



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

OCA CIRCULAR NO. 140-2016

TO : ALL JUDGES AND COURT PERSONNEL

SUBJECT : AMENDMENT TO OCA CIRCULAR NO. 71-2003,
GUIDELINES IN THE SUBMISSION OF
PERFORMANCE RATING FOR LOWER COURT
OFFICIALS AND PERSONNEL

For the information and guidance of all concerned, OCA Circular No. 71-2003 dated June 4, 2003 is hereby amended to read as follows:

In the interest of the service, the following guidelines shall be observed in the submission of performance rating:

1. The performance evaluation of every court personnel shall be done every six (6) months ending on June 30 and December 31 of every year pursuant to Section 3(d), Rule IX of the Omnibus Rules Implementing Book V of E.O. No. 292 and Other Pertinent Civil Service Laws.
2. FORMS. Two (2) performance rating forms are prescribed, to wit:
 - 2.1 Performance Rating Form – for Supervisor
 - to be used to evaluate the performance of officials and employees with supervisory authority and duty, namely, the Clerks of Court (including Branch Clerks of Court), Officers-in-Charge designated in place of Clerks of Court and the Section Chiefs in the Office of the Clerk of Court.
 - 2.2 Performance Rating Form – for Non-Supervisor
 - to be used to evaluate the performance of the other court employees not covered by paragraph 2.1 hereof.

Effective July to December 2016 rating period, the Strategic Performance Management System (SPMS) Forms shall be used.

3. RATER. The performance evaluation shall be made by the following:
 - 3.1 Executive Judge - for the Clerk of Court/OIC of the Office of the Clerk of Court;
 - 3.2 Presiding Judge - for the Clerk of Court/OIC of the sala;

3.3 OCC Clerk of Court - for the Section Chiefs and other OCC personnel not under the direct supervision of a Section Chief;

3.4 (Branch) Clerk of Court - for the court personnel of the sala;

3.5 OCC Section Chiefs - for the OCC personnel under their direct supervision.

4. The prescribed rating forms must be accomplished in triplicate following strictly the instruction stated therein. Only the original copy shall be sent to the Office of Administrative Services, Office of the Court Administrator (OAS, OCA). The duplicate copy shall be given to the ratee and the triplicate shall be kept in the office files. This modifies Memorandum dated 6 November 2002, re: Regular Submission of Performance Ratings.

Court officials and personnel who are temporarily reassigned/detailed to other stations shall indicate their official stations in the performance rating forms.

5. Any erasures or alterations made on the performance rating forms must be initialed by the rater/immediate supervisor who effected the said changes.
6. **The Clerks of Court/OIC Clerks of Court in the Office of the Clerk of Court and in the respective branches shall forward the performance rating forms of all employees in the office/branch in one batch to the:**

RTC Personnel Division Office of Administrative Services Office of the Court Administrator Supreme Court of the Philippines 1000 Manila	}	For court personnel of RTC
--	---	---------------------------------------

OR

MTC, etc. Personnel Division Office of Administrative Services Office of the Court Administrator Supreme Court of the Philippines 1000 Manila	}	For court personnel of MeTC, MTCC, MTC, MCTC, SDC and SCC
--	---	--

7. **DEADLINE.** The performance rating forms shall be submitted to and received by the concerned divisions of the Office of Administrative Services, Office of the Court Administrator, within the following periods:

7.1 1st Semester Performance Rating (January 1 to June 30)

- on or before **September 15** of the same year; and

7.2 2nd Semester Performance Rating (July 1 to December 31)

- on or before **March 15** of the following year.

8. Failure to submit or late submission and submission of improperly accomplished performance rating form shall be grounds for disciplinary action against the official concerned.
9. After the expiration of the deadline for submission of the performance rating forms, the OAS, OCA, shall submit a report to the Legal Office, OCA, for appropriate disciplinary action relative to the Clerks of Court/OIC Clerks of Court who failed to submit the performance rating forms of the personnel of their respective offices/branches within the prescribed period as well as those who belatedly submitted their performance rating forms.
10. Court officials and personnel who obtained Unsatisfactory ratings for two (2) rating periods and Poor rating for one (1) evaluation period may be dropped from the rolls after due notice.
11. The performance ratings shall be used as basis for promotion, transfer, training and scholarship grants and other personnel actions. Only court officials and personnel with Outstanding or Very Satisfactory performance rating shall be considered for the aforementioned personnel actions.
12. Payment of productivity incentive benefit and other benefits that are performance-based shall be held in abeyance pending submission of the required performance rating reports.
13. The Financial Management Office (FMO), OCA, shall timely forward circulars or guidelines authorizing the release of performance-based benefits to the OAS, OCA. Within five (5) working days from the receipt of the circulars or guidelines, the OAS, OCA, shall transmit to the FMO, OCA, the required reports for the release of the benefits taking into consideration the abovementioned deadlines.
14. All performance rating forms that will be received by the OAS, OCA, after the submission of the required reports shall no longer be transmitted to the FMO, OCA, to avoid delay in the release of the benefits, as scheduled. Nonetheless, all subsequent submissions will be consolidated/collated by the OAS, OCA. The report/list of officials and personnel who are entitled to the benefits but were held in abeyance due to late submission of the required performance rating forms shall be transmitted to the FMO, OCA, on or before November 15 of the current year. The FMO, OCA, will thereafter process and release the benefits. The benefits of officials and personnel who will not be included in the report/list of the OAS, OCA, submitted to the FMO, OCA, on or before November 15, shall no longer be processed and released.

For immediate and strict compliance.

27 June 2016


JOSE MIDAS P. MARQUEZ
Court Administrator