



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

OCA CIRCULAR NO. 85-2007

TO: ALL JUDGES AND LOWER COURT PERSONNEL

SUBJECT: STRICT IMPLEMENTATION OF PART V ITEM 2b OF THE AMENDED REVISED ADMINISTRATIVE CIRCULAR NO. 50-2001 ESTABLISHING THE MERIT SELECTION AND PROMOTION PLAN FOR THE LOWER COURTS

For the information and guidance of all concerned, quoted hereunder is Part V. Item 2b of the Amended Revised Administrative Circular No. 50-2001 Establishing the Merit Selection and Promotion Plan (MSPP) for the Lower Courts:

V. PROCEDURE

x x x

2. *Publication of Vacant Positions*

b. *Notify the Clerk of Court to post notices of vacancies.*

*Within five days from notification, the Clerk of Court shall post notices of vacancies to be filled in three conspicuous places in the court's premises for ten working calendar days. The notice shall specify the qualification standards and requirements for the position.*

*Within two months from the expiration of the ten-day period of posting, the following guidelines shall be observed:*

a. *The Presiding Judge or Acting Presiding Judge shall submit all applications, with or without recommendation, to the Executive Judge.*

b. *The Executive Judge shall indorse all applications, with or without recommendation, to OAS-OCA within five days from receipt thereof.*

x x x

It has been brought to our attention that some applicants for the vacant positions in the lower courts still submit applications even after the lapse of two months from the expiration of the ten-day period of posting.

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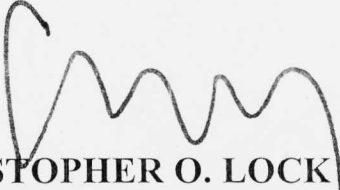
In order to expedite the processing of appointments, Part V. Sec. 2b of the Amended Revised Administrative Circular No. 50-2001 Establishing the Merit Selection and Promotion Plan (MSPP) for the Lower Courts as stated above shall be strictly implemented.

Henceforth, all applications received by the Executive Judge/Presiding Judge for those filed in the lower courts and by the Office of Administrative Services, Office of the Court Administrator for those directly filed in the Supreme Court after the aforesaid **two-month period** shall no longer be entertained.

This Circular shall take effect immediately.

Manila, Philippines.

10 September 2007.

  
**CHRISTOPHER O. LOCK**  
Court Administrator