



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

**OCA CIRCULAR NO. 86-2006**

**TO : ALL JUDGES OF THE FIRST AND SECOND  
LEVEL COURTS**

**SUBJECT : AMENDMENT TO OCA CIRCULAR NO. 12-  
2002 AS AMENDED**

Pursuant to OCA Circular No. 12 -2002 dated June 3, 2002 as amended by OCA Circular No. 28-2003 dated March 17, 2003, each court was directed to constitute a Judicial Service Team (JST) in line with the Total Quality Management strategy. The JST shall hold regular monthly meetings and the minutes of the meeting shall be submitted to the Court Management Office within ten (10) days from the date of the meeting.

Considering the reports that judges and staff spend so much time preparing these minutes, submission of the same is no longer mandatory. Judges may hold staff meetings anytime at their discretion and the minutes of the meeting as well as the Performance Inventory form need not be submitted to this Office.

This circular takes effect immediately.

June 8, 2006

**CHRISTOPHER O. LOCK**  
Court Administrator