

CREATING TASK FORCES TO PREPARE A PERSONNEL MANUAL AND A FINANCIAL INTERNAL CONTROL MANUAL FOR THE SUPREME COURT AND THE LOWER COURTS

SC ADMINISTRATIVE CIRCULAR NO. 18-99, November 15, 1999

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To ensure effective, efficient and expeditious official actions on personnel and financial matters, it is necessary to promulgate (1) Personnel Manual and (2) Manual for Financial Internal Control for the Supreme Court and the lower courts which shall rationalize and streamline the guidelines/procedures in such matters.

The Personnel Manual may contain chapters on the following:

- Constitutional and statutory history and powers and functions of the Supreme Court and the lower courts
- Personnel policies and procedures in recruitment, employment, and filling up of vacancies
- Nature and status of appointments and their effectivity
- Revocation of appointments
- Selection and Promotions Board
- Employees' personal records
- Office attendance and overtime services
- Leaves
- Office decorum
- Administrative discipline
- Training programs
- Performance evaluation system
- Rules on the adjustment of complaints and grievances
- Official documents, transactions and communications and records
- Use of equipment and facilities
- Property accountability
- Office control and security measures
- Employees' benefits, privileges and services
- Official travel

- Employees' organizations and activities, etc.

The Manual for Financial Internal Control may contain chapters on the following matters:

- Cash
- Property
- Expenditures and disbursements
- Internal audit unit
- Budgeting system
- Internal reporting system, etc.

For these purposes, the following Task Forces are hereby created which shall be responsible in the preparation of the Manuals.

TASK FORCE ON PERSONNEL MANUAL

Chairman

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Adelaida Cabe-Baumann

Co-Chairman

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Ma. Corazon M. Molo

Vice-Chairman

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Rowena C. Benipayo

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TASK FORCE ON INTERNAL FINANCIAL CONTROL MANUAL

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Agripina A. Bumanglag

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Araceli Bayuga

Policarpio Felicidadario, Jr.

Ursula Editha San Pedro

Adoracion Yulo

Hedeliza Alcaraz

Each Chairman is authorized to designate a Secretary, Assistant Secretary and an aide who must be employees of any of the offices of the Supreme Court.

To expedite the preparation of the Manuals, the Task Forces may use as guide the Personnel Manual and Manual for Financial Internal Control adopted by the COMELEC when the Chief Justice was its Chairman. Copies thereof shall be furnished the Task Forces.

The Task Forces shall submit the drafts of the Manuals on or before 29n February 2000.

15 November 1999.

(Sgd.)HILARIO G. DAVIDE, JR.

Chief Justice

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