



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

**OCA CIRCULAR NO. 64-2006**

**TO : ALL CLERKS OF COURTS/OFFICERS-IN-CHARGE AND OTHER COURT PERSONNEL IN THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT : SURVEY QUESTIONS TO DETERMINE THE FACTORS AFFECTING THE SUBMISSION OF INCOMPLETE AND INACCURATE DATA ON THE MONTHLY REPORT OF CASES**

The Monthly Report of Cases that is currently submitted by trial courts to the Supreme Court is a valuable source of management information for decision-making purposes and monitoring the flow of cases within and through the courts.

In line with the Court's Action Program for Judicial Reform, the Office of the Court Administrator through the Statistical Reports Division (SRD), Court Management Office, is implementing the Court Administration Management Information System (CAMIS) Project which is the automation of the preparation, collection and processing of the data on the monthly reports of cases.

However, the SRD is encountering problems regarding the submission of complete and accurate monthly report of cases despite the issuance of Administrative Circular No. 4-2004 dated 4 February 2004 which contains the rules, guidelines and instructions in accomplishing the revised form.

In this connection, a survey is being conducted to determine the factors affecting the submission of incomplete and inaccurate data on the monthly report of cases. Please answer the questions attached by filling in the blanks legibly and checking in the spaces provided. The information gathered on this questionnaire will be treated with utmost confidentiality.

The same shall be submitted to the Office of the Court Administrator,  
through –

The Chief  
Statistical Reports Division  
Court Management Office  
Taft Avenue corner Padre Faura Street  
Ermita, Manila 1000

Compliance is hereby enjoined.

30 March 2006.



**PRESBITERO J. VELASCO, JR.**  
Court Administrator

## I. Respondent's Information

a. Name: \_\_\_\_\_

b. Location:

Court/Branch: \_\_\_\_\_

Station/Province: \_\_\_\_\_

c. Sex:  Male  Female

d. Position:  Clerk of Court  Branch Clerk of Court  Officer-in-Charge  
 Statistician  Docket Clerk -criminal  Docket Clerk-civil  
 Docket Clerk-other cases  Other (specify) \_\_\_\_\_

N.B.: For the following information, use the definitions below to complete this section:

High = very familiar, used frequently

Medium = somewhat familiar, used occasionally

Low = not very familiar, used rarely

None = no knowledge

## II. Computer Skill Level

a. Keyboard (alpha and numeric)

High  Medium  Low  None

b. Use of Mouse

High  Medium  Low  None

c. Windows

High  Medium  Low  None

d. MS Word

High  Medium  Low  None

e. MS Excel

High  Medium  Low  None

**f. Internet Familiarity**

High       Medium       Low       None

**g. Adobe Acrobat Reader**

High       Medium       Low       None

**III. Re: Administrative Circular No. 04-2004**

**a. Do you have a copy of the circular regarding the rules, guidelines and instructions in accomplishing the revised form of monthly reports of cases?**

Yes       None       Don't know

**b. If yes, do you have any difficulty in following the instructions of the said circular?**

None       Yes

**c. If yes, which section of the circular do you encounter difficulty? (check)**

- Classification of criminal cases
  - Classification of civil/other cases
  - Break down of data on cases
  - Cases involving detention prisoner
  - Computation of cases inflow and outflow
  - Computation of due date of decision of cases submitted for decision
  - Prisoner count
  - Warrants of arrest
  - Aging of pending cases
  - Others (please describe below)
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**d. Which of the following solutions do you think will help you address your difficulty/difficulties?**

- Workshop or classroom instructions/discussions per province
- Part of conferences or judicial career enhancement sessions
- SRD-OCA personnel visitation of court station to provide one-on-one guidance or tutorial activity

#### **IV. Excel File on Diskette**

a. Do you use an electronic copy for the preparation of monthly reports of cases?

Yes                       No

b. If yes, do you use it on a regular basis?

Yes                       No

c. If not, why? (Please elaborate.)

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#### **V. Communications**

a. Do you have landline telephone connection in your Office that is easily accessible?

None       Dedicated               Shared with another party

b. Does your Office have access to the Internet?

None       Dialup                       Broadband

**THANK YOU VERY MUCH FOR YOUR COOPERATION**