

OCA CIRCULAR NO. 128-2016, May 31, 2016

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TO :

ALL JUDGES AND CLERKS OF COURTS

SUBJECT :

FORMS TO BE ACCOMPLISHED AND SUBMITTED IN RECOMMENDING APPLICANTS FOR VACANCIES IN THE LOWER COURTS

In line with the Chief Justice's objective to professionalize the ranks of lower court employees and to ensure that only the deserving applicants are appointed to the positions therein, the Selection and Promotion Board-Lower Courts has resolved to adopt the attached forms to be submitted in the recommendation of applicants for vacancies in the lower courts. Thus, the following forms: Recommendation Form (Form 001); Interview Results Form (Form 002); and Examination Results Form (Form 003) should be duly accomplished and attached to the application papers submitted to the Office of Administrative Services, Office of the Court Administrator in accordance with OCA Circular No 74-2010 dated May 21, 2010, as amended by OCA Circular Nos. 134-2010 dated October 5, 2010 and 44-2013 dated March 18, 2013.

For strict compliance.

May 31, 2016

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

[*]See Recommendation Form (Form 001); Interview Results Form (Form 002); and Examination Results Form (Form 003) attached in the Hard Copy of OCA CIRCULAR NO. 28-2016

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