



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

10 March 1999

CIRCULAR NO. 17 - 99

TO : All Judges of the Regional Trial Court, Metropolitan Trial Court, Municipal Trial Court in Cities, Municipal Trial Court, Municipal Circuit Trial Court, Shari'a District Court and Shari'a Circuit Court


SUBJECT : Detail or Assignment of Locally-Funded Personnel to the Lower Courts

The Supreme Court *En Banc* has directed the Office of the Court Administrator, through its Resolution dated 3 March 1998 in Administrative Matter No. 98-2-58-RTC (Re: Report on the Judicial Audit conducted in the Regional Trial Court, Branches 22 and 27, Iloilo City) "to conduct a personnel accounting of the local employees presently assigned in the lower courts and determine the necessity of their detail in the said courts, and thereafter prepare a circular that henceforth, all requests for detail of locally-funded employees shall be confirmed by said Office."

The Office of the Court Administrator has already received the responses of the judges concerned on the names of the locally-funded employees detailed or assigned to their respective courts and their position titles and statement of assigned duties. This Office is at present undertaking the study as to the necessity of the detail or assignment of 747 locally-funded personnel to the lower courts.

In the *interim*, the written clearance or approval of this Office shall be required for proposed details or assignments of locally-funded personnel to the courts before they are allowed to work therein. Communications forwarding these proposed details or assignments to this Office shall specifically state the reasons for the proposed personnel movement, the duties to be assigned to the employee involved and the current court caseload.

For strict compliance.

  
ALFREDO L. BENIPAYO  
Court Administrator