

OCA CIRCULAR NO. 37-2002, July 31, 2002

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TO:

ALL EXECUTIVE JUDGES, PRESIDING JUDGES, CLERKS OF COURTS and OFFICERS-IN-CHARGE of the REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'AH DISTRICT COURTS AND SHARI'AH CIRCUIT COURTS.

SUBJECT:

UNSATISFACTORY OR POOR PERFORMANCE

Sec. 2.2(a), Rule XII of the Civil Service Commission (CSC) Memorandum Circular No. 40, § 1998, provides among others, that:

"Sec. 2. Dropping from the Rolls, xxx

"2.2. Unsatisfactory or Poor Performance "

a. An official or employee who is given two consecutive UNSATISFACTORY ratings may be dropped from the rolls after due notice. Notice shall mean that the officer or employee concerned is informed in writing of his/her unsatisfactory performance for a semester and is sufficiently warned that a succeeding unsatisfactory performance shall warrant his separation from the service. Such notice shall be given not later than 30 days from the end of the semester and shall contain sufficient information which shall enable the employee to prepare an explanation.

"b. xxx. (underscoring supplied)"

In light of the above cited CSC Memorandum Circular and for the information and guidance of all concern, you are enjoined to accomplish the performance evaluation of your staff every six (6) months ending June 30 and December 31 of every year as required under Sec. 3(d), Rule DC of the Omnibus Civil Service Law and Rules.

31 July 2002.

PRESBITERIO J. VELASCO, JR.

Court Administrator

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