief Attorney, the Reporter, the Bar Confidant, and the Chiefs of the JRO, FMBO, MISO, Medical Clinic, Library and Printing

The incumbent Secretary and Assistant Secretary of the SPB shall remain as such until replaced by the Ex-Officio Chairperson.

Vice-Chairperson Jose P. Perez and the first two Members shall participate only when the position involved is in the Office of the Court Administrator covered by A.M. No. 98-7-01-SC.

The fourth member (PHILJA representative) shall participate only when the position involved is in the PHILJA.

The fifth member (SCALE representative) shall serve for a period of two (2) years and shall participate only when the position involved is a lawyer-position.

The SCEA representative for first level positions shall participate only when the position involved is in the second level. Both rank-and-file representatives shall serve for a period of two (2) years.

The seventh member shall participate only when the position involved belongs to his/her office.

The Board shall meet at least once a month to consider applications for initial employment or promotion, with the Ex-Officio Chairperson or his representatives as presiding officer. In default of the Chairperson or his representative, the Co-Chairperson shall preside at the meeting.

The resolution of the Board shall be in the prescribed format, to be signed by all those who participated therein and to be submitted to the Office of the Chief Justice within ten days from its approval by the Board.

The Ex-Officio Chairperson or his representative. Co-Chairperson, Vice-Chairpersons, Members of the Board, Secretary, and Assistant Secretary shall receive the expense allowances presently authorized.

This Administrative Circular supersedes Administrative Circular No. 32-2001 issued on 28 June 2001.

This Administrative Circular shall take effect upon its issuance.

Issued this 21st day of August 2001.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

(Sgd.)JOSUE N. BELLOSILLO

(Sgd.)JOSE A.R. MELO

Associate Justice

Associate Justice

Chairman, Second Division

Chairman, Third Division

(By virtue and pursuant to A.M. No. 99-1-05-SC and A.M. No. 99-12-08-SC)

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