



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

9 June 1997

CIRCULAR NO. 36-97

TO : All Judges and Court Personnel

SUBJECT : Reorganization and Strengthening
of the Office of the Court Administrator

Presidential Decree No. 828, as amended by Presidential Decree No. 842, created the Office of the Court Administrator to assist the Supreme Court in the exercise of its power of administrative supervision over all courts as prescribed by the Constitution.

The Supreme Court, in its Resolution dated 24 October 1996, declared it necessary, in view of past experience and future needs, to reorganize and further strengthen the Office of the Court Administrator as its principal arm in performing its constitutional duty. In the same Resolution, the Supreme Court provided for, among others, the creation of the following offices in the Office of the Court Administrator:

1. Office of Administrative Services - This Office provides services relating to personnel policy and administration; appointments and personnel actions; salary adjustments; salary, policy, housing and other loans; applications for resignation; applications for retirement, Medicare and employees' compensation benefits; policies, programs and projects for the employees' welfare; personnel records of attendance; applications for leave; records of leave credits; recommendations for the separation and/or dropping from the service of personnel for violation of leave laws, rules and regulations; certificates of service; reports on judges with cases undecided beyond the prescribed ninety-day period; the procurement program for supplies, materials and equipment; the proper inventory, storage and distribution of supplies, materials and equipment; the issuance of memoranda receipt covering the equipment and vehicles distributed; the disposal of unserviceable property in accordance with existing rules and regulations; the centralized and organized mailing system of outgoing mail; the receipt and distribution of incoming mail; the storage, retrieval and disposition of personnel records of officials and employees of the Office of the Court Administrator and lower court judges and personnel; the maintenance of offices, facilities, furniture, equipment and motor vehicles.

2. Financial Management Office - This Office provides services involving the preparation of vouchers and the processing of payrolls for the payment of salaries with corresponding deductions, all allowances, all fringe benefits as well as financial assistance and burial aid for all officials and employees of the Office of the Court Administrator and the lower courts, including the payment of gratuities and the money value of terminal leave benefits of all retired, resigned, terminated

and deceased officials; processes commercial vouchers for purchases of office supplies, materials and equipment for the Office of the Court Administrator and the lower courts; processes bond applications of accountable officers and fees of counsel *de officio*; prepares and transmits remittances to the BIR, GSIS, SCSLA, JUSLA and other associations and government agencies; processes loan applications, refunds and other benefits; maintains books of accounts of the Office of the Court Administrator and the lower courts; records collections and deposits originating from the lower courts; accepts collections for the Judiciary Development Fund (JDF), General Fund, etc., and postal money orders; deposits and remits all daily collections with the depositary bank; reconciles collections and payrolls of the JDF, continuous forms and modified disbursement scheme; prepares budget proposals; requests the release of allotments and cash allocations; and submits financial reports as requested by the different government agencies.

3. Court Management Office - This Office provides services relating to judicial supervision and monitoring; judicial audit and inspection; judicial assignment and placement; circuitization and decircuitization and the delineation of the territorial area of the lower courts; case data compilation, analysis and validation; implementation of the National Crime Information System; fiscal monitoring, audit and reconciliation; performance evaluation; review of work systems, procedures and processes; and formulation of long-range and annual plans, programs and projects for the Office of the Court Administrator and the lower courts.

4. Legal Office - This Office receives complaints against justices of the Court of Appeals and the Sandiganbayan and judges and personnel of the lower courts; monitors the status of complaints and reports thereon; collates data on all administrative complaints and cases; prepares clearances requested by the Court of Appeals and Sandiganbayan justices, judges and personnel of the lower courts; processes and initiates preliminary inquiry and formal investigation of administrative complaints; evaluates and submits reports thereon to the Supreme Court; takes appropriate action on applications for transfer of venue of cases, transfer of detention prisoners, authority to teach, engage in the practice of profession or business, or appear as counsel in personal cases; and prepares comments on executive and legislative referrals/matters affecting the courts.

5. Publication and Information Office - This Office serves as the source of general information on the lower courts and on the policies, plans, activities and accomplishments of the Office of the Court Administrator and the lower courts; ensures the dissemination of accurate and proper information on the Office of the Court Administrator and the lower courts; and prepares and distributes mass media materials in support of the objectives and activities of the Judiciary.

In its Resolution dated 4 February 1997, the Supreme Court transferred to and placed under the immediate supervision and control of the reorganized Office of the Court Administrator all personnel (together with their corresponding plantilla items, records and office furniture and equipment) of the Supreme Court's Office of Administrative Services and Fiscal Management and Budget Office determined to be performing duties or discharging functions and responsibilities properly pertaining to the Court's duty of administrative supervision over all lower courts.

In addition, Administrative Circular No. 4-97 dated 1 April 1997 of Chief Justice Andres R. Narvasa effected (1) the phase-out of the Judiciary Planning Development and Implementation Office (JPDIO) created pursuant to Administrative Circular No. 7-B dated 13 June 1989, considering that the duties and functions of the said Office have already been integrated into and consolidated with the duties and functions of the Court Management Office of the Office of the Court Administrator; and (2) the transfer of all items in the Staffing Pattern of the former JPDIO to the reorganized Office of the Court Administrator.

Enclosed is the roster of the present officials of the Office of the Court Administrator (Annex "A").

For information and guidance.

A handwritten signature in black ink, featuring a large, stylized loop at the top and a horizontal line with a small flourish at the end.

ALFREDO L. BENIPAYO
Court Administrator

Encl.: As stated.



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Supreme Court
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Manila

Annex "A"
CIR# 36-97

OFFICIALS
of the
OFFICE OF THE COURT ADMINISTRATOR

Alfredo L. Benipayo
Court Administrator

Reynaldo L. Suarez
Bernardo P. Abesamis
Zenaida N. Elepaño
Deputy Court Administrators

Jose P. Perez
Antonio H. Dujua
Assistant Court Administrators

Court Management Office

Atty. Thelma C. Bahia
Officer-in-Charge

Atty. Marian S. Carpina
Assistant Officer-in-Charge

Financial Management Office

Ms. Antonina A. Soria
Officer-in-Charge

Atty. Lilian C. Barribal-Co
Assistant Officer-in-Charge

Legal Office

Atty. Maria Ofelia G. Arce
Officer-in-Charge

Atty. Bartolome V. Flores
Assistant Officer-in-Charge

Office of Administrative Services

Ms. Maria Corazon M. Molo
Officer-in-Charge

Atty. Caridad M. Walse-Lutero
Ms. Rosario L. Salvador
Assistant Officers-in-Charge