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

OCA CIRCULAR NO. 98-2007

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

SUBJECT : SURVEY ON THE CONCERNS OF EXECUTIVE JUDGES RE: HALLS OF JUSTICE

Section 17, Chapter VII of the Guidelines in the Selection and Appointment of Executive Judges provides that the Executive Judges shall determine if (a) the Halls of Justice and courthouses are provided with adequate facilities; and (b) the problems relating to the condition and maintenance, as well as the janitorial and security services therein are attended to.

To properly address your concerns regarding court facilities and problems relating to the condition and maintenance of the Halls of Justice where you are stationed or which you occupy as well as the janitorial and security services therein, you are hereby directed to accomplish the attached survey questionnaire and submit the same to the office of ACA ANTONIO H. DUJUA, Officer-in-Charge, Office of the Halls of Justice, 7th Floor Centennial Building, Supreme Court , Padre Faura, Ermita, Manila within ten (10) days from receipt hereof.

For strict compliance.

04 October 2007.

CHRISTOPHER O. LOCK
Court Administrator

SURVEY ON THE CONCERNS OF EXECUTIVE JUDGES RE: HALLS OF JUSTICE

SURVEY QUESTIONNAIRE

We would like to know about the concerns of Executive Justices regarding court facilities and the problems relating to the condition and maintenance of the Hall of Justice where they are stationed or which they occupy as well as the janitorial and security services therein.

Most of the questions have answers with boxes next to them. Just tick the box next to the answer you want to give. Some questions require you to write an answer. Please feel free to say what you want.

Respondent's Name : _____

Office Station : _____

Length of service with the court: _____ Year/s: _____ months

1. Please identify where your court is housed.
   - ❒ Hall of Justice
   - ❒ Building owned and maintained by the local government (provincial or city)
   - ❒ Private building leased by the local government
   - ❒ Private building leased by the Supreme Court
   - ❒ Other (please specify) _____

   _____

2. How old is the building where the court is housed? _____Year/s

3. Descripti on of the building
   - ❒ Made of concrete materials
   - ❒ Semi-concrete
   - ❒ Made of light materials
   - ❒ Other (please specify) _____

   _____

4. Had there been renovations made on the Hall of Justice or court house?
   - ❒ Yes ❒ No.

5. What sp ecific renovation was done?
   - ❒ Change of structure
   - ❒ Repair of existing structure
   - ❒ Renovation of interiors (courtroom, judge's chambers, staff rooms, etc.)
   - ❒ Painting

❒ Other (please specify) _____

_____

6. Is the sp ace being utilized by the court adequate?

❒ Yes ❒ No.

If no, state reason(s):

_____

_____

_____

_____

7. Is the loc ation of the court accessible to the general public?

❒ Yes ❒ No.

If no, state reason(s):

_____

_____

_____

_____

8. Is there p roper ventilation in the courtrooms/offices?

❒ Yes ❒ No.

If no, state reason(s):

_____

_____

_____

_____

9. Are the a menities/facilities in the courtroom/offices adequate?

A. Communication facilities:

❒ Yes ❒ No.

B. Provision of safety vault for evidence:

❒ Yes ❒ No.

C. Provision for safeguarding of court proceedings/rollos

❒ Yes ❒ No.

D. Provision of facilities for prompt delivery of court processes:

❒ Yes ❒ No.

E. Office equipment facilities:

❒ Yes ❒ No.

F. Provision of library collections:

❒ Yes ❒ No.

G. Other facilities that will enable to court to receive store and retrieve information like computers and other electronic devices:

❒ Yes ❒ No.

If no, state reason(s):

_____

_____

_____

_____

10. Is the court atmosphere/working environment conducive to good performance?

❒ Yes ❒ No.

If no, state reason(s):

_____

_____

_____

_____

11. Is the courtroom accessible to open and public hearings?

❒ Yes ❒ No.

If no, state reason(s):

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_____

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_____

12. Are the participants audible during open court hearings?

❒ Yes ❒ No.

If no, state reason(s):

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13. Are there provisions for easy verification of case status?

❒ Yes ❒ No.

If no, state reason(s):

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14. Are the security provisions in the courtroom adequate?

❒ Yes ❒ No.

If no, state reason(s):

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_____

15. Is the court provided with janitorial services?

❒ Yes ❒ No.

If no, state reason(s):

_____

_____

_____

_____

[If yes, proceed to the next item]

16. Please rate your level of satisfaction with the current janitorial services.

	Unsatisfactory 1	Satisfactory 2	Satisfactory 3	Very Satisfactory 4	Very Satisfactory 5
1. Effectiveness of service	❒	❒	❒	❒	❒
2. Efficiency of service	❒	❒	❒	❒	❒
3. Cleanliness of surrounding	❒	❒	❒	❒	❒
4. Sufficiency of Staff	❒	❒	❒	❒	❒
5. Attitude of Janitorial Staff	❒	❒	❒	❒	❒
6. Availability of Staff	❒	❒	❒	❒	❒
7. Over-all service provided	❒	❒	❒	❒	❒

Please provide any specific comment(s) below:

_____

_____

_____

17. What problems have you encountered in the maintenance of your janitorial services? Please specify.

_____

_____

_____

_____

18. Is the court provided with security services?

❒ Yes ❒ No.

If no, state reason(s):

_____

_____

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_____

If yes, proceed to the next item.

19. Please rate your level of satisfaction with the current security services.

	Unsatisfactory 1	Satisfactory 2	Satisfactory 3	Very Satisfactory 4	Very Satisfactory 5
1. Effectiveness of service	❒	❒	❒	❒	❒
2. Efficiency of service	❒	❒	❒	❒	❒
3. Sufficiency of guards	❒	❒	❒	❒	❒
4. Attitude of security guards	❒	❒	❒	❒	❒
5.Provision of necessary security equipment	❒	❒	❒	❒	❒
6. Availability of guards	❒	❒	❒	❒	❒
7. Over-all service provided	❒	❒	❒	❒	❒

Please provide any specific comment (s) below:

_____

_____
_____
_____

20. What problems have you encountered in the maintenance of your security services? Please specify.

_____
_____
_____
_____

21. Have you encountered problems in the payment of your utility bills (water, electric, telephone, etc.)? If so, please specify.

_____
_____
_____
_____

22. What amenities/facilities do you perceive should be included in the courtroom /offices to meet the needs of the service?

_____
_____
_____
_____

Thank you for cooperating with us in this survey.

After accomplishing the survey, please do not forget to send this questionnaire to:

ACA ANTONIO H. DUJUA
Officer-in-Charge
Office on Halls of Justice
7th Floor Centennial Building
Supreme Court, Padre Faura
Ermita, Manila