

OCA CIRCULAR NO. 26-2002, June 26, 2002

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TO:

ALL LOWER COURT PERSONNEL

RE:

EDUCATIONAL CUPPORT PROGRAM (ESP) FOR THE EMPLOYEES OF THE LOWER COURTS —
BOARD EXAMINATIONS

In Circular No. 16-2002 dated 8 February 2002, the Court reiterated the resolution dated 25 September 2001 of the Court En Banc in Administrative Matter No. 01-4-10-SC expanding the scope of the ESP-LC to include the Study Leave Program to take the Board Examinations under Section 11 of the PDC guidelines.

However, after the issuance of the aforementioned circular, many lower court personnel are still unaware that study leave grants under the ESP may be given to qualified applicants who wish to take the board examinations.

In this regard, the ESP Committee again notifies all lower court personnel that it is now accepting applications for a study leave grant to take the board examinations.

All applications (ESPC Form No. 1) together with the required documents shall be

MARIA ROSARIO G. GATICALES
Secretary-Recorder
Education Support Program Committee
Office of the court Administrator
Supreme Court Old Building
Taft Avenue, Ermita
Manila
Telephone No. 525-71-43

For your information and guidance.

PRESBITERO J. VELASCO, JR.

Court Administrator

FORM NO. 1 1.A Date of Application

EDUCATIONAL SUPPORT PROGRAM

COMMITTEE

1.B. Date of Start of Study Leave

STUDY LEAVE to take the ? bar exam ? board exam

Application Form

Surname

First Name

Middle Name

Maiden Name (If married)

3. Permanent Address 4. Tel. No.

5. Gender

Male

Female 6. Civil Status

? Single ? Married

7. Date of Birth

_____?_____?_____

8.Place of birth

9. Name and Address of Office 10. Tel. No.

11. Position Title 12. Nature of Appointment

Permanent

Temporary

Others:_____

13. Salary per Month

14. Length of Service in the
Judiciary.

14. performance Rating for the last (2)

Consecutive rating periods:

15. Period of Study Leave

Education

Degree Earned

Name of College/University

Inclusive Years of Attendance

College

Post Graduate

16. If you have graduated more than five (5) years prior to the start to the start of the study leave, have you taken a refresher course of at least fifteen (15) units

yes

no. If yes, attach certification from the school where refresher course was taken.

17. Government Employee Record

Agency

Address

Position

Inclusive Dates/Years of Service

18. Do you have any pending a) administrative cases? ☐ Yes ☐ No

b) criminal case ☐ Yes ☐ No

If you have any, give case no. and status:

19. Have you previously availed yourself of the privilege under the Educational Support Program? ☐ Yes ☐ No

If yes, when_____ Have you rendered the required service obligation of a previous scholarship grant?_____

I declare that all the answers given in this application from are true and correct.

21. Community Tax Certificate

No. _____

Issued at: _____

Date Issue: _____

Printed name and signature

Recommended by:

Approved:

Chief of Office

22.

1 x 1

Photo

Subscribed and sworn to before me this _____ day of _____, 20__.

With applicant exhibiting his Community Tax Certificate as indicated herein.

(Person administering oath)

To be accomplished by the Office of the Court Administrator:

Office of Administrative Services

Personnel Division

Employee's Leave Division

Property Division

Financial Management Office

Finance Division

Checks Disbursement Division

Accounting Division

Docket and Clearance Division, Legal Office

For Stenographers

Docket CA

(JRD)

Docket SC

(JRO)

Court Management Office

Statistical Reports Division

Fiscal Monitoring Division

Educational Support Program Committee

Chairman

Vice Chairman

Member

Member

Member

Date

Court Administrator

PRESBITERO J. VELASCO, JR.

Court Administrator

Date

EDUCATIONAL SUPPORT PROGRAM COMMITTEE
(Documentation requirements)

1. All applicants shall submit the following:

A. ESPC Form No. 1

B. Local Clearance as to:

(1) pending administrative and criminal cases to be issued by the following:

(a.) For RTC/SHDC employee

(a.1) Clerk of court of the Office of the Clerk of Court (OCC) for multi-sala stations or by the Clerk of Court of his official station for single-sala stations

(b.) For MeTC/MTCC employee

(b.1) Clerk of Court of the Office of the clerk of court (OCC) for multi-sala stations or by the Clerk of Court of his official station for single-sala stations

(b.2) Clerk of Court of the RTC exercising territorial jurisdiction over his jurisdiction over his official station

(c.) For MTC/MCTC/SHCC employee

(c.1) Clerk of Court of his official station

(c.2) Clerk of Court of the RTC/SDC exercising territorial jurisdiction over his official station

(d.) For Office of the Jurisconsult employee

(d.1) Jurisconsult

(2) property and money accountability to be issued by the following:

(a.) For RTC/SHD/MeTC/MTCC employee

(a.1) Clerk of Court of the Office of the Clerk of Court (OCC) for multi-sala stations or by the Clerk of Court of his official station for single-sala stations

(a.2) Provincial/City/Municipal Treasurer

(b.) For MTC/MCTC/SHCC employee

(b.1) Clerk of Court of his official station

(b.2) Provincial City/Municipal Treasurer

(c.) For Office of the Jurisconsult employee

(c.1) Jurisconsult

(c.2) Provincial/City/Municipal Treasurer

C. Certification that only one (1) employee of the office/division/branch is being recommended for study leave for the current year.

(a) Single Sala — The Certification should be signed by the Branch Clerk of Court and noted by the Presiding Judge.

(b) Branch of Multiple-Sala-Court — The Certification should be signed by the Clerk of Court of his official station and noted by the Presiding Judge.

(c) Office of the Clerk of Court — The Certification should be signed by the Clerk of Court and noted by the Executive Judge or Vice Executive Judge.

(d) Office of the Jurisconsult — The Certification should be signed by the Jurisconsult

D. Duly accomplished Performance Rating Form for the last two (2) consecutive rating periods prior to the months of intended Leave.

E. Service Record

F. Medical Certificate from a government doctor attesting applicant's physical fitness.

G. If applicant has graduated more than five (5) years prior to the start of the study leave, certification that fifteen

(15) units of refresher course has been completed.

Additional documentation requirement where the applicant is stenographer

Certification that the applicant has no pending untranscribed stenographic notes to be issued by the Clerk of Court.

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