

PROHIBITING UNAUTHORIZED POSTING OR REMOVAL OF NOTICES AND OTHER PAPERS IN BULLETIN BOARDS WITHIN THE COURT PREMISES

ADMINISTRATIVE CIRCULAR NO. 51-2005, September 20, 2005

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WHEREAS, it has been reported that some announcements of vacancies in the Court which are posted in the various bulletin boards within the Court premises are being abstracted or removed by unauthorized persons;

WHEREAS, such unauthorized abstraction or removal of announcements, especially before the deadline for the submission of applications, deprives other Court personnel and interested parties of job opportunities or job promotion and limits the choices of the Selection and Promotion Board;

WHEREAS, it has also been observed that bulletin boards abound the Court premises, some of which are eyesores;

WHEREAS, posted in bulletin boards or even in the walls of the Court are sometimes unofficial matters, such as advertisements of commercial products; notices of sale of dogs with matching pictures; notices of house or vehicle for sale or for rent; and, from time to time, election campaign materials;

WHEREAS, there is a need to maintain the neatness and orderliness of the Court buildings and surroundings especially that they represent the seat of justice of the highest court in the land;

NOW, THEREFORE, the unauthorized posting or removal of documents and papers in bulletin boards or other areas in the Court are strictly prohibited. Anyone found committing any of these prohibited acts shall be disciplinarily dealt with.

Those who may wish to post announcements or other papers, including personal matters such as lost-and-found notices or thank you cards or notes from the bereaved family of a departed employee or employee's relative, shall secure the written approval of the Building Administrator who is at present Atty Romeo Salazar; Assistant Chief of the Office of Administrative Services. In no case shall commercial advertisements be allowed to be posted.

Henceforth, all notices or papers to be posted in the Court's bulletin boards shall bear the signature or initials of the Building Administrator and the date of approval. Important announcements shall be posted in secured bulletin boards (with glass cover and lock); other announcements or notices shall be placed in open bulletin boards in conspicuous areas to be hereafter designated by the Building Administrator. Any notice or paper posted in places not designated for the purpose or found to be without the signature or initials of the Building Administrator shall be removed without prior notice.

It shall be the responsibility of the one who causes the posting of officials notices or other papers to inform the Building Administrator of the fact that they are no longer relevant or important, such as announcements of vacancies or invitations to bid, the deadline for acceptance of applications therefor has already lapsed. The latter shall, in turn, cause the removal of such published items to give way to new notices. Announcements or papers relating to personal or unofficial matters shall automatically be removed by an authorized representative of the

Building Administrator after five working days from the date of posting.

This Administrative Circular shall take effect upon its issuance.

Issued this 20th day of September 2005.

(Sgd)HILARIO G. DAVIDE, JR.

Chief Justice

Copy furnished:

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Office of the Court Administrator
Offices of the Deputy Court Administrators
Offices of the Assistant Court Administrators
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Office of the Clerk of Court, Second Division
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