

OCA CIRCULAR NO. 92-2007, September 20, 2007

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TO:

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

SUBJECT:

DEFERMENT OF THE CONTINUOUS IMPROVEMENT OF PERFORMANCE AND ACCOMPLISHMENT GAUGE (CIPAG)

For the information and guidance of all concerned, quoted hereunder is the Resolution of the Court En Bane dated August 21, 2007, in "Re: Deferment of the Continuous Improvement of Performance and Accomplishment Gauge (CIPAG)."

"Re: Deferment of the Continuous Improvement of Performance and Accomplishment Gauge (CIPAG) — The Court Resolved, upon the recommendation of Assistant Court Administrator Nimfa C. Vilches, Chair, OCA Performance Evaluation Review Committee with recommending approval of Court Administrator Christopher O. Lock, to DEFER the implementation of the Continuous Improvement of Performance and Accomplishment Gauge (CIPAG), and ALLOW the continued use of the old performance evaluation system, until the new performance evaluation for the entire judiciary is implemented."

In consonance with the above Resolution, the following guidelines are hereby issued for all lower courts :

- For those who have submitted their performance rating for the rating period January to June 2007 using the CIPAG Forms, they shall submit another performance rating using the old performance rating form.
- All lower court employees are therefore hereby enjoined to submit their performance rating using the old performance rating form for ;i.e rating period January to June 2007 within fifteen (15) days from receipt of this Circular.
- The Performance Evaluation Review Committee in the Lower Courts (PERC-LC), created pursuant to OCA-Circular No. 94-2001 dated December 11, 2001 , shall continue to resolve protests of lower court employees regarding ratings obtained.
- Appeals
 - (a) An employee who feels aggrieved or dissatisfied with his final performance rating can file a protest with the Performance Evaluation Review Committee in the Lower Courts (PERC-LC) within ten (10) days from the date of receipt of the performance rating forms.
 - (b)The PERC-LC shall resolve the protest within fifteen days (15) days from receipt of the protest.
 - (c) In the event that the employee is dissatisfied with the resolution of the PERC-LC on his performance rating,

he may appeal the PERC-LC resolution to the Office of the Court Administrator Performance Evaluation Review Committee (OCA-PERC), indicating the reasons therefor, copy furnished his supervisor, next higher supervisor and the PERC-LC Chairperson.

(d) The appeal shall be made within fifteen (15) days from receipt of the the PERC-LC Resolution, otherwise it shall be deemed as a waiver of such right to appeal.

(e) The OCA-PERC shall resolve the appeal within thirty (30) days from the date it is submitted for resolution.

Strict compliance herewith is hereby enjoined.

September __20__, 2007.Untitled Document

CHRISTOPHER O. LOCK

Court Administrator

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