



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

3 January 2001

CIRCULAR NO. 1-2001

To : All Lower Court Personnel Concerned

Subject : Timely Submission of Applications under  
the Educational Support Program  
for the Bar Examination

The Supreme Court En Banc through its Resolution dated 27 April 1999 in Administrative Matter No. 99-3-101-RTC established the Educational Support Program (ESP). Under this Program, all qualified personnel of the lower courts and the Office of the Court Administrator who wish to take Bar review classes and the Bar examinations are granted a study leave on official time for a period of six (6) months, subject to the conditions prescribed in the 27 April 1999 Resolution.

Pursuant to the Resolution herein referred to, all applications under the ESP must be filed at least two (2) months before the start of the official six (6) months study leave. The implementing guidelines (Circular No. 27-99 dated 31 May 1999 of this Office) on the Educational Support Program reiterate this filing period.

All lower court employees who wish to avail themselves of the benefits under the Educational Support Program are reminded and enjoined to submit their respective applications two (2) months before the intended starting date of the official leave of absence. The Committee created for the purpose shall see to the compliance by all applicants with this requirement prescribed by the 27 April 1999 Resolution.

For information and guidance.

A handwritten signature in black ink, appearing to read "ALFREDO L. BENIPAYO". The signature is written over a horizontal line.

ALFREDO L. BENIPAYO  
Court Administrator