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B. JURISDICTION[1]

1. ORIGINAL

1.1. Exclusive

1.1.1. Petitions for issuance of writs of certiorari, prohibition and mandamus against the following:

1.1.1.1. Court of Appeals

1.1.1.2. Commission on Elections

1.1.1.3. Commission on Audit

1.1.1.4. Sandiganbayan

1.2. Concurrent

1.2.1 With Court of Appeals

Petitions for issuance of writs of certiorari, prohibition and mandamus against the following:

1.2.1.1. National Labor Relations Commission under Labor Code; (Sec. 9 of Batas Blg. 129 as amended by Rep. Act No. 7902; *St. Martin Funeral Homes vs. NLRC*, 356 Phil. 811 [1998]). Under the principle of hierarchy of courts, the petitions should first be filed with the Court of Appeals.

1.2.1.2. Civil Service Commission (Rep. Act No. 7902)

1.2.1.3. Central Board of Assessment Appeals. (Pres. Decree No. 464; Sec. 9 of Batas Blg. 129 as amended by Rep. Act No. 7902)

1.2.1.4. Court of Tax Appeals and Quasi-Judicial Agencies (Rule 43, Rules of Civil Procedure [1997]).

1.2.1.5. Regional Trial Courts and lower courts

1.2.2. With Court of Appeals and Regional Trial Courts

1.2.2.1. Petitions for habeas corpus and quo warranto

1.2.2.2. Petitions for issuance of writs of certiorari, prohibition and mandamus against the lower courts or bodies. (Sec. 9[1] and Sec. 21 [1] of Batas Blg. 129; *Vergara vs. Suelto*, 156 SCRA 763 [1987])

1.2.3. With Regional Trial Courts

1.2.3.1. Actions affecting ambassadors and other public ministers and consuls (Sec. 5[1] Article VIII, Constitution, Sec. 21 [2] of Batas Blg 129, *Schneckenburger vs. Moran*, 63 Phil 249 [1937])

2. APPELLATE

2.1. By Notice of Appeal

From Regional Trial Courts or the Sandiganbayan in all criminal cases involving offenses for which the penalty imposed is reclusion perpetua, life imprisonment or reclusion perpetua to death, and those involving other offenses which, although not so punished, arose out of the same occurrence or which may have been committed by the accused on the same occasion. (Sec. 17 of Judiciary Act of 1948; Sec. 9[3] of Batas Blg. 129; Sec. 5[2-d], Article VIII, Constitution; Sec. 3[c] of Rule 122; Sec. 5 of Rep. Act No. 8249) Exception: See *People vs. Plateros*,

83 SCRA 401 [1978]).

2.2. By Automatic Review

From Regional Trial Courts or the Sandiganbayan in criminal cases where the death penalty is imposed. (Rep. Acts Nos. 7659 and 8249; See Sec. 10 of Rule 122, Rev. Rules of Criminal Procedure (2000))

2.3. Petition for Review on Certiorari

2.3.1. Appeals from the Court of Appeals (Sec. 17 of Judiciary Act of 1948 as amended by Rep. Act No. 5440; Sec. 5[2] Article VIII, Constitution; Rule 45 of Rules of Civil Procedure [1997]).

2.3.2. Appeals from the Sandiganbayan on pure questions of law, except cases where the penalty imposed is reclusion perpetua, life imprisonment or death. (Sec. 7 of Pres. Decree No. 1606 as amended by Rep. Act No. 8249; Nunez vs. Sandiganbayan, 111 SCRA 433 [1982]; Rule 45 Id.)

2.3.3. Appeals from Regional Trial Court exercising original jurisdiction in the following cases:

2.3.3.1. If no question of fact is involved and the case involves:

- Constitutionality or validity of treaty, international or executive agreement, law, presidential decree, proclamation, order, instruction, ordinance or regulation;
- Legality of tax, impost, assessments, or toll, or penalty in relation thereto; and
- Jurisdiction of lower court.

2.3.3.2. All cases in which only errors or questions of law are involved. (Sec. 5[2-a,b,c, and e], Article VIII, Constitution, Sec. 9 [3] of Batas Blg. 129); Rule 45 and Sec. 2[c] of Rule 41 of the Rules of Civil Procedure (1997), Sec. 3[d] of Rule 122, Rev. Rules of Criminal Procedure (2000).

2.4. Special Civil Action on Certiorari filed within thirty days: (Rule 64, Rules of Civil Procedure [1997])

2.4.1. Commission on Elections (Sec. 7, Article IX-A Constitution; Aratuc vs. Comelec, 88 SCRA 251 [1979])

2.4.2. Commission on Audit (Id. Constitution)

C. PROCEDURE IN THE ASSIGNMENT OF CASES[2]

1. IN GENERAL

The Chief Justice, after determining which are en banc cases, assigns such a case to a member of the Court. Thereafter, the rest, which are Division cases, shall be assigned to a member thereof by raffle as hereinafter provided. In the raffling of new petitions, a Chairman of a Division is assigned a case only once for every two petitions raffled.

2. En Banc cases[3] 2.1. Cases in which the constitutionality or validity of any treaty, international or executive agreement, law, executive order or presidential decree, proclamation, order, instruction, ordinance or regulation is in question;

2.2. Criminal cases in which the appealed decision imposes the death penalty;

2.3. Cases raising novel questions of law;

2.4. Cases affecting ambassadors, other public ministers, and consuls;

2.5. Cases involving decisions, resolutions or orders of the Civil Service Commission, Commission on Elections, and Commission on Audit;

2.6. Cases where the penalty to be imposed is the dismissal of a judge, officer or employee of the Judiciary, disbarment of a lawyer, or either the suspension of any of them for a period of more than one (1) year or a fine

exceeding P10,000.00, or both;

2.7. Cases where a doctrine or principle laid down by the Court en banc or in division may be modified or reversed;

2.8. Cases assigned to a division which in the opinion of at least three (3) members thereof merit the attention of the Court en banc and are acceptable to a majority of the actual membership of the Court en banc; and

2.9. All other cases as the Court en banc, by a majority of its actual membership, may deem of sufficient importance to merit its attention.

3. Raffle Committee3.1. A Raffle Committee is created composed of a Chairman and two Members elected by the Justices from among themselves. They serve for one (1) year or until their successors are elected. When any member is absent, the Committee may call on any Justice to act temporarily in place of the absent member.

3.2. The raffle shall be held in the en banc Conference Room at 10:00 a.m. every Tuesday and Friday, or on any other day or time as circumstances may require in the opinion of the Committee.

3.3. The assignment of all cases shall be furnished each member of the Court, and shall be held in the strictest confidence by everyone concerned.

3.4. Petitions hereafter filed shall be assigned by raffle.

3.5. For record purposes, the Clerk of Court should act as recorder of the raffles conducted by the Raffle Committee with the corresponding record book; any member of the Court may send his representative to be present at the raffle to be conducted at the scheduled day and time; and one hour's notice to all the other Justices should be given of any special raffle to be conducted.

4. Minute Resolution

The Supreme Court is not compelled to adopt a definite and stringent rule on how its judgment shall be framed. The Supreme Court has discretion to decide whether a "minute resolution" should be used in lieu of a full-blown decision in any particular case. A minute resolution of dismissal of a petition for review on certiorari constitutes an adjudication on the merits of the controversy or subject matter of the position.[4] It is a requirement of due process that the parties to a litigation be informed of how it was decided, with an explanation of the factual and legal reasons that led to the conclusions of the court.[5]

D. QUALIFICATIONS OF OFFICERS

The following officials are appointed by the Court en banc without the need of publication as required by Rep. Act No. 7041:

- Executive of Clerk of Court V (Clerk of Court)
- Executive Clerk of Court IV (Asst. Clerk of Court)
- Executive Clerk of Court IV (Division Clerk of Court)
- Executive Clerk of Court III (Asst. Division Clerk of Court)

Education - Bachelor of Laws

Experience - Ten (10) years or more in the practice of law or has been Clerk of Court or Deputy Clerk of Court of a Regional Trial Court or its equivalent for the same period of time

Training - Thirty-two (32) hours of relevant training in management and supervision

Eligibility - Rep. Act No. 1080 (Bar)

- Chiefs of Offices

- 5.1. Director IV (Deputy Clerk of Court and Reporter)
- 5.2. Director IV (Deputy Clerk of Court and Chief Attorney)
- 5.3. Director IV (Deputy Clerk of Court and Chief, Judicial Records Office)
- 5.4. Director IV (Deputy Clerk of Court and Chief Administrative Officer)
- 5.5. Director IV (Deputy Clerk of Court and Bar Confidant)
- 5.6. Director IV (Deputy Clerk of Court and Chief, Management Information Systems Office)
- 5.7. Director IV (Deputy Clerk of Court and Executive Officer with the rank of a Chief of Office)

Education - Bachelor of Laws

Experience - Ten (10) years or more of relevant supervisory work experience acquired under career service positions in the Supreme Court, three (3) years of which were rendered under position/s requiring the qualifications of a lawyer

Training - Thirty-two (32) hours of relevant training in management and supervision

Eligibility - Rep. Act No. 1080 (Bar)

5.8. Chief, Fiscal Management and Budget Office (Director V) Education - Bachelor of Commerce major in Accounting or Bachelor of Science in Accountancy

Experience - Ten (10) years or more of progressively responsible experience in planning, directing and coordinating all phases of budget and accounting operations and activities, three (3) years of which must be in a supervising capacity

Training - Thirty-two (32) hours of relevant training in management and supervision

Eligibility - Rep. Act No. 1080 (CPA)

- Chiefs of Services

6.1. SC Senior Chief Staff Officer (Director III), Medical and Dental Services

6.2. SC Senior Chief Staff Officer (Director III), Library Services

Education - Bachelor's Degree relevant to the job

Experience - Five (5) years of relevant experience

Training - Thirty-two (32) hours of relevant training

Eligibility - Rep. Act No. 1080 (relevant course)

6.3. SC Senior Chief Staff Officer (Director III), Printing Service

Education - Bachelor's Degree relevant to the job

Experience - Five (5) years of relevant experience

Training - Thirty-two (32) hours of relevant training

Eligibility - Career Service Professional/Second Level Eligibility

E. FUNCTIONS AND DUTIES OF OFFICERS

1. Executive Clerk of Court V (Clerk of Court)

1.1. Adjudicative Support Functions:

1.1.1. Records the proceedings of the Court en banc;

1.1.2. Prepares the agenda and minutes of the Court's sessions;

1.1.3. Signs notices of all Court resolutions and facilitates the service thereof to parties or their counsels;

1.1.4. Enters and promulgates judgments and orders;

1.1.5. Certifies copies from the records; and

1.1.6. Issues processes.

1.2. Non-adjudicative Functions:

- 1.2.1. Exercises general supervision over all offices and services under the Office of the Clerk of Court;
- 1.2.2. Keeps the records and seal of the Court;
- 1.2.3. Acts as recorder of raffles of cases conducted by the Raffle Committee;
- 1.2.4. Prepares periodic and annual reports to keep the Court informed of the Court's performance;
- 1.2.5. Proposes, reviews and executes budgetary and financial transactions of the Court;
- 1.2.6. Coordinates the operations and activities of all offices and organizational units of the Court to ensure efficiency;
- 1.2.7. Studies and recommends reforms including research and studies required in aid of the Court's deliberations;
- 1.2.8. Acts as Secretary ex-officio of the Judicial and Bar Council and keeps records of its proceedings; and
- 1.2.9. Does related tasks.

2. Executive Clerk of Court IV (ASSISTANT Clerk of Court)

2.1 Adjudicative Support Functions:

- 2.1.1. Proofreads the agenda, minutes and notices of Court resolutions; and
- 2.1.2. Facilitates the service of notices of Court resolutions.

2.2. Non-adjudicative Functions:

2.2.1. Assists the Clerk of Court in the general supervision and control over all the personnel and activities of the offices, services and divisions in the Office of the Clerk of Court;

- 2.2.2. Prepares memoranda on matters referred by the Clerk of Court for study, report and re-commendation;
- 2.2.3. Prepares official correspondence, indorsements, replies and other communications;
- 2.2.4. Takes final action on routine matters that may be delegated by the Clerk of Court;
- 2.2.5. Assists in the formulation of policies, methods and techniques for more effective operations;
- 2.2.6. Assists in the preparation of periodic and annual reports to keep the Court informed of the Court's performance;
- 2.2.7. Assists in the coordination of the operations and activities of all offices and organizational units of the Court to ensure efficiency;
- 2.2.8. Assists in the study and recommendation of reforms including research and studies required in aid of the court's deliberations;
- 2.2.9. Represents the immediate head in meetings and conferences; and
- 2.2.10. Does related tasks.

3. Executive Clerk of Court IV (Division Clerk of Court)

3.1. Adjudicative Support Functions:

- 3.1.1. Prepares the agenda and minutes of the sessions of the Division and records its proceedings;
- 3.1.2. Supervises the preparation and service of notices of resolutions, summonses, writs, orders and other processes to parties or their counsels;
- 3.1.3. Keeps the records of the Court's Division;
- 3.1.4. Certifies copies from the records;
- 3.1.5. Proofreads the agenda, minutes, notices of Court resolutions to check on errors; and
- 3.1.6. Signs notices of Court resolutions.

3.2. Non-adjudicative Functions:

3.2.1. Prepares periodic and annual reports to keep the Court informed of the performance of the Court's Division;

- 3.2.2. Studies and recommends reforms to improve administrative support, including research and studies

required in aid of the Division's deliberations;

3.2.3. Exercises general supervision and control over all the divisions in the Office of the Division Clerk of Court;

3.2.4. Assists in the formulation of policies, methods and techniques for more effective operations;

3.2.5. Prepares official correspondence, indorsements, replies and other communications;

3.2.6. Prepares statistics on pending cases of the Court's Division;

3.2.7. Rates the performance of the Chiefs of Divisions within the Division; and

3.2.8. Performs other tasks specifically assigned by the Chief Justice or the Court.

4. Executive Clerk of Court III (Assistant Division Clerk of Court)

4.1. Adjudicative Support Functions:4.1.1. Proofreads the agenda, minutes and notices of Court resolutions; and

4.1.2. Facilitates the service of notices of Court resolutions.

4.2. Non-Adjudicative Functions:

4.2.1. Assists in the formulation of policies, methods and techniques for more effective operations;

4.2.2. Takes final action on routine matters that may be delegated by the Division Clerk of Court;

4.2.3. Assists in the preparation of periodic and annual reports;

4.2.4. Prepares memoranda on matters referred by the Division Clerk of Court for study, report and recommendation; and

4.2.5. Prepares official correspondence, indorsements, replies and other communications.

5. Chiefs of Offices

5.1. Director IV (Deputy Clerk of Court and Reporter)

5.1.1. Adjudicative Support Function:5.1.1.1. Prepares synopses, syllabi, and topical indices for the Philippine Reports, Monthly Decisions and Monthly Digests;

5.1.2. Non-Adjudicative Functions:5.1.2.1. Exercises general supervision and control over all the personnel and activities of the divisions;

5.1.2.2. Formulates and implements policies, procedures, guidelines and techniques for more effective operation of the office;

5.1.2.3. Coordinates the activities of the different offices in connection with the preparation of syllabi, indices and publications in the Philippine Reports and Official Gazette;

5.1.2.4. Coordinates the editing and execution of publication processes and in the management of circulation or distribution of publications;

5.1.2.5. Coordinates with the Government Printing Office for publication of decisions in the Official Gazette;

5.1.2.6. Edits and executes other publication processes;

5.1.2.7. Manages circulation or distribution of publications;

5.1.2.8. Renders information service;

5.1.2.9. Submits recommendatory action on matters affecting the personnel;

5.1.2.10. Reviews and signs correspondence;

5.1.2.11. Reviews, approves and submits periodic reports;

5.1.2.12. Participates in various Court committees;

5.1.2.13. Rates the performance of the assistant chief of office and chiefs of divisions; and

5.1.2.14. Does related tasks that may from time to time be assigned by the Chief Justice, Associate Justices or the Clerk of Court.

5.2. Director IV (Deputy Clerk of Court and Chief Attorney)

5.2.1. Adjudicative Support Functions: 5.2.1.1. Plans, coordinates and reviews research and case studies;
5.2.1.2. Provides the Court with retrieval system of jurisprudential information, statute data, extralegal research materials and case notes;

5.2.2. Non-adjudicative Functions:

5.2.2.1. Exercises general supervision and control over all the personnel and the activities of the divisions within the office;
5.2.2.2. Formulates and implements policies, guidelines, procedures and techniques for more effective operation of the Office;
5.2.2.3. Submits recommendatory action on matters affecting personnel;
5.2.2.4. Reviews and signs correspondence;
5.2.2.5. Reviews, approves and submits periodic reports on matters relevant to the functions of the Office;
5.2.2.6. Participates in various Court committees;
5.2.2.7. Rates the performance of the assistant chief of office, lawyers and chiefs of divisions; and
5.2.2.8. Does related tasks as may from time to time be assigned by the Chief Justice, Associate Justices and the Clerk of Court.

5.3 Director IV (Deputy Clerk of Court and Chief, Judicial Records Office)

5.3.1. Adjudicative Support Functions:

5.3.1.1. Manages and superintends activities in connection with judicial processes from the filing of cases to the promulgation of decisions, entry of judgment and remand of records of cases disposed of;
5.3.1.2. Supervises and controls the receipt, processing, reporting of pleadings, entry in cards and the docket books and distribution of pleadings filed before the Court;
5.3.1.3. Superintends the custody of rollos and records of cases, including transcripts and exhibits;
5.3.1.4. Verifies and signs entry of judgment and transmittal of records to the court/agency of origin;
5.3.1.5. Oversees the preparation and keeping of data/statistics on judicial cases;
5.3.1.6. Initiates studies and recommends changes on judicial procedure and systems;
5.3.1.7. Monitors conditions and status of the Court docket for submission to the Court;
5.3.1.8. Sends notices to file appellant's brief and compliance by clerks of court and stenographers; and
5.3.1.9. Plans and evaluates work programs for the systematic management of judicial records;

5.3.2. Non-Adjudicative Functions:

5.3.2.1. Exercises general supervision and control over all the personnel and activities of the divisions;
5.3.2.2. Formulates and implements policies, guidelines and techniques for a more effective operation of the Office;
5.3.2.3. Reviews and signs correspondence;
5.3.2.4. Submits recommendatory action on matters affecting the personnel;
5.3.2.5. Reviews and submits periodic reports (e.g. cases calendared/submitted for decision);
5.3.2.6. Participates in various Court committees;
5.3.2.7. Rates the performance of the assistant chief of office and chiefs of divisions; and
5.3.2.8. Does related tasks that may from time to time be assigned by the Chief Justice, Associate Justices or the Clerk of Court.

5.4 Director IV (Deputy Clerk of Court and Chief Administrative Officer)

5.4.1. Non-Adjudicative Functions:

5.4.1.1. Exercises general supervision and control over all the personnel and the activities of the divisions within

the office;

5.4.1.2. Plans, recommends, and implements personnel management and development programs and administrative service functions of the Supreme Court;

5.4.1.3. Formulates and implements policies, guidelines, procedures and techniques for more effective operation of the office;

5.4.1.4. Takes charge of the processing of appointments of personnel of the Supreme Court, the Presidential Electoral Tribunal (PET), and the Maintenance Sections of the Halls of Justice;

5.4.1.5. Initiates and/or recommends career and employee development programs, incentives and award system, employee health, welfare and recreation services, performance and efficiency rating, and promotion plans for adoption and implementation by the Supreme Court;

5.4.1.6. Formulates and standardizes administrative policies and procedures;

5.4.1.7. Maintains non-judicial records for the Supreme Court, the PET and the Halls of Justice;

5.4.1.8. Manages the supply and property requirements of the Court;

5.4.1.9. Provides housekeeping and security services;

5.4.1.10. Plans, schedules and conducts in-service training projects, seminars, workshops and symposia of court employees as required by the Civil Service Commission;

5.4.1.11. Conducts investigations and recommends disciplinary actions against erring employees;

5.4.1.12. Reviews, approves and submits periodic reports;

5.4.1.13. Reviews and signs vouchers and other fiscal documents and accounts relating to the disbursement of funds;

5.4.1.14. Sits as a member of the various committees created by the Court;

5.4.1.15. Rates the performance of the assistant chiefs of offices and chiefs of divisions; and

5.4.1.16. Does related tasks that may from time to time be assigned by the Chief Justice, Associate Justices or the Clerk of Court.

5.5 Director IV (Deputy Clerk of Court and Bar Confidant)

5.5.1. Non-Adjudicative Functions:

5.5.1.1. Exercises general supervision and control over all the personnel and the activities of the divisions within the office;

5.5.1.2. Manages the conduct of the annual Bar Examinations;

5.5.1.3. Takes custody of bar records and personal records of lawyers;

5.5.1.4. Assists the Court in disciplining lawyers;

5.5.1.5. Directs and supervises the investigation of complaints against bar candidates;

5.5.1.6. Initiates, studies and recommends improvements on legal education;

5.5.1.7. Monitors, updates and maintains Court statistical data pertaining to the Bar Examinations and related matters;

5.5.1.8. Supervises the updating of list of members of the Bar;

5.5.1.9. Formulates and implements policies, guidelines, procedures and techniques for more effective operation of the office;

5.5.1.10. Submits recommendatory action on matters affecting the personnel;

5.5.1.11. Reviews and signs correspondence;

5.5.1.12. Reviews, approves and submits periodic reports;

5.5.1.13. Participates in various Court committees;

5.5.1.14. Rates the performance of the assistant chief of office and chiefs of divisions; and

5.5.1.15. Does related tasks as may from time to time be assigned to him/her by the Chief Justice, Associate

Justices and the Clerk of Court.

5.6 Director IV (Deputy Clerk of Court and Chief, Management Information Systems Office)

5.6.1. Non-Adjudicative Functions: 5.6.1.1. Exercises general supervision and control over all the personnel and the activities of the divisions within the office;

5.6.1.2. Functions as overall network administrator for the whole judicial information technology network;

5.6.1.3. Plans, recommends and implements policies, guidelines, procedures and techniques concerning improved records management and data processing operations;

5.6.1.4. Maintains and develops efficient computer system usage;

5.6.1.5. Introduces and implements change management programs;

5.6.1.6. Identifies and recommends various ways to maximize use of Information and Communication Technology for improvement of judicial and administrative services;

5.6.1.7. Renders technical and/or administrative assistance/advice on more difficult and complicated matters confronting the various offices of the Court;

5.6.1.8. Reviews and signs correspondence;

5.6.1.9. Submits recommendatory action on matters affecting the personnel;

5.6.1.10. Reviews, approves and submits periodic reports; participates in various Court Committees;

5.6.1.11. Participates in various Court committees.

5.6.1.12. Rates the performance of the assistant chief of office and chiefs of divisions; and

5.6.1.13. Does related tasks that may from time to time be assigned by the Chief Justice, Associate Justices or the Clerk of Court.

5.7 Director IV (Chief, Fiscal Management and Budget Office)

5.7.1. Non-Adjudicative functions: 5.7.1.1. Exercises direct supervision and control over all the personnel and the activities of the divisions;

5.7.1.2. Directs and supervises the fiscal, budget, accounting and cashiering activities of the Court;

5.7.1.3. Plans budget and accounting work methods and procedures;

5.7.1.4. Supervises the preparation of estimates of expenditures of the Judiciary;

5.7.1.5. Reviews, consolidates and submits budget estimates and financial reports for information of reviewing authorities;

5.7.1.6. Manages the expenditures of the Court;

5.7.1.7. Assists the officials of the Court during budget hearings before legislation;

5.7.1.8. Participates in various Court committees;

5.7.1.9. Rates the performance of the assistant chief of office and chiefs of divisions; and

5.7.1.10. Does related tasks as may from time to time be assigned by the Chief Justice, Associate Justices and the Clerk of Court.

5.8. Director IV (Deputy Clerk of Court and Executive Officer)

5.8.1 Non-Adjudicative Functions:

5.8.1.1. Provides assistance in the supervision and control over all the personnel and the activities of the divisions in the Office of the Clerk of Court;

5.8.1.2. Studies and recommends ways and means to improve the managerial and operational methods employed in the various organizational units of the Court to maximize utilization of available manpower and to enhance efficiency;

- 5.8.1.3. Prepares progress reports on the projects and the programs being undertaken by the Court;
- 5.8.1.4. Makes studies and prepares memoranda on matters referred by his immediate head for study, report and recommendation;
- 5.8.1.5. Takes final action on routine matters as delegated;
- 5.8.1.6. Prepares official correspondence, indorsements and other communications; and
- 5.8.1.7. Assists in the preparation of the agenda and minutes of the Court en banc.

6. CHIEFs OF SERVICEs

6.1. Director III (SC Senior Chief Staff Officer), Medical and Dental Services

6.1.1. Non-Adjudicative functions:

- 6.1.1.1. Directs and supervises the personnel, activities and operations of the Medical and Dental Services;
- 6.1.1.2. Plans work programs, assigns the same, and gives instructions on work methods and procedures;
- 6.1.1.3. Oversees the consultations, treatment and related medical or dental activities;
- 6.1.1.4. Studies and evaluates all claims for workmen's compensation, financial assistance, disability, death and retirement benefits;
- 6.1.1.5. Attends to general medical consultations and clinic activities;
- 6.1.1.6. Prepares the budgetary estimates for clinic needs;
- 6.1.1.7. Conducts seminars to acquaint and train court personnel on the proper ways to upgrade their health conditions;
- 6.1.1.8. Superintends the maintenance of health and sanitation of the personnel of the Court;
- 6.1.1.9. Conducts scientific meeting with the clinic staff to keep them abreast with the latest trends in medical science;
- 6.1.1.10. Studies and approves specialty referrals;
- 6.1.1.11. Makes and submits recommendatory action on personnel matters affecting the medical and dental staff;
- 6.1.1.12. Approves requisitions for medical and dental equipment and supplies;
- 6.1.1.13. Prepares and submits periodic reports of accomplishments;
- 6.1.1.14. Rates performance of his subordinates and is responsible for their efficiency and discipline; and
- 6.1.1.15. Does related tasks that may from time to time be assigned by the Chief Justice, Associate Justices and the Clerk of Court.

6.2. Director III (SC Senior Chief Staff Officer), Library Services

- 6.2.1. Non-Adjudicative Functions:
 - 6.2.1.1. Exercises general supervision and control over the activities of the different divisions in the Library, including the personnel thereof;
 - 6.2.1.2. Formulates measures to further improve the attainment of an effective and efficient library service;
 - 6.2.1.3. Plans and directs the work of staff;
 - 6.2.1.4. Gives special and technical advice to the staff;
 - 6.2.1.5. Adopts methods for the promotion and improvement of library service;
 - 6.2.1.6. Gives instructions on various phases of library work;
 - 6.2.1.7. Selects and recommends the acquisition of library materials, equipment and supplies;
 - 6.2.1.8. Checks compliance with requirements of existing library rules and regulations;
 - 6.2.1.9. Prepares and submits periodic and annual inventory and other reports;
 - 6.2.1.10. Plans and directs the computerization of library services;
 - 6.2.1.11. Reviews work accomplished for conformance with established policies, rules and regulations;

- 6.2.1.12. Plans and organizes periodic staff meetings to discuss problems and solutions to these problems;
- 6.2.1.13. Rates performance of his/her subordinates and is responsible for their efficiency and discipline; and
- 6.2.1.14. Does related tasks.

6.3. Director III (SC Senior Chief Staff Officer),

Printing Service

- 6.3.1. Non-Adjudicative Functions:
 - 6.3.1.1. Exercises general supervision and control over the personnel and activities in the Printing Service;
 - 6.3.1.2. Formulates, administers and directs the implementation of policies, rules and regulations relating to printing projects and activities;
 - 6.3.1.3. Controls and oversees the work of the staff;
 - 6.3.1.4. Adopts methods for the promotion and improvement of the printing service;
 - 6.3.1.5. Gives special and technical advice to the staff;
 - 6.3.1.6. Gives instructions on various phases of printing work;
 - 6.3.1.7. Devises systems and formulates procedures for the improvement of the printing service;
 - 6.3.1.8. Recommends the acquisition of printing materials, equipment, and supplies, and the augmentation of personnel requirements whenever the exigencies of the service demand;
 - 6.3.1.9. Recommends measures for the attainment of an effective and efficient printing service;
 - 6.3.1.10. Checks compliance with requirements of existing printing rules and regulations;
 - 6.3.1.11. Coordinates with and provides assistance to other offices of the Court;
 - 6.3.1.12. Prepares and submits periodic and annual inventory and other reports;
 - 6.3.1.13. Rates performance of his subordinates and is responsible for their efficiency and discipline; and
 - 6.3.1.14. Does related task.

F. CASE FLOW CHART

G. OTHER OFFICES UNDER THE ADMINISTRATION, SUPERVISION AND CONTROL OF THE SUPREME COURT

1. Judicial and Bar Council (JBC)

1.1. This office was created under Article VIII, Section 8 of the 1987 Constitution. It is composed of the Chief Justice as ex-officio Chairman, the Secretary of Justice, and a representative of the Congress as ex-officio Members, a representative of the Integrated Bar of the Philippines, a professor of law, a retired member of the Supreme Court, and a representative of the private sector.

- 1.2. Functions:
 - 1.2.1. Screens and recommends appointment to the judiciary; and
 - 1.2.2. Performs such other related functions and duties that the Supreme Court may assign.

2. Philippine Judicial Academy (PHILJA)

2.1. The PHILJA was established under Supreme Court Order No. 35-96 and later by Rep. Act No. 8557. It has a Governing Board called the Board of Trustees, composed of the Chief Justice of the Supreme Court as ex-officio Chairman, the Senior Associate Justice of the Supreme Court as ex-officio Vice Chairman, the Chancellor of the Academy, the Presiding Justices of the Court of Appeals, and the Sandiganbayan, the Court Administrator, the President of the Philippine Judges Association and the President of the Philippine Association of Law Schools, as ex-officio members and a Judge of a first level court, as appointive member, who shall have served as such for at least five (5) years and has taught in a reputable law school for the same number of years.

The Executive Officials of the Academy are the Chancellor, Vice-Chancellor and Executive Secretary who are appointed by the Supreme Court.

2.2. Functions:

2.2.1. Serves as a training school for judges, court personnel, lawyers, and aspirants to judiciary positions;

2.2.2. Provides and implements a curriculum for judicial education;

2.2.3. Conducts seminar, workshops and other training programs designed to upgrade the legal knowledge, moral fitness, probity, efficiency and capacity of judges and court personnel; and

2.2.4. Performs such other functions and duties as may be necessary in carrying out its mandate.

3. Office of the Court Administrator (OCA)

3.1. The Office of the Court Administrator was created pursuant to Pres. Decree No. 828 as amended by Pres. Decree No. 842, sixty-four (64) years after the birth of the Supreme Court as an independent judicial body. Its creation was a revolutionary step towards strengthening the link between higher and lower courts and more efficient service for the citizenry by frontline courts. On October 24, 1996, the OCA was strengthened by the Supreme Court as its principal arm in performing its constitutional power and duty to exercise administrative supervision over all lower courts. Changes in the organizational structure of the OCA were introduced so that it could attend to and concentrate on administrative matters, court management problems, fiscal operations and legal concerns involving lower courts.

The OCA is headed by a Court Administrator, three (3) Deputy Court Administrators, and two (2) Assistant Court Administrators.

3.2 Functions:

3.2.1. Assists the Supreme Court in exercising administrative supervision over all lower courts and the personnel thereof; and

3.2.2. Reports and recommends to the Supreme Court all actions relating to personnel and financial matters and administrative discipline.

3.3. Within its structure, the OCA has the following offices with their respective functions:

3.3.1. Legal Office — Receives and prepares reports for the Supreme Court administrative complaints filed against Justices of the Court of Appeals, Sandiganbayan and Court of Tax Appeals and their personnel, and evaluates complaints filed against judges and personnel of Regional Trial Courts, Family Courts, Shari'a District Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts, Municipal Circuit Trial Courts and Shari'a Circuit Courts.

3.3.2. Court Management Office – Provides services relating to judicial supervision, monitoring judicial audit and inspection, judicial assignments and placements, circuitization and delineation of territorial areas of lower courts, and fiscal monitoring audits and reconciliation.

3.3.3. Office of Administrative Services – Provides support to the OCA and lower courts and the personnel thereof regarding appointments, leave matters, employees welfare and benefits, property and records management.

3.3.4. Financial Management Office – Provides the OCA and the lower courts financial services such as preparation of vouchers, processing of payrolls and other financial transactions.

4. Public Information Office (PIO)

4.1. The PIO was created under Court en banc Resolution in A.M. No. 98-7-01 dated June 23, 1998, under the Office of the Court Administrator and subsequently transferred to the Office of the Chief Justice pursuant to Resolution No. 98-12-08. This office is headed by an Assistant Court Administrator.

4.2. Functions:

- 4.2.1. Provides the information needs of the Court's internal and external policies.
- 4.2.2. Prepares and distributes information about newsworthy events in the Judiciary;
- 4.2.3. Articulates, through the various media, the judiciary's vision and mission; and
- 4.2.4. Performs all other functions aimed at increasing public awareness on the systems and procedures of the court with the end in view of creating positive and objective public perception of the judiciary.

5. Program Management Office (PMO)

5.1. The PMO was created pursuant to Court en banc Resolution in A.M. No. 01-7-09-SC dated July 17, 2001. It is headed by a Program Director appointed by the Chief Justice.

5.2. Functions:

- 5.2.1. Manages the entire reform program, including the synchronization and reconciliation of the political, technical and policy aspects, and ensures the timely execution and completion of program activities, as well as the generation of all program outputs;
- 5.2.2. Prepares the project documents and undertakes the acquisition and selection of expertise, goods and services to execute the identified action programs;
- 5.2.3. Monitors and periodically reviews program implementation and the performance and status of the Action Program for Judicial Reform (APJR);
- 5.2.4. Ensures the efficient and effective management of all resources for judicial reform;
- 5.2.5. Establishes linkages with executive agencies and funding institutions for the acquisition of resources and efficient implementation of inter-agency activities; and
- 5.2.6. Performs other related functions as may be assigned by the Chief Justice.

6. Office of the Jurisconsult

6.1. This Office was created under the provision of Title III, Book 4 of Pres. Decree No. 1083 and is headed by a Jurisconsult, who must be a citizen of the Philippines, at least forty (40) years of age, of good moral character and proven integrity, and an eminent scholar in the Qur'an and Hadith and in Islamic jurisprudence, as well as proficient in Arabic.

6.2. Functions:

- 6.2.1. On the written request of any interested party, renders legal opinions based on recognized authorities regarding any question relating to Muslim Law; and
- 6.2.2. Keeps a compilation and causes the publication of all his legal opinions.

H. FORMS

[1] Revised Outline of Jurisdiction by Justice Jose Y. Feria, July-September 1999, Philja Bulletin.

[2] Resolution of the Court en banc dated January 18, 1983

[3] Resolution of the Court en banc dated November 18, 1993 (Amendments to Sections 15 & 16, Rule 136 of the Rules of Court and other Resolutions)

[4] Smith Bell and Company (Philippines), Inc. vs. Court of Appeals, 197 SCRA 201 (1991).

[5] Nicos Industrial Corp. vs. Court of Appeals, 206 SCRA 127 (1992).

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