

OCA CIRCULAR NO. 74-2010, May 21, 2010

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TO:

ALL JUDGES AND COURT PERSONNEL

SUBJECT:

GUIDELINES IN THE SUBMISSION OF APPLICATIONS FOR APPOINTMENT IN THE LOWER COURTS

Item 2(b), Part V of the Amended Revised Administrative Circular No. 50-2001 Establishing the Merit Selection and Promotion Plan for the Lower Courts (MSPP-LC) provides that:

"2. Publications of Vacant Positions

xxx

b. Notify the Clerk of Court to post notices of vacancies.

Within five days from the notification, the Clerk of Court shall post notices of vacancies to be filled in three conspicuous places in the court's premises for ten (10) working days. The notice shall specify the qualification standards and requirements for the position.

Within two months from the expiration of the ten-day period of posting, the following guidelines shall be observed:

a. The Presiding Judge or Acting Presiding Judge shall submit all applications, with or without recommendation, to the Executive Judge.

b. The Executive Judge shall indorse all applications, with or without recommendation, to OAS-OCA within five days from receipt thereof.

xxx"

For the guidance of all concerned and to fix the period in the submission of applications, the following procedures shall be observed:

1. Before posting the Notice of Vacancy, the Executive Judge (for vacancies in the Office of the Clerk of Court) or the Presiding Judge (for vacancies in the branch or station), shall wait for the notification from the Office of Administrative Services, Office of the Court Administrator (OAS-OCA) except in the following instances:

- 1.vacancies in the newly created courts;
- 2.renewal of temporary appointments;
- 3.reappointment or reemployment (change of status of employment from temporary to permanent).

The OAS-OCA shall notify the Executive Judge/Presiding Judge to direct the Clerk of Court of the Office of the

Clerk of Court/Clerk of Court of the branch or station, to post notices of vacancies within five (5) days from receipt of the approval by the Chief Justice of the authority to fill vacancies in the lower courts. Within five (5) days from receipt of the notice, the Executive Judge/Presiding Judge shall immediately inform the OAS-OCA of the date of the start of posting.

2. The notice of vacancy shall be posted in three (3) conspicuous places in the court's premises and in other public places for at least ten (10) consecutive working days. It shall include the qualification standards for the position and the checklist of requirements prepared by the OAS-OCA, necessary for the evaluation of the application. Within two (2) months from the expiration of the ten (10) day period for posting, the applicant/s shall submit the requirements to the judge where the vacancy exists.

3. All applications, together with the complete or incomplete requirements received by the Executive Judge/Presiding Judge, shall be indorsed to the OAS-OCA within the two-month period following the expiration of the ten-day period for posting. The indorsement shall be accompanied by a certification, under oath, by the Executive Judge/Presiding Judge that the list submitted contains the name/s of all applicant/s who applied for the position.

The date of mailing shall be the determining factor to consider whether the indorsement was sent within the two-month period. For application/s personally filed before the OAS-OCA, the date of receipt by the OAS-OCA is the controlling factor.

4. All application/s directly filed with the OAS-OCA personally or sent through mail within the two-month period, shall be referred to the Executive Judge or Presiding Judge for comment and/or appropriate action within five (5) days from receipt of the application/s. The Executive Judge/Presiding Judge shall provide the applicant/s with a checklist of requirements to be submitted to the OAS-OCA within the same period of two (2) months following the expiration of the ten-day period for posting. Thereafter, the OAS-OCA shall evaluate all the applications and shall submit the list to the Selection and Promotion Board-Lower Courts (SPB-LC) within fifteen (15) days. Those with incomplete form or lacking requirement/s shall still be included in the list to be submitted to the SPB-LC with a notation as to the lacking form or requirement/s. If after assessment of competence and qualification of candidates, the applicant found by the SPB-LC to be the most qualified for the position applied for has incomplete form and/or lacking requirement/s, the SPB-LC may require the said applicant to accomplish the incomplete form and/or to submit the lacking requirement/s.

5. All application/s received from the OAS-OCA or personally filed with the Executive Judge/Presiding Judge after the aforesaid two-month period may still be endorsed by the Executive Judge/Presiding Judge to the OAS-OCA for submission to the SPB-LC. The name/s of the aforesaid applicant/s shall be included in the list of candidate/s as long as the resolution containing the list of candidate/s has not yet been submitted to the Court by the SPB-LC. A notation that the aforesaid application/s was/were submitted after the two-month period shall be indicated.

6. For this purpose, the Certification to be issued by the Clerk of Court that the vacant position to be filled has been posted in three (3) conspicuous places in the court's premises and other public places, such as:

- a) the Office of the Clerk of Court;
- b) branch of a court, for vacancies in the branch ;
- c) general bulletin board; and
- d) such other conspicuous places.

for a period of at least ten (10) working days in accordance with Rep. Act No. 7041 shall be made under oath and

shall indicate the date when the notice was posted and the public places where it was posted.

7. Henceforth, all courts shall follow the prescribed format of Notice of Vacancy and Certification of posting of vacancies. Copies of the aforesaid format are hereto attached for ready reference.

This circular shall take effect on July 1, 2010.

May 21, 2010.

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

CERTIFICATION OF POSTING OF VACANCY

This is to certify that the notice of vacancy for the position of _____ in the (court) has been posted for at least ten (10) consecutive working days from to _____ in the following public places:

1. _____
2. _____
3. _____

pursuant to R.A. 7041 (Publication of Vacant Positions in the Government).

Date

Clerk of Court
(Clerk of Court in the OCC for vacancies in the OCC)
(Clerk of Court in the branch for vacancies in the branch)

SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20__, affiant exhibiting to me his/her Supreme Court Identification Card No. _____.

Notary Public

Republic of the Philippines Court
____th Judicial Region

NOTICE OF VACANCY

Notice is hereby given that the position of _____, Item No. _____, SG _____ in the (court) is vacant. Applicant/s must possess the following qualifications:

Education:
Eligibility:
Experience:
Training:

Please submit your application/s, together with the complete requirements (see attached checklist of requirements) on or before (please specify exact date of the expiration of submission which is the end of the two month period following the lapse of the ten-day period for posting) to the Honorable, Executive Judge/Presiding Judge.

Date

Clerk of Court

(COC in the OCC for vacancies in the OCC)

(COC in the branch for vacancies in the branch)

Republic of the Philippines

Supreme Court

Office of the Court Administrator Manila

CHECKLIST OF REQUIREMENTS FOR APPOINTMENT IN THE LOWER COURTS

BASIC REQUIREMENT

- () Favorable recommendation of Presiding Judge and indorsement of Executive Judge (for vacant positions in the branch);
- () Favorable recommendation of the Executive Judge and Comment of the Clerk of Court on the application (for vacant positions existing in the Office of the Clerk of Court of a multiple sala court);
- () Updated three (3) properly accomplished Personal Data Sheet (CSC Form 212, revised 2005) with latest 3.5 cm x. 4.5. cm. (passport size) pictures;
- () Authenticated copy of Civil Service Eligibility from the CSC Regional Office and official receipt of payment of authentication (2 copies) (for positions requiring civil service eligibility);
- () Marriage Contract as certified by National Statistics Office (NSO), 2 copies (for married women);
- () Birth Certificate as certified by National Statistics Office (NSO), 2 copies; .
- () Certification by the Clerk of Court (COC in the OCC for vacancies in the OCC or COC in the branch for vacancies in the branch) that the position to be filled has been posted in three (3) conspicuous places in the court's premises for a period of ten (10) working days pursuant to RA No. 7041;
- () Properly accomplished Position Description Form (CSC Form No. 1);
- () Written manifestation on his/her willingness to accept and be appointed under a temporary appointment if he/she does not meet the experience and training requirements (for positions requiring work experience and/or training);
- () Proof of completion of Secretarial/Stenography course or units in Stenography for Stenographer positions;
- () Report of the result of the competency examination together with a copy of the shorthand . notes and transcription thereof, pursuant to OCA Circular No. 124-2004 (for stenographer positions only); Pis see attached copy of circular for particulars;
- () Authenticated copy of Transcript of School Records;
- () Certified photocopy of proof of completion of relevant training/seminar in a training institution accredited by the Civil Service Commission, 2 copies (if applicable);
- () Sworn Affidavit executed by applicant/recommendee that he/she has no relative(s) who is an incumbent employee in the said branch/office within the third civil degree of consanguinity or affinity;
- () Certification issued by the Clerk of Court duly certified by the Presiding Judge/Executive Judge as to his/her knowledge and proficiency in the use and operation of computers for Data Entry Machine Operator II position;
- () Bar Rating and Certificate of Membership in the Philippine Bar (for Clerks of Court requiring lawyer positions);

ADDITIONAL REQUIREMENTS

ORIGINAL APPOINTMENT/RE-EMPLOYMENT

- () Latest Medical Certificate (CSC Form No. 211) with attached original copy of laboratory results; if in case the same could not be submitted yet, the applicant for the meantime can submit affidavit that he/she is fit to work subject to the submission of the said medical certificate and laboratory results if appointed);

() Latest NBI Clearance;

TRANSFER FROM OTHER GOVERNMENT OFFICE INCLUDING THE SUPREME COURT, APPELLATE COURTS AND THE LOWER COURTS

() Clearance from present office on pending transcription of stenographic notes;

() Clearance from present office indicating no money and property accountabilities and no pending criminal and/or administrative cases;

() In cases of demotion in salary or in rank, written manifestation on his/her willingness to accept the position applied for;

() Latest Authenticated copy of service record;

() Latest Performance Rating;

() Certified photocopy of last approved appointment.

() Approved permission to seek transfer from the Presiding Judge/Executive Judge of the present station/office for lower court personnel/Presiding Justice for employees of the appellate courts/Chief Justice for employees of the Supreme Court.

POSITION TITLE

SG

SALARY

EDUCATIONAL REQUIREMENT

EXPERIENCE REQUIREMENT

TRAINING REQUIREMENT

ELIGIBILITY

RTC Judge

29

367,836

SDC Judge

29

367,836

MeTC Judge

28

353,688

MTCC Judge

27

340,080

MCTC Judge

26

327,000

MTC Judge

26

327,000

SCC Judge

26

327,000

Clerk of Court VII RTC (OCC 16-74 salas)

26

327,000

Bachelor of Laws

3-years of relevant experience

16-hours of relevant training

RA 1080

Clerk of Court VI RTC (single sala, OCC 2-15 salas, OCC Asst. Clerk of Court of 16-74 salas) MeTC (OCC, Manila 22-30 salas, Quezon City 11-15 salas) SDC (ssingle salas)

25

314,436

Bachelor of Laws

2-years of relevant experience

8-hours of relevant training

RA 1080

Clerk of Court V RTC (Br. Clerk of Court, OCC Asst. Clerk of Court 7-15 salas) MeTC (OCC Makati City 7-10 salas)

24

302,352

Bachelor of Laws

1-year of relevant experience

4-hours of relevant training

RA 1080

Clerk of Court IV MeTC(OCC of 2-6 salas, single sala)MTCC (OCC of 2-10 salas, single sala)

23

290,688

Bachelor of Laws

2-years of relevant experience

8-hours of relevant training

CS-P/2nd Level

Clerk of Court III MeTC (OCC, Asst. Clerk of Court, 5-30 salas, all branches) MTCC (OCC, Asst. Clerk of Court, 4-10 salas, all branches)

22

279,528

Bachelor of Laws

1-year of relevant experience

4-hours of relevant training

CS-P/2nd Level

Clerk of Court II MCTC (OCC of 2-3 salas & single sala) MTC (OCC of 2-3 salas & single sala) SCC (single salas)

18

230,016

Bachelor's degree relevant to the job

None required

None required

CS-P/2nd Level

Clerk of Court I MCTC (Br. Clerk of Court of 2-3 salas) MTC (Br. Clerk of Court of 2-3 salas)

15

193,116

Bachelor's degree relevant to the job

None required

None required

CS-P/2nd Level

Administrative Officer V RTC Manila (OCC of 73-74 salas)

24

302,352

Masteral Degree

4-years of relevant experience

24 hours of relevant training

CS-P/2nd Level

Administrative Officer IV RTC Manila (OCC of 73-74 salas)

22

279,528

Bachelor's degree

3-years of relevant experience

16-hours of relevant training

CS-P/2nd Level

Administrative Officer III RTC (OCC of 22-72 salas) MeTC Manila (OCC of 22-30 salas)

18

230,016

Bachelor's degree

2-years of relevant experience

8-hours of relevant training

CS-P/2nd Level

Administrative Officer II RTC (OCC of 16-72 salas) MeTC (OCC of 5-30 salas) MTCC (OCC of 7-10 salas)

15

193,116

Bachelor's degree

1-year of relevant experience

4-hours of relevant training

CS-P/2nd Level

Librarian 1 RTC (OCC of 4-6 salas) (16-21 salas)

10

144,312

Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science

None required

None required

RA-1080(Librarian)

Human Resource Management Officer III RTC Manila (OCC of 73-74 salas)

18

230,016

Bachelor's degree relevant to job

2-years of relevant experience

8-hours of relevant training

CS-P/2nd Level

Human Resource Management Officer II RTC Manila (OCC of 73-74 salas)

15

193,116

Bachelor's degree relevant to job

1-years of relevant experience

4-hours of relevant training

CS-P/2nd Level

Human Resource Management Officer I RTC Manila (OCC of 73-74 salas)

11

152,976

Bachelor's degree relevant to job

None required

None required

CS-P/2nd Level

Human Resource Management Assistant RTC Manila (OCC of 73-74 salas)

8

126,456

Completion of 2 years studies in college

1-year of relevant experience

4-hours of relevant training

CS-P/1st Level

Statistician III RTC Manila (OCC of 73-74 salas)

18

230,016

Bachelor's degree relevant to job

2-year of relevant experience

8-hours of relevant training

CS-P/2nd Level

Statistician II RTC (OCC of 23-74 salas)

15

193,116

Bachelor's degree relevant to job

None required

None required

CS-P/2nd Level

Statistician I RTC (OCC of 22-74 salas)

11

152,976

Bachelor's degree relevant to job

None required

None required

CS-P/2nd Level

Assistant Statistician RTC (OCC of 22-24 salas)

9

135,300

Completion of 2 years studies in college

1-year of relevant experience

4-hours of relevant training

CS-P/1st Level

Sheriff IV RTC (OCC, all branches & single sala)

12

162,144

Completion of 2 years studies in college

1-year of relevant experience

4-hours of relevant training

CS-P/1st Level

Sheriff III MeTC, MTCC (OCC, all branches & single sala) SDC (single sala)

10

144,312

Completion of 2 years studies in college

None required

None required

CS-P/1st Level

Court Legal Researcher II RTC (all branches & single sala) SDC (single sala)

15

193,116

Bachelor's degree relevant to the job

1-year of relevant experience

4-hours of relevant training

CS-P/2nd Level

Court Legal Researcher I MeTC, MTCC (all branches)

12

162,144

Bachelor's degree relevant to the job

None required

None required

CS-P/2nd Level

Interpreter III RTC (all branches & single sala) SDC (single sala)

12

162,144

Bachelor's degree

None required

None required

CS-P/2nd Level

Interpreter II MeTC, MTCC (all branches & single sala)

10

144,312

Bachelor's degree

None required

None required

CS-P/2nd Level

Interpreter I MTC, MCTC, SCC (all branches & single sala)

8

126,456

Completion of 2 years studies in college

None required

None required

CS-P/1st Level

Court Stenographer III RC (OCC, all branches & single sala)SDC (single sala)

12

162,1440

Completion of 2 years studies in college

2-years of relevant experience

8-hours of relevant training

CS-P/2nd Level

Court Stenographer II MeTC (OCC of 11-30 salas, all branches & single sala) MTCC (all branches & single sala)

10

144,312

Completion of 2 years studies in college

1-year of relevant experience

4-hours of relevant training

CS-P/1st Level

Court Stenographer I MTC, MCTC, SCC (all branches & single sala)

8

126,456

Completion of 2 years studies in college

None required

None required

CS-P/1st Level

Data Entry Machine Operator II RTC (OCC & single sala)

8

126,456

Completion of 2 years studies in college

1-year of relevant experience

4-hours of relevant training

CS-P/1st Level

Clerk IV RTC (OCC of 2-6, 11-15, 31-74 salas) MeTC (OCC of 2-3,22-30 salas) MTCC (OCC of 2-10 salas all branches & single sala) MTC, MCTC (OCC of 2-3 salas)SDC (single sala)

8

126,456

Completion of 2 years studies in college

1-year of relevant experience

4-hours of relevant training

CS-P/1st Level

Clerk III RTC (all branches & single sala) MeTC, MTCC (OCC & all branches) MTC, MCTC (OCC of 2-3 salas) SDC (single sala)

6

110,448

Completion of 2 years studies in college

None required

None required

CS-P/1st Level

Clerk II RTC (OCC 7-15, 22-30, 73-74 salas) MTC, MCTC, SCC (all branches & single sala)

4

94,692

Completion of 2 years studies in college

None required

None required

CS-P/1st Level

Cash Clerk III RTC (OCC 4-15, 31-74 salas) MeTC (OCC of 4-30 salas & single sala) MTCC (OCC of 4-10 salas & single sala)

8

126,456

Completion of 2 years studies in college

1-year of relevant experience

4-hours of relevant training

CS-P/1st Level

Cash Clerk II RTC (OCC 2-3, 22-30 salas) MeTC (OCC of 2-3 & 7-10 salas) MTC, MCTC (OCC of 2-3 salas)

6

110,448

Completion of 2 years studies in college

None required

None required

CS-P/1st Level

Process Server RTC (OCC, all branches & single sala) MeTC, MTCC (OCC, all branches & single sala) SCC (single sala)

5

102,264

High School graduate

None required

None required

None required

Junior Process Server MTC, MCTC (OCC, all branches & single sala) SCC (single sala)

3

87,684

High School graduate

None required

None required

None required

Utility Worker I all courts (OCC, all branches & single sala)

1

73,788

Must be able to read and right

None required

None required

None required

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