



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

OCA CIRCULAR No. 63-2003

TO : All Judges of the Regional Trial Court, Metropolitan Trial Court, Municipal Trial Court in Cities, Municipal Trial Court, Municipal Circuit Trial Court, Shari'a District Court and Shari'a Circuit Court.

SUBJECT : Re-Inventory of Detail or Assignment of Locally-Funded Personnel to the Lower Courts

The Supreme Court En Banc through its Resolution dated 4 March 2003 in Administrative Matter No. 03-3-121-RTC (Re: Request of Judge Leopoldo Baraquia for Detail of Ms. Ma. Theresa Delgado, a Locally-Funded Emergency Casual Employee of Las Piñas City) has directed, among others, the Office of the Court Administrator to:

“a) **CONDUCT** a re-inventory of locally-funded employees in the lower courts before granting future requests for detail; “

Pursuant to such directive, all Judges are hereby enjoined to submit the names of locally-funded employees detailed to their respective courts indicating their position titles and statement of assigned duties. The requested data shall be submitted to the Office of Administrative Services, Office of the Court Administrator, within fifteen (15) days upon receipt hereof.

For strict compliance.

3 June 2003


PRESBITERO J. VELASCO, JR.
Court Administrator