

ADMINISTRATIVE CIRCULAR NO. 02-2007, January 12, 2007

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TO: ALL JUDGES, OFFICIALS, AND EMPLOYEES OF THE TRIAL COURTS

SUBJECT: REITERATION OF ADMINISTRATIVE CIRCULAR NO. 2-99 DATED JANUARY 15, 1999 ON "STRICT OBSERVANCE OF WORKING HOURS AND DISCIPLINARY ACTION FOR ABSENTEEISM AND TARDINESS"

In view of the complaints received by this Office, on the non-observance by some judges and court personnel of the prescribed office hours, Administrative Circular No. 2-99 dated January 15, 1999 with modifications is hereby reiterated for strict compliance.

By reason of the nature and functions of their office, the officials and employees of the Judiciary must be role models in the faithful observance of the constitutional canon that public office is a public trust. Inherent in this mandate is the observance of prescribed office hours and the efficient use of every moment thereof for public service, if only to recompense the Government, and ultimately, the people, who shoulder the cost of maintaining the Judiciary.

I. Accordingly, all courts must observe the following office hours, without, however, prejudice to the approved flexi-time of certain personnel;

MONDAY TO FRIDAY

8:00 A.M. to 12:00 NN

1:00 P.M. to 5:00 P.M.

SATURDAY

A.

The Executive Judges of the MeTCs and MTCCs with multiple branches shall assign by rotation the judges of the said branches to report for duty on Saturdays from eight o'clock in the morning to one o'clock in the afternoon, assisted by a skeletal force of the personnel, also on rotation, primarily to act on petitions for bail and other urgent matters.

The Executive Judges shall act on petitions for bail and other urgent matters on Saturday afternoons after one o'clock in the afternoon, Sundays, official holidays and 1 special days. Should bail be granted and the applicant deposits cash as bail, the Executive Judge shall acknowledge in writing and issue a temporary receipt therefor and shall remit immediately the amount received to the Clerk of Court who shall issue the appropriate official receipt

therefore on the next succeeding business day.

Executive Judges of the RTCs shall assign by rotation the judges of the MTCs in multiple-branch stations and MCTCs within their respective territorial areas to report for duty on Saturdays from eight o'clock in the morning to one o'clock in the afternoon, assisted by a skeletal force of the personnel, also on rotation, primarily to act on petitions for bail and other urgent matters. (A.M. No. 03-8-02-SC, dated January 27, 2004)

B.

Court offices (e.g., Office of the Clerk of Court) and units which deal directly with the public, such as receiving, process-serving and cashier's units, shall maintain a skeletal force on Saturdays from 8:00A.M. to 12:00 noon, and from 12:30 P.M. to 4:30 P.M. Those assigned to work on Saturdays shall be notified of their assignment at least three days in advance. An employee so assigned shall have a full day-off the following week on a day to be specified by the Justice/Judge concerned. (Manual for Clerk of Courts, Chapter II, Section A, 1.)

II.

Absenteeism and tardiness, even if such do not qualify as "habitual" or "frequent" under Civil Service Commission Memorandum Circular No. 04, Series of 1901, shall be dealt with severely, and any falsification of daily time records/bundy cards to cover-up for such absenteeism and/or tardiness shall constitute gross dishonesty or serious misconduct.

III.

Executive Judges shall strictly monitor compliance with this Circular by the judges and personnel under their administrative supervision.

IV.

The Court Administrator through the Deputy Court Administrators and Assistant Court Administrators shall likewise monitor compliance by Executive Judges and Judges under their area of administrative supervision.

For your guidance and strict compliance.

12 January 2007.

(Sgd)REYNATO S. PUNO

Chief Justice

TCB/MCB/mtpo/c/mbc/administrative circular no. 2006(2-99)

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