



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

**OCA CIRCULAR NO. 222-2015**

**TO : ALL JUDGES AND COURT PERSONNEL**

**SUBJECT : AMENDMENT TO OCA CIRCULAR NO. 07-2013, TIMELY SUBMISSION OF CERTIFICATES OF SERVICE OF JUDGES AND DAILY TIME RECORDS (DTRs)/BUNDY CARDS OF PERSONNEL OF THE LOWER COURTS**

For the information and guidance of all concerned, item nos. 5 and 6 of OCA Circular No. 07-2013 dated 16 January 2013 are hereby amended to read as follows:

5. The Clerk of Court in the OCC and in the respective branches shall thereafter forward, within the first five (5) days after the end of each month, the Certificates of Service and DTRs/Bundy Cards, together with the properly accomplished application/s for leave (Civil Service Form No. 6), if applicable, of all employees in the office/branch, and the Monthly Report on Absences, Tardiness and Undertime in one batch, to the:

Employees' Leave Division  
Office of Administrative Services  
Office of the Court Administrator  
Supreme Court  
1000 Manila

- 5.1. In the event that one or more personnel failed to submit his/her DTR for the month, the Clerk of Court shall make a declaration or statement in the transmittal letter of the reason/s why such personnel failed to submit his/her DTR. Such declaration must be subscribed and sworn to before the Executive/Presiding Judge (see attached copy of form);
- 5.2. The reason/s cited by the Clerk of Court shall be the basis of the Employees' Leave Division (ELD), OAS, OCA for the withholding of salary or exclusion from the payroll of the concerned judge and/or dropping from the rolls by reason of absence

without official leave (AWOL) of the concerned personnel;

6. To avoid overpayment and over-remittance, the salaries and benefits of judges and personnel of the lower courts shall be withheld or excluded from the payroll, *without prior notice*, based on the following grounds:

6.1 The following shall be grounds for withholding of salaries and benefits:

- (a) failure to submit Certificate of Service or DTR/Bundy Card within the next two (2) succeeding months;
- (b) having incurred approved sick leave without pay for thirty (30) consecutive working days, spent within or outside the country;
- (c) having incurred approved vacation leave without pay for at least one (1) day by reason of travel abroad or long leave for the purpose of taking the bar or board examination; and
- (d) having incurred at least one (1) day vacation or sick leave of absence spent outside the country without securing travel authority.

6.2 The withheld salaries and benefits of the concerned judges and personnel shall be released after they have submitted their Certificates of Service/DTRs/Bundy Cards or after they have reported for work following their continuous sick leave of absence, travel abroad or long leave.

6.3 The following shall be grounds for exclusion from the payroll:

- (a) absence without official leave for more than thirty (30) consecutive working days;
- (b) failure to report for work for more than thirty (30) consecutive working days after the lapse of the period covered by the approved authority to travel abroad;

- (c) The judge or personnel has filed an intent to retire/resign but has not officially filed an application form for retirement/resignation and the judge or personnel has continuously failed to submit his/her Certificate of Service or DTRs/Bundy Cards after the effectivity date of his/her retirement or resignation;
- (d) And other similar cases.

6.4 The concerned judges and personnel shall be re-included in the payroll after they have submitted to the OCA proof that they have reported back for work and that their absences or failure to submit their Certificates of Service/DTRs/Bundy Cards is based on meritorious grounds, as may be determined by the OCA.

This Circular shall serve as notice to all concerned.

All prior circulars, orders, and other issuances inconsistent with this OCA circular are hereby revoked.

For immediate compliance.

18 September 2015

  
JOSE MIDAS P. MARQUEZ  
Court Administrator



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

\_\_\_\_\_  
Date

**THE CHIEF**

Employees' Leave Division  
Office of the Court Administrator  
Supreme Court, Manila

Dear Sir/Madam,

Enclosed herewith are the Certificate of Service, Daily Time Records (DTRs) and Leave Application/s for leave of absence/s for the month of \_\_\_\_\_ of the following court employees of the \_\_\_\_\_ (*station*):

<u>Employee Names</u>	<u>Position</u>
_____	_____
_____	_____
_____	_____

Please take note that Mr./Ms. \_\_\_\_\_ (*name*), \_\_\_\_\_ (*position*), \_\_\_\_\_ (*station*), did not submit to the undersigned his/her DTR as required due to \_\_\_\_\_ (*reason for not submitting*)

Respectfully yours,

\_\_\_\_\_  
(Clerk of Court/Officer-in-Charge)

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, affiant exhibiting to me his/her Supreme Court issued Identification Card No. \_\_\_\_\_.

\_\_\_\_\_  
(Executive/Presiding Judge)