

OCA CIRCULAR NO. 46-2003, May 07, 2003

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TO:

The Executive Judges and Presiding Judges of the Regional Trial Court, Shari'a District Court, Metropolitan Trial Court* Municipal Trial Court in Cities, Municipal Trial Court, Municipal Circuit Trial Court and the Shari'a Circuit Court

SUBJECT:

Filling-up of the Positions to be Vacated by reason of Compulsory Retirement of Lower Court Officials and Personnel

Pursuant to a Resolution of the Court En Bane dated April 9, 1987, "Re: Appointment to vacant position in the Judiciary", the Office of the Court Administrator lays down for observance of all concerned, the following guidelines in acceptance of applications to resulting vacant positions existing due to the compulsory retirement, in order to minimize the delay in filling-up.

- The Presiding Judge/Acting Presiding Judge shall cause the posting of the resulting vacancy in advance at least ninety (90) days before the compulsory date of retirement in at least three (3) conspicuous places of their respective offices indicating the period of acceptance of application. Acceptance of application shall be reckoned on the date it was posted and shall end-up thirty (30) days before the compulsory retirement date.

- The Presiding Judge/Acting Presiding Judge shall accept applicants aspiring for the resulting vacant position either within or outside the branch/office, including qualified next-in-rank employees. No applications shall be accepted after the specified period except for those applicant who directly forwarded their application to the Supreme Court and referred to the Presiding Judge/Acting Presiding Judge for comment and recommendation. These applications shall be received by the Supreme Court through the Office of the Court Administrator (OCA) within the period of acceptance of application.

- The Presiding Judge/Acting Presiding Judge shall conduct preliminary evaluation of all applicants. Those initially found qualified and who meets the minimum qualification requirement of said vacancy shall be considered. For guidance and reference quoted herewith are the Qualification Standards for each position.

- The Presiding Judge/Acting Presiding Judge shall submit to the Supreme Court their recommendee for appointment to the resulting vacancy together with all other applicants received in their court through the Executive Judge. The Executive Judge shall within five (5) days from receipt thereof transmit the same to the Office of the Court Administrator through the Office of Administrative Services for inclusion in the deliberation of the Selection and Promotion Board for the Lower Courts (SPB-LC), thirty (30) days before the compulsory retirement date.

- The Presiding Judge/Acting Presiding Judge shall see to it that the applications forwarded to the Supreme Court must be accompanied by the following:

A. Duly accomplished Personal Data Sheet (2 copies with picture).

- B. Certified Xerox copy of eligibility, if necessary.
- C. Certified Xerox copy of transcript of school records.
- D. Certified Xerox copy of Birth Certificate.
- E. Certificate of Posting of Vacancy issued by the Presiding Judge.

- Amended Qualification Standards as of August 10, 1999.

Position Title

SG

Salary

Rate

Educational

Requirement

Experience

Requirements

Training

Requirement

Eligibility

Clerk of Court VII

26

257,388

Bachelor of Laws

3-years of

relevant

experience

16-hours of relevant training

RA1080

Clerk of Court VI

25

247,488

Bachelor of Laws

2-years of

relevant

experience

8-hours of relevant training

RA1080

Clerk of Court V

24

237,972

Bachelor of Laws

1-year of relevant experience

4-hours of relevant training

RA1080

Clerk of Court IV

23

228,804

Bachelor of Laws

2-years of relevant experience

8-hours of relevant training

Career Service (Professional) Second Level Eligibility

Clerk of Court III

22

220,008

Bachelor of Laws

1-year of relevant experience

4-hours of relevant training

Career Service (Professional) Second Level Eligibility

Clerk of Court II

18

181,044

Bachelor's degree relevant to the job

None Required

None Required

Career Service (Professional) Second Level Eligibility

Administrative

Officer V

24

237,972

Masteral Degree

4-years of relevant experience

24 hours of relevant training

Career Service (Professional) Second Level Eligibility

Records Officer V

24

237,972

Masteral Degree

4-years of relevant experience

24 hours of relevant training

Career Service (Professional) Second Level Eligibility

Administrative
Officer IV

22

220,008

Bachelor's Degree

3-yearsof
relevant
experience

16-hours of relevant trnining

Career Service (Professional) Second Level Eligibility

Records Officer
IV

22

220,008

Bachelor's
Degree

3-years of
relevant
experience

16-hours of relevant training

Career Service (Professional) Second Level Eligibility

Social Welfare

Officer III

18

181,044

Bachelor's

Degree relevant to the job

2-years of

relevant

experience

8-hours of relevant training

Career Service (Professional) Second Level Eligibility

Records Officer

III

18

181,044

Bachelor's

Degree

2-years of

relevant

experience

8-hours of relevant training

Career Service (Professional) Second Level Eligibility

Supply Officer III

18

181,044

Bachelor's

Degree

2-years of

relevant

experience

8-hours of relevant training

Career Service (Professional) Second Level Eligibility

Administrative Officer III

18

181,044

Bachelor's
Degree

2-years of
relevant
experience

8-hours of relevant training

Career Service (Professional) Second Level Eligibility

Cashier III

18

181,044

Bachelor's
Degree

2-years of
relevant
experience

8-hours of relevant training

Career Service (Professional) Second Level Eligibility

Librarian III

18

181,044

Bachelor's
Degree Library Science
or Information Science or Bachelor of Science in Education/Arts major in Library Science

2-years of
relevant
experience

8-hours of relevant training

RA 1080

Human Resource Management Officer III

18

181,044

Bachelor's

Degree

2-years of
relevant
experience

8-hours of relevant training

Career Service (Professional) Second Level Eligibility

Statistician III

18

181,044

Bachelor's
Degree relevant to the job

2-years of
relevant
experience

8-hours of relevant training

Career Service (Professional) Second Level Eligibility

Sheriff VI

18

181,044

Completion of 2-years studies in college

4-years of
relevant
experience

24-hours of relevant training

Career Service (Sub-Professional) First Level Eligibility

Clerk of Court I

15

152,004

Bachelor's
Degree relevant to the job

None Required

None Required

Career Service (Professional) Second Level Eligibility

Sheriff V

18

152,004

Completion of two years studies in college

3-years of
relevant
experience

16-hours of relevant training

Career Service (Professional) First Level Eligibility

Records Officer II

14

143,388

Bachelor's
Degree

1-year of
relevant
experience

4-hours of relevant training

Career Service (Professional) Second Level Eligibility

Supply Officer II

14

143,388

Bachelor's
Degree

1-year of
relevant
experience

4-hours of relevant training

Career Service (Professional) Second Level Eligibility

Records Officer I

10

113,592

Bachelor's
Degree

None Required

None Required

Career Service (Professional) Second Level Eligibility

Court Legal Researcher II

12

127,620

Bachelor's

Degree relevant to the job

1-year of
relevant
experience

4-hours of relevant training

Career Service (Professional) Second Level Eligibility

Human Resource Management Officer II

15

152,004

Bachelor's

Degree

1-year of
relevant
experience

4-hours of relevant training

Career Service (Professional) Second Level Eligibility

Administrative Officer II

15

152,004

Bachelor's

Degree

1-year of
relevant
experience

4-hours of relevant training

Career Service (Professional) Second Level Eligibility

Administrative Officer I

11

120,396

Bachelor's
Degree

None Required

None Required

Career Service (Professional) Second Level Eligibility

Social Welfare Officer I

15

152,004

Bachelor's
Degree

1-year of
relevant
experience

4-hours of relevant training

Career Service (Professional) Second Level Eligibility

Cashier II

14

143,388

Bachelor's
Degree

1-year of
relevant
experience

4-hours of relevant training

Career Service (Professional) Second Level Eligibility

Librarian II

14

143,388

Bachelor's
Degree Library Science

or Information Science or Bachelor of Science in Education/Arts major in Library Science

1-year of

relevant
experience

4-hours of relevant training

RA 1080

Librarian II

10

113,592

Bachelor's
Degree Library Science
or Information Science or Bachelor of Science in Education/Arts major in Library Science

None Required

None Required

RA 1080

Human Resource Management Officer I

11

120,396

Bachelor's
Degree

None Required

None Required

Career Service (Professional) Second Level Eligibility

Statistician I

11

120,396

Bachelor's
Degree relevant to the job

None Required

None Required

Career Service (Professional) Second Level Eligibility

Sheriff IV

12

127,620

Completion of two years studies in college

1-year of
relevant
experience

4-hours of relevant training

Career Service (Professional) First Level Eligibility

Sheriff III

10

113,592

Completion of two years studies in college

None Required

None Required

Career Service (Professional) First Level Eligibility

Interpreter III

12

127,620

Bachelor's
Degree

None Required

None Required

Career Service (Professional) Second Level Eligibility

Interpreter II

10

113,592

Bachelor's
Degree

None Required

None Required

Career Service (Professional) Second Level Eligibility

Interpreter I

8

99,528

Completion of two years studies in college

None Required

None Required

Career Service (Professional) First Level Eligibility

Court Stenographer III

12

127,620

Completion of two years studies in college

2-years of relevant experience

8-hours of relevant training

Career Service (Professional) First Level Eligibility

Court Stenographer II

10

113,592

Completion of two years studies in college

None Required

None Required

Career Service (Sub-Professional) First Level Eligibility

Assitant Statistician

9

106,488

Completion of two years studies in college

1-year of relevant experience

4-hours of relevant training

Career Service (Sub-Professional) Second Level Eligibility

Clerk IV

8

99,528

Completion of two years studies in college

1-year of relevant experience

4-hours of relevant training

Career Service (Sub-Professional) First Level Eligibility

Human Resource Management Assistant

8

99,528

Completion of two years studies in college

1-year of relevant experience

4-hours of relevant training

Career Service (Sub-Professional) First Level Eligibility

Clerk III

6

86,928

Completion of two years studies in college

None Required

None Required

Career Service (Sub-Professional) First Level Eligibility

Clerk II

4

74,532

Completion of two years studies in college

None Required

None Required

Career Service (Sub-Professional) First Level Eligibility

Cash Clerk III

8

99,528

Completion of two years studies in college

None Required

None Required

Career Service (Sub-Professional) First Level Eligibility

Cash Clerk II

6

86,928

Completion of two years studies in college

None Required

None Required

Career Service (Sub-Professional) First Level Eligibility

Process Server

5

80,496

High School graduate

None Required

None Required

None Required (Mc 11, s.96-cat III)

Junior Process

Server

3

69,012

High School graduate

None Required

None Required

None Required (Mc 11, s.96-cat III)

Utility Worker

1

58,080

Must be able to read and write

None Required

None Required

None Required (Mc 11, s.96-cat III)

For strict compliance

May 7, 2003.Untitled Document

PRESBITERO J. VELASCO, JR.

Court Administrator

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