

OCA CIRCULAR NO. 175-2003, November 13, 2003

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TO:

ALL CLERKS OF COURT OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS
MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL
COURTS, SHARI'A DISTRICT COURTS, AND SHARI'A CIRCUIT COURTS

SUBJECT:

CREATION OF PERSONNEL RECORDS (201 FILES) IN THE LOWER COURTS

Original documents pertaining to the employment of lower court officials and employees shall be filed and maintained in the Records Division, Office of Administrative Services, Office of the Court Administrator, Supreme Court. However, to enable the lower courts to have their own employment records files, all Clerks of Court are hereby directed to create and maintain a 201 File system of their officials and personnel in their respective stations from copies of the original documents. The Clerks of Court shall be the official custodians of said 201 Files under the supervision and control of their respective Presiding Judges/Executive Judges.

For purposes of strict control and to maintain the confidentiality of the records, the following guidelines shall be observed:

- Documents-to be filed in the 201 file folders:

A. Appointment papers:

- a.. Birth Certificate
- b. School Records (Transcript of Records, Diploma, Certifications)
- c. Personal Data Sheet
- d. Appointment with attestation by the Civil Service Commission
- e. Oath of Office
- f.. Certificate of assumption
- g. Job description

B. Sworn Statements of Assets, Liabilities and Net worth

C. Leave applications such as:

- a. Maternity leave;
- b. Leave for travel abroad
- c. Sick or vacation leave granted without pay regardless of the number of days;
- d. Sick or vacation leave exceeding 30 days, regardless of whether approved with pay or without pay;
- e. Monetization of leave credits; and
- f. Terminal leave

D. Service Records and Certificate of Employment from other government agencies that will be useful for retirement or terminal leave purposes

E. Clearances

F. Performance Ratings

G. Memoranda, Court Resolutions, Compliance, Decision. Judgments

H. All personnel actions

I. Others

- The document shall be placed in each 201 file folder of the official/personnel concerned properly paged and indexed (see attached form).

- Granting of request for copies of documents in the 201 File with the Personnel Records shall be limited to the concerned officials, and employees of the lower courts or their authorized representative and Executive Judges duly authorized by the OCA/SC to conduct an investigation in connection with an administrative complaint involving lower court officials and personnel. Request coming from other court officials and personnel and parties who are not employees of the lower courts should be referred to the OCA.

- The request which shall state the purpose therefor shall be approved by the Presiding Judge/Executive Judge.

- An employee who wishes to look into his 201 file may be allowed to do so within the premises of the court/office under the supervision of the Clerk of court or his officially designated representative. In no case shall any other person be allowed to look into a 201 file not pertaining to his own.

For immediate compliance

13 November 2003

PRESBITERO J. VELASCO, JR.

Court Administrator

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