

AUTHORIZING THE CONDUCT OF AN ORIENTATION PROGRAM FOR NEWLY-APPOINTED SHERIFFS IN THE FIRST AND SECOND LEVEL COURTS

SC ADMINISTRATIVE CIRCULAR NO. 53- 2003, October 20, 2003

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WHEREAS, sheriffs are frontline representatives of the Judiciary in the administration of justice, they being called upon to serve court processes, writs, and orders or judgments;

WHEREAS, to preserve and enhance public trust and confidence in the justice system, sheriffs, for their part, must discharge their duties faithfully and with due care and the utmost diligence;

WHEREAS, in a letter dated 12 January 2001, Mr. Elmer Diokno, President of the Manila RTC Sheriffs Association, submitted several proposals aimed at enhancing and maintaining the efficiency of sheriffs, among which is for newly-appointed sheriffs to be permitted to seek the assistance and guidance of an experienced sheriff in the performance of their duties and responsibilities, particularly in the implementation of court writs;

WHEREAS, in its Resolution of 17 September 2002 in A.M. No. 01-4-237-RTC, this Court found the said proposal to be well taken and recognized the need for immersion programs for newly-appointed sheriffs to facilitate their integration in the judicial system;

WHEREAS, pursuant to the said Resolution, the Office of the Court Administrator (OCA), with the support of the Philippine Judicial Academy (PHILJA), proposed that an orientation program for newly-appointed sheriffs be conducted in all first and second level courts.

NOW, THEREFORE, the conduct of an orientation program for newly-appointed sheriffs is hereby AUTHORIZED, with the following as guidelines:

The orientation program shall be conducted by the Executive Judge exercising administrative supervision over the newly-appointed sheriffs, with the assistance of the Clerks of Court, to commence within five days from receipt of notice from the Office of Administrative Services, Office of the Court Administrator (OAS-OCA).

The orientation program shall be for a period of seven days, to be conducted in the following manner:

- For the first two days, the Executive Judge or the Clerk of Court (Ex-Officio Sheriff) shall give a lecture on the following subjects:

- Rule 39 of the Rules of Court;
- Relevant Supreme Court and OCA Memoranda and Circulars;
- Relevant recent decisions of the Supreme Court; and
- Code of Judicial Conduct and Ethical Standard (R.A. No. 6917).

- For the remaining five days, the newly appointed sheriffs shall be made to observe and assist an incumbent and experienced sheriff in the actual discharge of the latter's duties and functions. The incumbent sheriff shall be

assigned by the Executive Judge for the purpose.

A certificate of completion of the program shall be issued by the Executive Judge to the newly appointed sheriffs, certifying that they have undergone and completed the seven days Orientation Program for Newly Appointed Sheriffs. A copy of the certificate shall be submitted to the OAS-OCA as one of the requirements for the processing of their initial salary.

These Guidelines shall take effect immediately for compliance of all concerned.

This Administrative Circular shall take effect upon its issuance.

Issued this 20th day of October 2003.

(Sgd.) HILARIO G. DAVIDE, Jr.

Chief Justice

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