



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

OCA CIRCULAR NO. 105-2012

TO : ALL FIRST LEVEL COURT JUDGES AND CLERKS OF COURT IN THE ARMM

SUBJECT : ARMM SURVEY

In 2011, the USAID, with technical support from the ABA ROLI, donated furniture and storage facilities, and upgraded the office equipment of all first level courts in the ARMM.

To assess the effect of the donated furniture and equipment on the administration of justice, the beneficiary judges, clerks of court, filing clerks, and stenographers are hereby directed to answer the herein attached survey questionnaires, and thereafter mail the completed surveys directly to the Office of the Court Administrator.

Strict compliance is hereby enjoined.

October 15, 2012


JOSE MIDAS P. MARQUEZ
Court Administrator

QUESTIONNAIRE TO BE ACCOMPLISHED BY THE CLERK OF COURT, COURT CLERK (AT MOST 1 IN-CHARGE OF DOCKETING) AND STENOGRAPHER

NAME: _____

BRANCH NO. AND TITLE: _____

POSITION: _____

Questions (Please place a tick mark on your answer)	Previous to donation					Current Condition				
	Yes (All)	No (None)	Most (more than 60%)	Some (less than 60% but more than 40%)	Few (less than 40%)	Yes (All)	No (None)	Most (more than 60%)	Some (less than 60% but more than 40%)	Few (less than 40%)
Court has sufficient capacity to organize and properly file case documents/ rollos										
1. Are case rollos filed in filing cabinets/ closets/ shelves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are case rollos filed in safe and clean facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you able to organize rollos by case number and by case type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is it easy to access case rollos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court has sufficient capacity to organize and properly file legal documents and other legal resources utilized by the judge and court clerks										
5. Are legal documents and resources for the judge, clerk of courts, and other clerks shelved in a safe and clean facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are legal documents and resources accessible to you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court has sufficient capacity to secure and store evidence										
7. Are evidences stored in a safe, secure and clean facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offices are suitably furnished and equipped for efficient work										
8. Are offices furnished with basic compliments that ensure comfortable working area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions (Please place a tick mark on your answer)	Previous to donation					Current Condition				
	Yes (All)	No (None)	Most (more than 60%)	Some (less than 60% but more than 40%)	Few (less than 40%)	Yes (All)	No (None)	Most (more than 60%)	Some (less than 60% but more than 40%)	Few (less than 40%)
In the Judge's Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the Clerk of Court's area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the Sheriff's area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court Offices have chairs to admit litigants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court Offices have chairs to admit women, elderly and PWD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offices provided proper ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are offices furnished with equipment suitable for accomplishment of court issuances and documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stenographers are provided digital recorders, at the minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clerks of courts are provided typewriters, at the minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are there other compliments lacking to ensure a comfortable working area, suitable for efficient and productive work? If yes, please identify other requirements.*	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>										
Court salas and other court facilities are adequate to receive litigants and to hold trials										
11. Is there adequate sitting capacity in the court sala? Are there instances where litigants do not fit or cannot sit in the sala?	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			

Questions (Please place a tick mark on your answer)	Previous to donation					Current Condition				
	Yes (All)	No (None)	Most (more than 60%)	Some (less than 60% but more than 40%)	Few (less than 40%)	Yes (All)	No (None)	Most (more than 60%)	Some (less than 60% but more than 40%)	Few (less than 40%)
12. Is there adequate sitting capacity for women, elderly and/or PWD? Are there instances where they are not able to sit in the sala?	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
13. Is the court stenographer provided with table, chair, typewriter (at the minimum) and audio recording capability?	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
14. Is the clerk of court provided with table and chair for suitable documentation in the court sala?	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
15. Is the judge provided with table and chair suitable for his position and requirements for work in the court sala?	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
16. Is the court sala provided basic compliments that ensures comfortable proceeding in court salas?	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			

QUESTIONNAIRE TO BE ACCOMPLISHED BY THE JUDGE

NAME: _____

BRANCH NO. AND TITLE: _____

Questions (Please place a tick mark on your answer)	Previous to donation					Current Condition				
	Yes (All)	No (None)	Most (more than 60%)	Some (less than 60% but more than 40%)	Few (less than 40%)	Yes (All)	No (None)	Most (more than 60%)	Some (less than 60% but more than 40%)	Few (less than 40%)
Court has sufficient capacity to organize and properly file case documents/ rollos 1. Are case rollos filed in filing cabinets/ closets/ shelves? 2. Are case rollos filed in safe and clean facilities? 3. Is it easy to access case rollos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court has sufficient capacity to organize and properly file legal documents and other legal resources utilized by the judge and court clerks 4. Are legal documents and resources for the judge, clerk of courts, and other clerks shelved in a safe and clean facility? 5. Are legal documents and resources accessible to you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court has sufficient capacity to secure and store evidence 6. Are evidences stored in a safe, secure and clean facility? Offices are suitably furnished and equipped for efficient work 7. Are offices furnished with basic compliments that ensure comfortable working area? In the Judge's Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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In the Clerk of Court's area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the Sheriff's area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court Offices have chairs to admit litigants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Stenographers are provided digital recorders, at the minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clerks of courts are provided typewriters, at the minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are there other compliments lacking to ensure a comfortable working area, suitable for efficient and productive work? If yes, please identify other requirements.	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>										

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14. Is the judge provided with table and chair suitable for his position and requirements for work in the court sala?	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
15. Is the court sala provided basic compliments that ensures comfortable proceeding in court salas?	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			