



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

OCA CIRCULAR NO. 7-2003

TO : ALL JUDGES AND COURT PERSONNEL

SUBJECT : CERTIFICATES OF SERVICE AND DAILY TIME RECORDS (DTRs)/ BUNDY CARDS OF JUDGES AND PERSONNEL OF THE LOWER COURTS

In the submission of Certificates of Service and Daily Time Records (DTRs)/Bundy Cards by Judges and court personnel, the following guidelines shall be observed:

1. After the end of each month, every official and employee of each court shall accomplish the Daily Time Record (Civil Service Form No. 48)/Bundy Card, indicating therein truthfully and accurately the time of arrival in and departure from the office. For Judges and Clerks of Court in the Regional Trial Court (RTC), they shall accomplish, in lieu of DTRs, Certificates of Service;
2. Certificates of Service for Clerks of Court in the RTC shall be certified correct by the Presiding Judge and Certificates of Service for Clerks of Court in the OCC of the RTC shall be certified correct by the Executive Judge;
3. DTRs/Bundy Cards shall be certified correct by the Executive/Presiding Judge or, in his absence, by the Clerk of Court;
4. Every Clerk of Court shall:
 - 4.1. maintain a registry book (logbook) in which all officials and employees of that court shall indicate their daily time of arrival in and departure from the office;
 - 4.2. check the accuracy of the DTRs prepared by the court employees by comparing them with the entries in the logbook; and


- 4.3. prepare a Monthly Report on Absences, Tardiness and Undertime, in accordance with the attached form.
5. The Clerk of Court shall thereafter forward, within five (5) days after the end of each month, the said Certificates of Service, DTRs/Bundy Cards and Monthly Report of Absences, Tardiness and Undertime in one batch to the:

Leave Division
Office of Administrative Services
Office of the Court Administrator
Supreme Court
1000 Manila

6. Failure to submit Certificates of Service and DTRs/Bundy Cards shall warrant the withholding of the salaries and benefits of the officers and employees concerned.

For strict compliance.

9 January 2003



PRESBITERO J. VELASCO, JR.
Court Administrator

MONTHLY REPORT ON ABSENCES, TARDINESS AND UNDERTIME

(Court Name) _____
For the Month of _____

NAME	*Days of the Month	1 st Week							2 nd Week							3 rd Week							4 th Week							5 th Week							Total No. of			
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Absences	Tardiness	Undertime	

Legend:
A - absent
HD - half-day
L - late
UT - undertime
OB - official business

Noted By:

Clerk of Court

Prepared By:

* Please indicate days of the Month