

OCA CIRCULAR NO. 105-2004, September 02, 2004

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TO:

ALL LOWER COURT PERSONNEL

SUBJECT:

ADDITIONAL REQUIREMENTS FOR AVAILING OF STUDY LEAVE BENEFITS UNDER EDUCATIONAL SUPPORT PROGRAM FOR THE LOWER COURTS

In the implementation of the Educational Support Program for the Lower Courts (ESP-LC), many lower court employees granted study leave benefits who do not complete the service obligation required in the Contract of Undertaking they entered into with the Office of the Court Administrator fail to make the required refund of the salaries and benefits they had received while on study leave.

To ensure that the beneficiary's obligation for refund is complied with, the Educational Support Program Committee for the Lower Courts (ESPC-LC), with the approval of the Court Administrator, adopts the policy of the Personnel Development Committee of the Supreme Court requiring study leave applicants to submit a Guarantor's Undertaking, with the modification that such Undertaking be executed by five (5) employees of the Supreme Court or Lower Courts with permanent appointments who shall assume joint and several liability for the grantee's monetary obligations in case of non-fulfillment of the conditions in the Contract of Undertaking.

In view thereof, all ESP-LC study leave applicants are hereby required to submit a duly accomplished Guarantors' Undertaking as prescribed herein simultaneously with the study leave application and other requirements

For your information and guidance.

__02__ September 2004.

PRESBITERO J. VELASCO, JR.

Court Administrator

ESPC FORM NO. 4

**EDUCATIONAL SUPPORT PROGRAM
FOR THE LOWER COURTS**

GRANTOR'S UNDERTAKING**KNOW ALL MEN BY THESE PRESENTS:**

_____ ,

_____ ,

(Name of Applicant)

(Position)

_____ , we,

(Court/Station)

1. NAME: _____

POSITION/STATUS OF APPOINTMENT: _____

TELEPHONE NO.: _____

HOME ADDRESS: _____

TELEPHONE NO./CELLPHONE NO.: _____

2. NAME: _____

POSITION/STATUS OF APPOINTMENT: _____

TELEPHONE NO.: _____

HOME ADDRESS: _____

TELEPHONE NO./CELLPHONE NO.: _____

3. NAME: _____

POSITION/STATUS OF APPOINTMENT: _____

TELEPHONE NO.: _____

HOME ADDRESS: _____

TELEPHONE NO./CELLPHONE NO.: _____

4. NAME: _____

POSITION/STATUS OF APPOINTMENT: _____

TELEPHONE NO.: _____

HOME ADDRESS: _____

TELEPHONE NO./CELLPHONE NO.: _____

5. NAME: _____

POSITION/STATUS OF APPOINTMENT: _____

TELEPHONE NO.: _____

HOME ADDRESS: _____

TELEPHONE NO./CELLPHONE NO.: _____

bind ourselves solidarity to pay the monetary obligations
of _____ in case of the non-fulfillment of the

(Name of Applicant)

conditions set forth in the said contract.

. IN WITNESS WHEREOF, we have hereunto set our hands at _____, this
_____ day of _____ 20 ____.

1. _____ 2. _____

(Guarantor's Signature over Printed Name) (Guarantor's Signature over Printed Name)

3. _____ 4. _____

(Guarantor's Signature over Printed Name) (Guarantor's Signature over Printed Name)

5. _____

(Guarantor's Signature over Printed Name)

SIGNED IN THE PRESENCE OF:

(Witness's Signature over Printed Name) (Witness's Signature over Printed Name)

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

_____) S.S.

BEFORE ME, the undersigned Notary Public, this _____ day of _____ 20 ____ in
_____, personally appeared the following guarantors with their respective
Community Tax Certificate.

1. _____

(Name of Guarantor)

(CTC Number)

(Place of Issue)

(Date of Issue)

2.

(Name of Guarantor)

(CTC Number)

(Place of Issue)

(Date of Issue)

3.

(Name of Guarantor)

(CTC Number)

(Place of Issue)

(Date of Issue)

4.

(Name of Guarantor)

(CTC Number)

(Place of Issue)

(Date of Issue)

5. _____

(Name of Guarantor)

(CTC Number)

(Place of Issue)

(Date of Issue)

known to me to be the same persons who executed the foregoing instrument consisting of three (3) pages, including this page on which this Acknowledgment is written, and signed at each and every page by the parties executing this instrument and their witnesses and sealed with my seal. the parties have acknowledged to me that this Undertaking is their free and voluntary act and deed.

WITNESS MY HAND and Notarial Seal at the _____ on this date first above written.

NOTARY PUBLIC

Doc. No. _____

Page No. _____

Book No. _____

Series of 20 ____

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