



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

OCA CIRCULAR NO. 128-2016

TO : ALL JUDGES AND CLERKS OF COURTS

SUBJECT : FORMS TO BE ACCOMPLISHED AND
SUBMITTED IN RECOMMENDING
APPLICANTS FOR VACANCIES IN THE
LOWER COURTS

In line with the Chief Justice's objective to professionalize the ranks of lower court employees and to ensure that only the deserving applicants are appointed to the positions therein, the Selection and Promotion Board-Lower Courts has resolved to adopt the attached forms to be submitted in the recommendation of applicants for vacancies in the lower courts. Thus, the following forms: *Recommendation Form (Form 001)*; *Interview Results Form (Form 002)*; and *Examination Results Form (Form 003)* should be duly accomplished and attached to the application papers submitted to the Office of Administrative Services, Office of the Court Administrator in accordance with OCA Circular No 74-2010 dated May 21, 2010, as amended by OCA Circular Nos. 134-2010 dated October 5, 2010 and 44-2013 dated March 18, 2013.

For strict compliance.

May 31, 2016


JOSE MIDAS P. MARQUEZ
Court Administrator



Selection and Promotion Board Lower Courts

Recommendation Form

To the Members of the Selection and Promotion Board-LC:

I hereby recommend the appointment of _____ (name of applicant) to the position of _____ (position applied for) in the _____ (court) after having interviewed all the applicants for the position and/or assessing them through a special examination for this purpose.

_____ (Applicant) is _____ (state reason for recommendations; describe nature of examination given to applicant, if applicable/given)

Attached are the results of the interview and/or special examination of all the applicants for the particular position for the Board's consideration.

_____ (Date of submission)

(signature above name)
RECOMMENDING OFFICER



**Selection and Promotion Board
Lower Courts**

Interview Results

Applicant	Interview Score	Remarks
1. Juan dela Cruz		
2. Juan dela Cruz		
3. Juan dela Cruz		

I hereby certify that the above-listed interview scores were arrived at after interviewing all the applicants for the position of _____ (position applied for) _____.

(Date of submission)

(signature above name)
RECOMMENDING OFFICER

