

OCA CIRCULAR NO. 134-2010, October 05, 2010

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TO:

ALL JUDGES AND COURT PERSONNEL

SUBJECT:

AMENDMENT OF OCA CIRCULAR NO. 74-2010- GUIDELINES IN THE SUBMISSION OF APPLICATIONS FOR APPOINTMENT IN THE LOWER COURTS

For the information and guidance of all concerned, Item No. 1 of OCA Circular No. 74-2010, dated 21 May 2010, is hereby amended to read as follows:

1. Before posting the Notice of Vacancy, the Executive Judge (for vacancies in the Office of the Clerk of Court) or the Presiding Judge (for vacancies in the branch or station), shall file a request with the Supreme Court, through the Office of the Court Administrator (OCA), for authority to fill the position and thereafter wait for the notification from the Office of Administrative Services, Office of the Court Administrator (OAS-OCA) except in the following instances:
 1. vacancies in the newly created courts;
 2. renewal of temporary appointments;
 3. reappointment or reemployment (change of status of employment from temporary to permanent).

Within five (5) days from receipt of the request, the OAS-OCA shall notify the Executive Judge/Presiding Judge to direct the Clerk of Court of the Office of the Clerk of Court/Clerk of Court of the branch or station, to post the notice of vacancy which has been approved for filling by the Chief Justice. Within five (5) days from receipt of the notice, the Executive Judge/Presiding Judge shall immediately inform the OAS-OCA of the date of the start of posting.

This circular shall take effect immediately.

Issued this 5th day of October 2010.

(SGD.)JOSE MIDAS P. MARQUEZ
Court Administrator

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