

SC CIRCULAR NO. 57-2001, September 05, 2001

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TO

:

ALL JUDGES, OFFICIALS AND EMPLOYEES OF THE REGIONAL TRIAL COURT, METROPOLITAN TRIAL COURT, MUNICIPAL TRIAL COURT IN CITIES, MUNICIPAL TRIAL COURT, MUNICIPAL CIRCUIT TRIAL COURT, SHARI'A DISTRICT COURT, SHARI'A CIRCUIT COURT AND JURISCONSULT.

SUBJECT

:

SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

The Civil Service Commission (CSC) in its Resolution No. 00-1782, s. 2000 implemented under CSC Office Memorandum No. 86 dated 10 August 2000, has launched its Project Kompyuserb, an information technology system it developed to systematize the: (1) issuance of appointments in the civil service; (2) inventory of government personnel; (3) recording of government service of civil servants; and (4) issuance of service records of government workers.

The system had been installed for pilot-implementation in selected agencies in the National Capital Regional including the Supreme Court.

In this connection, all officials and employees of the RTC, MetroTC, MTCC, MTC, MCTC, SDC, SCC and Jurisconsult, whose appointments to their respective positions have passed through the CSC, are required to submit to the Office of the Administrative Services, Office of the Court Administrator, on or before October 15, 2001, their updated Personal Data Sheets (PDS) (blank forms attached) together with a copy of the certificate of trainings attended and higher educational achievement, if any, to update their existing 201 records in this Office. These updates will be encoded in the said Kompyuserb system installed in the Supreme Court which is linked with the CSC.

For immediate compliance.

September 5, 2001

(Sgd.) ZENaida N. ELEPAÑO

Acting Court Administrator

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