

GUIDELINES IMPLEMENTING AN AUTOMATED PAYROLL SYSTEM (APS) FOR THE SUPREME COURT

SC ADMINISTRATIVE CIRCULAR NO. 33-2001, June 29, 2001

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In view of the Memorandum of Agreement dated 1 June 2001 between the Supreme Court and the Land Bank of the Philippines, under which an automated payroll system (APS) was adopted by the Court, the following guidelines for its implementation are hereby adopted:

1.

COVERAGE

1.1

The APS shall apply to all Justices, officers and regular employees of the Supreme Court (including the regular employees of the Office of the Court Administrator, the Philippine Judicial Academy, the Presidential Electoral Tribunal, the regular Members and Secretariat of the Judicial and Bar Council, and regular employees in Baguio City).

1.2

Excluded from the APS are the following employees:

1.2.1

Casual employees;

1.2.2

Officials and employees who -

a.

have less than five (5) days total leave credits;

b.

failed to submit their daily time record (for bundy card users only) within the first five (5) days of the succeeding month;

c.

failed to file leave applications and/or other requirements after having been notified to submit the same;

d.

have been reported by the Chief of Office to be absent without an approved leave (AWOL) even if the employee has sufficient leave credits; or

e.

have incurred leave without pay (LWOP) regardless of the number of days, as certified by the Leave Division

1.2.3

New employees or transferees from other courts; Provided, that upon earning a total of five (5) leave credits, they shall be included in the APS after the Personnel Division, Office of Administrative Services, notifies the Cashiers (Supreme Court and Office of the Court Administrator) of such inclusion.

1.3

The exclusion from and eventual re-inclusion to the APS of employees due to the reasons stated in the preceding paragraphs shall be dependent upon official forms or notices given to the Electronic Data Processing (EDP) Office by the Cashier, Personnel, Finance and Leave Divisions.

1.4

In case of dismissal, resignation, compulsory or optional retirement, transfer, permanent incapacity or death of an official or employee already covered by the APS, the name of such officer or employee shall be excluded therefrom. Such exclusion shall be indicated by the Cashiers in the APS Masterlist provided by the EDP. The Cashiers shall then return the corrected APS Masterlist to the EDP within three (3) days from receipt thereof to enable the prompt preparation of payrolls and allied registers, as well as the submission to the LBP of the required payroll abstract and diskettes.

2. EFFECTIVITY

The APS shall take effect in August 2001. This new system establishes a fixed salary period that falls on the 10th and the 25th of each month. To familiarize Court officials and employees on the change in the period of salary release, salaries in July shall already follow this period, that is, they shall be released on the 10th and 25th of July, although the payroll shall still be in cash.

3. REQUISITES

All eligible officers and employees must sign an LBP signature card in order to activate their APS account. Signature cards will be distributed to those who have not yet complied with this requirement.

Officials of the LBP have visited the Court to encode the personal identification number (PIN) of each eligible officer or employee on their respective ATM cards. Prior to full implementation of the APS in August 2001, all eligible officer or employee must have already duly accomplished their signature cards and encoded their PIN. Said LBP officials will also conduct an orientation on the use of such ATM cards.

Atty. Eden T. Candelaria of the Office of Administrative Services, Ms. Corazon M. Ordoñez of the Fiscal Management and Budget Office, and Ms. Petrita C. Arguelles of the Management Information Systems Office are hereby enjoined to implement this Administrative Circular. Said officers shall also draw up guidelines the exchange between their offices of personnel information affecting the system, such as, but not limited to, leaves and salary deductions.

This Administrative Circular shall take effect on 1 July 2001.

Issued this 29th day of June 2001 in the City of Manila.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

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