

OCA CIRCULAR NO. 59-2013, May 06, 2013

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TO : ALL JUDGES AND COURT PERSONNEL OF THE LOWER COURTS

SUBJECT:

GUIDELINES ON REQUESTS FOR TRAVEL AUTHORITY AND EXTENSION OF TRAVEL ABROAD

To lessen the delay and to expedite the processing of requests for travel authority and extension of travel abroad of judges and lower court personnel, the following guidelines shall be observed: .

1. All judges and personnel of the lower courts who plan to travel abroad, regardless of the number of days, must secure a Travel Authority from the Supreme Court through the Office of the Court Administrator (OCA). The following documents shall be submitted:

(a) For Judges:

- Letter-request addressed to the Court Administrator stating the purpose of the travel abroad;
- Properly accomplished Application For Leave (C.S. Form No. 6) covering the period of the travel abroad with the favorable recommendation of the Executive Judge, or the Deputy Court Administrator or Assistant Court Administrator in-charge of the area of jurisdiction if the applicant is the Executive Judge; and
- Certification from the Statistics Division, Court Management Office, OCA as to the case docket of the court.

(b) For Court Personnel:

- Letter-request addressed to the Court Administrator stating the purpose of the travel abroad;
- Properly accomplished Application For Leave (C.S. Form No. 6) covering the period of the travel abroad with the favorable recommendation of the Executive Judge (for those in the Office of the Clerk of Court), or the Presiding Judge (for those in the court branches), or the Clerk of Court as delegated by the Executive Judge/Presiding Judge in writing;
- Clearance as to Money and/or Property Accountability;

- Clearance as to pending criminal and/or administrative case/s filed against the applicant, if any;
- Clearance as to pending stenographic notes for transcription from the applicant's court and from the Court of Appeals, for Court Stenographers; and
- Approved Supreme Court (SC) Certificate of Clearance, in case the period of travel results in the applicant's incurrence of leave without pay in excess of one (1) month (Sec. 57 of the Omnibus Rules on Leave) or thirty (30) calendar days.

2. The complete documentary requirements must be submitted to and received by the OCA not earlier than two (2) months before the intended departure date but not later than ten (10) working days before said date. Otherwise, the request shall not be entertained.

3. Pursuant to A.M. No. 09-7-03-O (Setting the Maximum Period of Vacation Leave of Lower Court Officials and Personnel) dated February 01, 2011, the maximum period for vacation leave of absence including the extension thereof, whether to be spent abroad or within the Philippines, is thirty (30) working days, except in cases of study leave/scholarship grants or sick leave with medical certificate.

4. Request for extension of the Travel Authority, together with the corresponding properly accomplished leave application and other supporting documents, as the case may be, must be submitted to and received by the OCA at least ten (10) working days before the expiration of the period covered by the previous Travel Authority. Otherwise, the request shall not be entertained.

5. The salaries and benefits of the concerned official or employee shall be withheld without prior notice to avoid overpayment in case of incurrence of one (1) day vacation leave without pay to be spent abroad or in excess of thirty (30) calendar days vacation leave without pay to be spent within the Philippines, including the period of the extension thereof. The release of the withheld salaries and benefits shall be directed only upon the applicant's submission of a certification issued by the Executive Judge (for those in the Office of the Clerk of Court), or the Presiding Judge (for those in the court branches), or the Clerk of Court as delegated by the Executive Judge/Presiding Judge in writing, stating that the applicant has reported back to work. Said certification shall be accompanied by the applicant's DTR, if applicable. In the case of judges, the release of salaries and benefits shall be effected upon submission of a certification executed by the concerned judge stating that he/she has reported back to work.

6. Judges and court personnel who shall leave the country without a Travel Authority or extend his/her travel abroad without the approval of the extension of his/her Travel Authority shall be subject to disciplinary action, and all corresponding absences incurred shall be considered as unauthorized leave of absence.

All judges and lower court personnel are hereby ENJOINED to strictly observe these guidelines.

All prior circulars, orders, and other issuances inconsistent with this Circular are hereby revoked.

This Circular shall take effect immediately.

06 May 2013

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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