

CREATING THE AD HOC COMMITTEE FOR THE REVISION OF THE MANUAL FOR CLERKS OF COURT

SC ADMINISTRATIVE CIRCULAR NO. 4-2001, January 08, 2001

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Many changes have taken place in the Judiciary, not to speak of numerous Administrative Circulars and Orders that have been issued. In light of the continuing demand to enhance the efficiency and effectiveness of our courts and their personnel, there is now a need to revise the Manual for Clerks of Court, which was adopted by the Court in 1991.

An Ad Hoc Committee, to be known as the Committee on the Revision of the Manual for Clerks of Court, is therefore constituted and tasked to revise the present Manual for Clerks of Court. The following are hereby appointed to compose the Committee.

Chairman : Justice Ameurfina A. Melencio-Herrera (ret.) Chancellor, Philippine Judiciary Academy

Co-Chairman : Justice Alfredo L. Benipayo, Court Administrator

Vice Chairman

: Atty. Luzviminda D. Puno, Clerk of Court

Members : DCA Reynaldo L. Suarez (ret.), PHILJA

ACA Antonio H. Dujua, OCA

Atty. Edna E. Dino, Chief Attorney, SC

Atty. Eden T. Candelaria, Deputy Clerk of Court and Chief Administrative Officer, SC

Judge Manuela F. Lorenzo, RTC, Manila

Judge Thelma Ponferrada, RTC, Quezon City

Judge Gregorio Dayrit, MeTC, Quezon City

Judge Ma. Theresa Arcega, MTC, Bustos, Bulacan

Atty. Tessie.L. Gatmaitan, CoC, Court of Appeals

Atty. Emma Rosario A. Lorbes, CoC, Sandiganbayan

Atty. Felizardo O. Consing, CoC, Court of Tax Appeals

Atty. Jesusa P. Maningas, OCC, Manila

Atty. Mercedes A. Gatmaytan, OCC, Quezon City

Atty. Engracio M. Escasinas, Jr., OCC, Makati

Atty. Raquel C. Lara, OCC, Las Piñas

Atty. Lelu P. Contreras, RTC, Iriga City

Atty. Adelaida Cabe-Baumann, Retired Chief Administrative Officer, SC, and OCJ Consultant

Secretary : Atty. Myra Bayot-Quiambao, OCA

Asst. Secretary : Ms. Susan S. Caparros, PHILJA

2 Support Staff : By rotation, to be designated by the Chairman of the Committee

The Chairman, Co-Chairman, Vice Chairman and the members of the Committee, as well as the Secretary, Assistant Secretary, and the Support Staff shall receive expense allowances per meeting at the rates allowable under Administrative Circular No. 13-99 issued by the Chief Justice on 30 September 1999. It is understood that the expense allowances shall not exceed those authorized under said Circular.

The members of the Committee who are assigned/stationed in the provinces shall receive, in addition to expense allowance, transportation expenses whenever they attend meetings called by the Chairman.

The Committee shall submit its report and the Revised Manual for Clerks of Court not later than 31 December 2001, unless an extension of time would be necessary.

This Order shall take effect upon its issuance.

Issued this 8th day of January, 2001 in the City of Manila.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

(Sgd.)JUSTICE JOSUE N. BELLOSILLO

(Sgd.)JUSTICE JOSE A.R. MELO

Chairman, Second Division

Chairman, Third Division

(per A.M. No. 99-12-08-SC)

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