

OCA CIRCULAR NO. 07-2013, January 16, 2013

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TO : ALL JUDGES AND COURT PERSONNEL OF THE LOWER COURTS

SUBJECT : TIMELY SUBMISSION OF CERTIFICATES OF SERVICE OF JUDGES AND DAILY TIME RECORDS (DTRs)/ BUNDY CARDS OF PERSONNEL OF THE LOWER COURTS

All judges and personnel of the lower courts are hereby ENJOINED to strictly observe the following guidelines in the submission of the Certificates of Service of judges and Daily Time Records (DTRs) / Bundy Cards of personnel of the lower courts, viz:

1. After the end of each month, every personnel of the lower courts shall accomplish the DTRs (Civil Service Form No. 48)/Bundy Cards, indicating therein truthfully and accurately the time of arrival in and departure from the office. The judges shall accomplish a Certificate of Service;
2. DTRs/ Bundy Cards shall be certified correct by the concerned employee and verified by the Executive Judge (for those in the Office of the Clerk of Court) or the Presiding Judge (for those in the court branches) or the Clerk of Court, as delegated by the Executive Judge/ Presiding Judge in writing.
3. Every Clerk of Court in the Office of the Clerk of Court (OCC) and in the respective branches shall:
 - 3.1 maintain a registry book of attendance (logbook) in which all officials and employees of that court must log in chronologically by signing and indicating therein their time of arrival in and departure from the office;
 - 3.2 check the accuracy of the entries in the DTRs/ Bundy Cards by comparing them with the entries in the logbook and ensuring that the time appearing in the DTRs/ Bundy Cards tallies with the time recorded in the logbook; and,
 - 3.3. prepare a Monthly Report on Absences, Tardiness and Undertime.
4. If there are entries in the DTRs/Bundy Cards which the Executive Judge, Presiding Judge, or the Clerk of Court finds questionable even after comparing them with the entries in the logbook, the subject DTRs/ Bundy Card shall still be signed to confirm the entries which are not in question, with a notation "with reservation" beside the signature. In so far as the questionable entries are concerned, the Executive Judge, Presiding Judge, or the Clerk of Court shall attach to the subject DTRs/Bundy Cards a letter informing the Office of the Court Administrator(OCA), through the Office of Administrative Services (OAS), of the particular dates of the entries in question and the basis or reason/s therefor so that appropriate action can be taken on the matter,
5. The Clerk of Court in the OCC and in the respective branches shall thereafter forward, within the first five (5) days after the end of each month, the Certificates of Service and DTRs/Bundy Cards, together with the properly accomplished application/s for leave (Civil Service Form No. 6), if applicable, of all employees in the office/branch, and the Monthly Report on Absences, Tardiness and Undertime in one batch, to the:

Employees' Leave Division
Office of Administrative Services

Office of the Court Administrator
Supreme Court
1000 Manila

6. To avoid overpayment, the salaries and benefits of judges and personnel of the lower courts whose Certificates of Service and DTRs/Bundy Cards, respectively, are not received by the Employees' Leave Division (ELD), OAS, OCA, within the next two (2) succeeding months shall be withheld without prior notice beginning March 2013. All Certificates of Service and DTRs/Bundy Cards and leave applications of the previous months which have not yet been submitted to the ELD, OAS, OCA, must be received by the said office on or before March 29, 2013.

7. The term Daily Time Record shall include the computer print-out of the attendance record of those using the biometric time clock.

8. Those whose salaries and benefits have been withheld for two (2) consecutive months or at least twice within a period of six (6) months shall be required to explain in writing their failure to comply with the foregoing directives and their explanation shall be referred to the Legal Office, OCA for appropriate disciplinary action.

This Circular shall serve as notice to all concerned.

All prior circulars, orders, and other issuances inconsistent with this OCA circular are hereby revoked.

For immediate compliance.

16 January 2013.

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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