

OCA CIRCULAR NO. 131-2003, September 15, 2003

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TO:

ALL EXECUTIVE JUDGES AND PRESIDING JUDGES OF FIRST AND SECOND LEVEL COURTS

RE:

REVISED SCHEDULE OF IMPLEMENTATION OF THE PERFORMANCE COMMITMENT AND EVALUATION SYSTEM

OCA Circular No. 29-2003 dated March 21, 2003 established the PERFORMANCE COMMITMENT AND EVALUATION SYSTEM FOR FIRST AND SECOND LEVEL JUDGES -- a new system of evaluating the work aptitudes, work ethics, courtroom semantics and communication techniques of trial court judges.

The issuance prescribes that, in initial implementation of the System, all first and second level judges shall:

- List the goals or objectives they intend to attain "within the second (2nd) semestral period (June 1, 2003 to December 31, 2003)" in the Performance Commitment and Evaluation Form; and
- Meet with the rater, discuss the merits and doability of the proposed goals, and agree upon the same.

The issuance also directs the raters to submit the accomplished form to the Office of the Court Administrator "not later than June 30, 2003."

To afford all Executive Judges and Presiding Judges the time and opportunity for careful consideration and formulation of their proposed goals as well as for enlightened discussion of the said goals with their respective raters, the schedule for the initial implementation of the System is deferred and re-set, as follows:

- At anytime before November 30, 2003, all first and second level judges shall list the goals or objectives they intend to attain during the first (1st) semester of 2004 (January 1, 2004 to June 30, 2004) in a matrix similar to that appearing on page 4 of the Performance Commitment and Evaluation Form (copy enclosed);
- These proposed goals or objectives shall then be discussed with the rater. After agreement on the goals and timeframes, the rater shall submit a copy of the accomplished matrix to the Office of the Court Administrator not later than December 31, 2003; and
- The first rating period for the judge's performance shall be the first semester of 2004 (January 1, 2004 to June 30, 2004).
- In July of 2004, the ratee shall be rated by the rater in accordance with the point system indicated in the Performance Commitment and Evaluation Form.

a. For Part I, the rater shall determine whether or not the goals of the ratee were attained. The rater shall use the format appearing on page 3 of the Performance Commitment and Evaluation Form.

b. For Part II, the rater shall accomplish the form appearing on pages 5 to 9 of the Performance Commitment and Evaluation Form.

The said form shall be accomplished in triplicate. One copy shall be given to the ratee and one other copy shall be kept in a confidential file in the Office of the Executive Judge or the Deputy Court Administrator in-charge of the ratee. The original shall be forwarded to the Office of the Court Administrator.

- It is understood that during the rating period in July of 2004, the ratee shall list the goals or objectives he/she intends to attain during the second (2nd) semester of 2004 (July 1, 2004 to December 31, 2004) in a matrix similar to that appearing on page 4 of the Performance Commitment and Evaluation Form; and shall discuss the same with the rater. Thereafter, the same cycle indicated herein shall be observed.

September 15, 2003.

PRESBITERO J. VELASCO, JR.

Court Administrator

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