

DELINEATING THE TRAINING FUNCTIONS OF THE PHILIPPINE JUDICIAL ACADEMY, THE OFFICE OF THE COURT ADMINISTRATOR, THE EMPLOYEE TRAINING AND DEVELOPMENT DIVISION, OFFICE OF ADMINISTR...

ADMINISTRATIVE CIRCULAR NO. 57-2003, November 11, 2003

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WHEREAS, there is a need to avoid duplication or overlapping of training programs and activities conducted by the Philippine Judicial Academy (PHILJA), the Office of the Court Administrator (OCA), the Employee Training and Development Division of the Office of Administrative Services (ETDD-OAS), the Program Management Office (PMO), the Court of Appeals (CA), the Sandiganbayan (SB) and the Court of Tax Appeals (CTA);

WHEREAS, by virtue of Administrative Order No. 35"96 dated 12 March 1996 and Republic Act No. 8557 enacted on 26 February 1998, the PHILJA serves as the educational arm of the Supreme Court tasked with the formulation and implementation of a continuing program of judicial education for justices, judges, court personnel and lawyers, and aspirants to judicial posts;

WHEREAS, Administrative Order No. 35-96 clearly envisions an institutionalized, integrated, professionalized, and continuing system of judicial education for justices, judges, and court personnel and lawyers (2nd Whereas clause, A.O. No. 35"96, 12 March 1996);

WHEREAS, in Resolution No. A.M. No. 99-7-02-SC PHILJA, dated 6 July 1999, the Supreme Court included quasi-judicial agencies, as well as the Commission on Elections, in the continuing education program of PHILJA;

WHEREAS, PHILJA is also an accredited training institution of the Civil Service Commission (CSC) pursuant to CSC Resolution No. 99-2510 dated 11 November 1999;

WHEREAS, pursuant to Section 1, Rule VIII of the Omnibus Civil Service Rules Implementing Book V of E.O. No. 292 and Other Pertinent Civil Service Laws, the Supreme Court created the ETDD-OAS to provide initiative and assistance in the development and retention of a qualified and efficient workforce in the Supreme Court, including the Office of the Court Administrator;

WHEREAS, the Supreme Court, in Administrative Circular No. 9-2001, created a Personnel Development Committee (PDC) pursuant to the Court's 14 November 2000 Resolution in A.M. No. 00-10-08-SC and CSC Memorandum Circular No. 34, s. 1994;

WHEREAS, the Supreme Court En Banc, in Resolution No. 01-4-10-SC, dated 4 May 2001, issued the Policies and Guidelines in Human Resource Development Programs;

WHEREAS, in PDC Resolution No. 31-2001, dated 14 September 2001, which was duly approved by the Chief Justice on 18 September 2001, the ETDD-OAS was authorized to conduct in-house trainings and seminars to afford its officials and employees opportunities for professional development and skills enhancement for a more effective delivery of judicial and public service;

WHEREAS, Presidential Decree No. 828, as amended by PD No. 842, established the OCA to assist the Supreme Court in the exercise of its administrative supervision over all courts, with powers, functions and responsibilities determined and defined by the Supreme Court (Section 1 in relation to Sec. 6 of PD No. 828, dated 18 November 1975, as amended by PD No. 842, dated 12 December 1975);

WHEREAS, Section 11 of A.O. No. 35-96, dated 12 March 1996, provides: "All existing programs for orientation, career development and continuing judicial education being undertaken by the Court through the Office of the Court Administrator are hereby assigned to PHILJA";

WHEREAS, SC Circular No. 30-91, dated 30 September 1991, prescribing the Guidelines on the Functions of the Office of the Court Administrator, authorizes the Court Administrator to provide "technical support and assistance in personnel trainings, seminars, dialogues and other development programs for judges and court personnel approved by the Court";

WHEREAS, A.M. No. 01-7-09-SC, dated 17 July 2001, established the Project Management Office to have the overall responsibility of carrying out the Judicial Reform Program, and this office was reorganized and renamed as the Program Management Office (PMO) per Administrative Order No. 71-2001, dated 30 August 2001; and

WHEREAS, presently, the PHILJA, OCA, ETDD-OAS, PMO, CA, SB, and CTA conduct their own specific programs thereby resulting in overlapping or duplication of training programs and activities.

NOW, THEREFORE, the Court RESOLVED, as it is hereby RESOLVED, to issue the following guidelines on the matter in issue:

- All seminars, workshops, and other judicial and legal education programs for justices, judges, court personnel and lawyers, and officials and lawyers of quasi-judicial bodies shall be conducted and implemented by the PHILJA, whether pertaining to their adjudicative or administrative functions.
- All training programs, seminars, and workshops for officials and employees of the SC, CA, SB and CTA, required under the Civil Service Rules or are peculiar to their duties and functions, shall be conducted and implemented by their respective administrative offices, divisions, or units except those that may duplicate or overlap the programs of PHILJA, or are within the latter's mandate or scope of activities. The OCA shall submit its training needs to, and coordinate with, the OAS-SC before it conducts its own programs.
- All training programs, seminars, and workshops directly related to the implementation of the Action Program for Judicial Reform (APJR) shall, in coordination with the SC, CA, SB, CTA and OCA, be conducted and implemented by the PMO except those that may duplicate or overlap the programs of PHILJA, or are within the latter's mandate or scope of activities.
- All existing programs for orientation, career development, and continuing judicial and legal education for judges and lower court personnel, which are being undertaken by the Court through the OCA, having been assigned to the PHILJA by A.O. No. 35-96, dated 12 March 1996, shall be accordingly conducted and implemented by the PHILJA.
- To prevent redundancy, future training programs, seminars, and workshops shall be proposed to the PHILJA by the OAS-SC, PMO, OCA, CA, SB, CTA, or by other interested offices and organizations.
- The PHILJA shall, within five (5) working days from receipt of the proposed training programs, workshops, and seminars determine whether they duplicate or overlap its own activities or planned activities, such as in the participants involved, or training designs and modules. If participants involved, or training designs and modules. If there is no overlapping, the program shall be conducted in coordination or collaboration with the PHILJA.

- Whenever any statute mandates the education or training of justices, judges, court personnel, lawyers, or aspirants to judicial posts, for any purpose whatsoever, it is understood that the PHILJA shall be the implementing office except when the statute specifies the particular office for the purpose, in which case, the training shall be conducted in coordination or collaboration with the PHILJA.

The term collaboration or coordination includes, but is not limited to, consultation, prior approval, or assistance in the preparation of training design and modules; recommendation and selection of participants, trainers or consultants; conduct of training; post evaluation; and funding.

These Guidelines shall apply to all training programs, seminars, workshops, and activities intended for justices, judges, court personnel, and lawyers of all court levels and of quasi-judicial bodies.

This Administrative Circular shall take effect upon its issuance. Issued this 11th day of November 2003.

(Sgd.) HILARIO G. DAVIDE, Jr.

Chief Justice

(Sgd.) JOSUE N. BELLOSILLO

(Sgd.) REYNATO S. PUNO

Associate Justice

Associate Justice

(Sgd.) JOSE C. VITUG

(Sgd.) ARTEMIO V. PANGANIBAN

Associate Justice

Associate Justice

(Sgd.) LEONARDO A. QUISUMBING

(Sgd.) CONSUELO YNARES-SANTIAGO

Associate Justice

Associate Justice

(Sgd.) ANGELINA SANDOVAL-GUTIERREZ

(Sgd.) ANTONIO T. CARPIO

Associate Justice

Associate Justice

(Sgd.) MA. ALICIA AUSTRIA-MARTINEZ

(Sgd.) RENATO C. CORONA

Associate Justice

Associate Justice

(Sgd.) CONCHITA CARPIO MORALES

(Sgd.) ROMEO J. CALLEJO, SR.

Associate Justice

Associate Justice

(Sgd.) ADOLFO S. AZCUNA

(Sgd.) DANTE O. TINGA

Associate Justice

Associate Justice

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