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

OCA CIRCULAR NO. 71-2003

TO : ALL JUDGES AND COURT PERSONNEL

SUBJECT : GUIDELINES IN THE SUBMISSION OF PERFORMANCE RATING FOR LOWER COURT OFFICIALS AND PERSONNEL

In the interest of the service, the following guidelines shall be observed in the submission of performance rating:

1. The performance evaluation of every court personnel shall be done every six (6) months ending on June 30 and December 31 of every year pursuant to Section 3(d), Rule IX of the Omnibus Rules Implementing Book V of EO No. 292 and other Pertinent Civil Service Laws.

2. FORMS. Two (2) performance rating forms are prescribed, to wit:

   2.1 Performance Rating Form – for Supervisor
   - to be used to evaluate the performance of officials and employees with supervisory authority and duty, namely, the Clerks of Court (including Branch Clerks of Court), Officers-in-Charge designated in place of Clerks of Court and the Section Chiefs in the Office of the Clerk of Court.

   2.2 Performance Rating Form – for Non-Supervisor
   - to be used to evaluate the performance of the other court employees not covered by the paragraph 2.1 hereof.

3. RATER. The performance evaluation shall be made by the following:

   3.1 Executive Judge – for the Clerk of Court/OIC of the Office of the Clerk of Court;
   3.2 Presiding Judge – for the Clerk of Court/OIC of the sala;
   3.3 OCC, Clerk of Court – for the Section Chiefs and other OCC personnel not under the direct supervision of a Section Chief;
   3.4 (Branch) Clerk of Court – for the court personnel of the sala;
   3.5 OCC, Section Chiefs – for the OCC personnel under their direct supervision.

4. The prescribed rating forms must be accomplished in triplicate following strictly the instruction stated therein. Only the original copy shall be sent to the Office of the Administrative Services, Office of the Court Administrator. The duplicate copy shall be given to the ratee and the triplicate shall be kept in the office files. This modifies

Memorandum dated 6 November 2002, re: Regular Submission of Performance Ratings.

5. Any erasures or alterations made on the performance rating forms must be initialed by the rater/immediate supervisor who effected the said changes.

6. DEADLINE. The performance rating reports shall be submitted in one batch by the Clerks of Court/OIC Clerk of Court to the Office of Administrative Services, Office of the Court Administrator, within the following periods:

   6.1 1st Semester Performance Rating (January 1 to June 30)
   - on or before August 10 of the same year; and

   6.2 2nd Semester Performance Rating (July 1 to December 31)
   - on or before February 10 of the following year.

7. Payment of productivity incentive benefit and other benefits that are performance-based shall be held in abeyance pending submission of the required performance rating reports.

8. Pursuant to Administrative Circular No. 7-2000 dated 13 October 2000, the performance rating of officials and employees of the Judiciary shall be taken into account in the grant of productivity incentive benefits and Cost of Living Allowance under the Judiciary Development Fund. It is also considered in the promotion of personnel in accordance with existing Civil Service Rules on promotions.

9. Failure or late submission and submission of improperly accomplished performance rating form shall be a ground for disciplinary action against the official and/or employee concerned.

For strict compliance.

4 June 2003

PRESBITERO J. VELASCO, JR.
Court Administrator