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

**CIRCULAR NO. 75-97**

**TO : ALL CLERKS OF COURTS OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS MUNICIPAL TRIAL COURT IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS AND THE SHARI'A COURTS**

**SUBJECT: PERFORMANCE RATING**

It has been observed by this office that Executive Judges and Presiding Judges have been recommending the promotions of personnel under their supervision who obtained performance rating of Satisfactory.

In view thereof, and for the information and guidance of all concerned, their attention is invited to the pertinent provisions of Section 5 (a), Rule VI of the Omnibus Civil Service Law and Rules, Re: Promotion, promulgated on December 27, 1991, to wit:

"Section 5(a) – Performance. This shall be based on the last Performance Rating of the employee. However, no employee shall be considered for promotion unless his last Performance Rating is at least Very Satisfactory."

Furthermore, paragraph IV (6) of the Civil Service Commission Memorandum Circular No. 38, s. 1993 dated September 10, 1993, Re: Omnibus Guidelines on appointments and other Personnel Actions, states:

"IV. Required Documents to be retained in the Agency

6. Performance Rating

a. For appointment by Promotion, the Performance Ratings of the appointee for the last two ratings periods prior to the effectivity date of appointment which should be at least Very Satisfactory, shall be included in his 201 file."

Likewise, Judges and Clerks of Courts are hereby reminded of the submission of Performance Ratings every six (6) months ending on June 30 and December 31 of every year, pursuant to Section 3, paragraph (d), Rule IX of the Omnibus Rules implementing Book V of Executive Order No. 292, which is quoted hereunder:

"Rule IX Performance Evaluation

Sec.3. xxx:

d. Performance evaluation shall be done every six (6) months ending on June 30 and December 31 of every year." xxx

Please be guided accordingly.

Manila, September 19, 1997

**ALFREDO L. BENIPAYO**  
Court Administrator