



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

OCA CIRCULAR NO. 111-2005

TO : THE COURT OF APPEALS, SANDIGANBAYAN,
COURT OF TAX APPEALS, REGIONAL TRIAL
COURTS, SHARI'A DISTRICT COURTS,
METROPOLITAN TRIAL COURTS, MUNICIPAL
TRIAL COURTS IN CITIES, MUNICIPAL TRIAL
COURTS, MUNICIPAL CIRCUIT TRIAL COURTS,
SHARI'A CIRCUIT COURTS

SUBJECT : MEMORANDUM CIRCULAR NO. 5-2003 Re:
PROHIBITING THE ACCOMMODATION OF
STUDENTS TO UNDERGO ON-THE-JOB
TRAINING/PRACTICUM IN THE DIFFERENT
OFFICES OF THE COURT

The Supreme Court En Banc in its Resolution dated 6 September 2005, in **A.M. No. 05-7-16-SC**, Re: **Analysis of the Current Judicial System Using Information Technology by Students of the De La Salle University**, Resolved to direct the undersigned to **CIRCULARIZE** to all lower courts Memorandum Circular No. 05-2003 dated 25 June 2003, to wit:

"MEMORANDUM CIRCULAR No. 5-2003

**PROHIBITING THE ACCOMMODATION OF STUDENTS TO
UNDERGO ON-THE-JOB TRAINING/PRACTICUM
IN THE DIFFERENT OFFICES OF THE COURT**

It is observed that some offices of the Court allow students of different colleges and universities to undergo on-the-job training/practicum without authority or approval by the Chief Justice.

Due to security reasons which prompted the Court to deny previous requests of colleges and universities for on-the-job training/practicum, it is noted that the practice of some offices allowing students to undergo on-the-job training/practicum jeopardizes not only the functions of some offices but also their confidential records. Notably, the accommodation of these students pose as a security risk.

ACCORDINGLY, in order to ensure the security of officials and employees of the Court as well as its records, all Chiefs of Offices/Services/Divisions of the Court, including those of the Presidential Electoral Tribunal, Judicial and Bar Council and the Philippine Judicial Academy, are hereby directed to disallow on-the-job training/practicum in their respective offices/services/divisions.

The Chief Administrative Officer of the Court, who shall see to it that this Memorandum Circular is strictly complied with, is hereby directed to furnish all offices, services and divisions of the Court with

copies of this Memorandum Circular for the information and guidance of all concerned.

This Memorandum Circular shall take effect upon its issuance.

Issued this 25th day of June 2003.

(Sgd.) HILARIO G. DAVIDE, JR.
Chief Justice"

The provision of the above Memorandum Circular shall likewise apply to all trial courts to serve as a guide for similar requests of students and as reflective of the policy of the Court on the matter.

For the information and guidance of all concerned.

25 October 2005.

PRESBITERO J. VELASCO, JR.
Court Administrator