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

OCA CIRCULAR NO. 105-2004

TO : ALL LOWER COURT PERSONNEL

SUBJECT : ADDITIONAL REQUIREMENT FOR AVAILING OF STUDY LEAVE BENEFITS UNDER THE EDUCATIONAL SUPPORT PROGRAM FOR THE LOWER COURTS

In the implementation of the Educational Support Program for the Lower Courts (ESP-LC), many lower court employees granted study leave benefits who do not complete the service obligation required in the Contract of Undertaking they entered into with the Office of the Court Administrator fail to make the required refund of the salaries and benefits they had received while on study leave.

To ensure that the beneficiary's obligation for refund is complied with, the Educational Support Program Committee for the Lower Courts (ESPC-LC), with the approval of the Court Administrator, adopts the policy of the Personnel Development Committee of the Supreme Court requiring study leave applicants to submit a Guarantor's Undertaking, with the modification that such Undertaking be executed by five (5) employees of the Supreme Court or Lower Courts with permanent appointments who shall assume joint and several liability for the grantee's monetary obligations in case of non-fulfillment of the conditions in the Contract of Undertaking.

In view thereof, all ESP-LC study leave applicants are hereby required to submit a duly accomplished Guarantors' Undertaking as prescribed herein simultaneously with the study leave application and other requirements

For your information and guidance.

02 September 2004.

PRESBITERO J. VELASCO, JR.
Court Administrator

Encl.: *Pro forma* Guarantors' Undertaking

ESPC Form No. 4

EDUCATIONAL SUPPORT PROGRAM
FOR THE LOWER COURTS

GUARANTORS' UNDERTAKING

KNOW ALL MEN BY THESE PRESENTS:

For and in consideration of the attached Contract of Undertaking of _____, _____,
(Name of Applicant) *(Position)*
_____, we,
(Court/Station)

1. NAME: _____
   POSITION/STATUS OF APPOINTMENT: _____
   COURT/STATION: _____
   TELEPHONE NO.: _____
   HOME ADDRESS: _____
   TELEPHONE NO./CELL PHONE NO.: _____

2. NAME: _____
   POSITION/STATUS OF APPOINTMENT: _____
   COURT/STATION: _____
   TELEPHONE NO.: _____
   HOME ADDRESS: _____
   TELEPHONE NO./CELL PHONE NO.: _____

3. NAME: _____
   POSITION/STATUS OF APPOINTMENT: _____
   COURT/STATION: _____
   TELEPHONE NO.: _____
   HOME ADDRESS: _____
   TELEPHONE NO./CELL PHONE NO.: _____

4. NAME: _____
   POSITION/STATUS OF APPOINTMENT: _____
   COURT/STATION: _____
   TELEPHONE NO.: _____
   HOME ADDRESS: _____
   TELEPHONE NO./CELL PHONE NO.: _____

5. NAME: _____
POSITION/STATUS OF APPOINTMENT: _____
COURT/STATION: _____
TELEPHONE NO.: _____
HOME ADDRESS: _____
TELEPHONE NO./CELL PHONE NO.: _____

bind ourselves solidarily to pay the monetary obligations of _____ in case of the non-fulfillment of the
(Name of Applicant)
conditions set forth in the said contract.

We hereby authorize the Supreme Court to deduct from our salaries as payment for whatever monetary obligations that the herein applicant will incur due to the non-fulfillment of the conditions in the Contract of Undertaking.

IN WITNESS WHEREOF, we have hereunto set our hands at _____, this _____day of _____ 20__.

1. _____
(Guarantor's Signature over Printed Name)

2. _____
(Guarantor's Signature over Printed Name)

3. _____
(Guarantor's Signature over Printed Name)

4. _____
(Guarantor's Signature over Printed Name)

5. _____
(Guarantor's Signature over Printed Name)

_____
(Applicant's Signature over Printed Name)

SIGNED IN THE PRESENCE OF:

_____
(Witness' Signature over Printed Name)

_____
(Witness' Signature over Printed Name)

A C K N O W L E D G M E N T

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, the undersigned Notary Public, this _____day of _____ 20___ in _____, personally appeared the following guarantors with their respective Community Tax Certificate:

1.	_____	_____	_____	_____
	(Name of Guarantor)	*(CTC Number)*	*(Place of Issue)*	*(Date of Issue)*
2.	_____	_____	_____	_____
	(Name of Guarantor)	*(CTC Number)*	*(Place of Issue)*	*(Date of Issue)*
3.	_____	_____	_____	_____
	(Name of Guarantor)	*(CTC Number)*	*(Place of Issue)*	*(Date of Issue)*
4.	_____	_____	_____	_____
	(Name of Guarantor)	*(CTC Number)*	*(Place of Issue)*	*(Date of Issue)*
5.	_____	_____	_____	_____
	(Name of Guarantor)	*(CTC Number)*	*(Place of Issue)*	*(Date of Issue)*

known to me to be the same persons who executed the foregoing instrument consisting of three (3) pages, including this page on which this Acknowledgment is written, and signed at each and every page by the parties executing this instrument and their witnesses and sealed with my seal. The parties have acknowledged to me that this Undertaking is their free and voluntary act and deed.

WITNESS MY HAND and Notarial Seal at the _____ on the date first above written.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 20___