

SC CIRCULAR NO. 27-99, May 31, 1999

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31 May 1999

TO:

ALL COURT PERSONNEL

SUBJECT

EDUCATIONAL SUPPORT PROGRAM (ESP) FOR THE EMPLOYEES OF THE LOWER COURTS AND THE OFFICE OF THE COURT ADMINISTRATOR

In its Resolution dated 27 April 1999 in Administrative Matter No. 99-3-101-RTC, the Supreme Court en banc resolved to establish the Educational Support Program (ESP) for the employees of the lower courts and/the Office of the Court Administrator who wish to take the Bar examinations. The ESP shall enable all court personnel taking the Bar examinations to go on official study leave for six (6) months, subject to the following conditions prescribed in the 27 April 1999 Resolution:

- "(a) The employee must be a holder of a permanent item in the judiciary;
- (b) He/She must have rendered at least three (3) years of government service;
- (c) Prior to the months of intended leave, he/she should have at least a performance rating of VERY SATISFACTORY;
- (d) Only one employee from every office, division/branch must be recommended by his/her immediate supervisor for study leave each year;
- (e) After taking the bar examination, said employee must render at least three (3) years of service in the judiciary, otherwise he shall reimburse all the salaries/benefits received during the six (6) month period;
- (f) This privilege can be availed of by the bar examinee only once in every three years;
- (g) In case the applicant is a stenographer, the branch clerk of court shall issue a certification attesting that he/she has no pending untranscribed transcript of stenographic notes, and
- (h) All applications must be filed at least two (2) months before the start of the official six (6) months study leave."

In accordance with the 27 April 1999 Resolution, an Educational Support Program Committee has been constituted in this Office to evaluate all applications filed under the ESP and to submit its recommendation to the

Court Administrator. Should an application be approved, a Contract of Undertaking shall be executed between this Office and the grantee.

All inquiries shall be sent to and applications (in the application form prescribed by the ESP Committee) and the required supporting documentation shall be filed with ~

The Secretary-Recorder
Educational Support Program Committee
Office of Administrative Services
Office of the Court Administrator
Supreme Court Old Building
Taft Avenue, Ermita '
Manila.

For information and guidance.

(SGD.) ALFREDO L. BENEPAYO

Court Administrator

Form No. 1

(Application Form)

ESPC Form No. 1 (see image after page 2 of CIRCULAR NO. 27-99)

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