

OCA CIRCULAR NO. 28-2011, February 07, 2011

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TO :

ALL EXECUTIVE JUDGES AND COURT PERSONNEL

SUBJECT :

COMMENT OF THE CLERK OF COURT ON ALL APPLICATIONS

FOR APPOINTMENT TO VACANT POSITIONS EXISTING IN THE OFFICE OF THE CLERK OF COURT

Considering the role of the Clerk of Court as Administrative Officer in the Office of the Clerk of Court, the Selection and Promotion Board for the Lower Courts (SPB-LC) has adopted a policy of requiring the comment of the Clerk of Court in the filling of vacancies in the Office of the Clerk of Court, as listed in the checklist of requirements attached to OCA Circular No. 74-2010, re: Guidelines in the Submission of Applications for Appointment in the Lower Courts.

The required comment shall be submitted/indorsed to the Executive Judge for transmittal to the Office of Administrative Services, Office of the Court Administrator, together with the applications and other requirements, within the two-month period following the expiration of the ten-day period of posting provided under OCA Circular No. 74-2010. If no comment is submitted within the _ required period, it is presumed that the Clerk of Court has waived his/her prerogative to file comment.

For your compliance.

February 7, 2011.

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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