



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

OCA CIRCULAR NO. 218-2019

TO THE COURT OF APPEALS, THE SANDIGANBAYAN, THE COURT OF TAX APPEALS, THE REGIONAL TRIAL COURTS, THE SHARI'A DISTRICT COURTS, THE METROPOLITAN TRIAL COURTS, THE MUNICIPAL TRIAL COURTS IN CITIES, THE MUNICIPAL TRIAL COURTS, THE MUNICIPAL CIRCUIT TRIAL COURTS AND THE SHARI'A CIRCUIT COURTS

SUBJECT EN BANC RESOLUTION DATED 01 APRIL 2014 IN A.M. NO. 13-05-05-SC (RE: REVISION OF RESTRICTIONS ON TEACHING HOURS OF JUSTICES, JUDGES AND PERSONNEL OF THE JUDICIARY)

Upon instructions of the Honorable Chief Justice Diosdado M. Peralta, the rules and regulations on teaching by justices, judges and personnel of the judiciary as provided in OCA Circular No. 100-2014 are hereby reiterated, as follows:

1. Teaching shall be allowed for not more than ten (10) hours a week. On regular working days (Monday through Friday), teaching shall not be conducted earlier than 5:30 p.m.
2. An application for permission to teach if filed by a judge shall be accompanied by a certification of the Clerk of Court concerned regarding the condition of the court docket showing: (a) the number of pending cases; and (b) the number of cases disposed within a three-month period prior to the start of the semester in his or her respective sala.
3. An application for permission to teach filed by a judge or justice shall require approval as follows:

- a. If filed by a judge from a lower level court, it shall be subject to the approval of the executive judge concerned;
 - b. If filed by an executive judge, it shall be subject to the approval of the Court Administrator;
 - c. If filed by an Associate Justice of the Court of Appeals, the Sandiganbayan, or the Court of Tax Appeals, it shall be subject to the approval of the presiding justice concerned;
 - d. If filed by the Presiding Justice of the Court of Appeals, the Sandiganbayan, or the Court of Tax Appeals, it shall be subject to the approval of the Chief Justice.
4. An application for permission to teach filed by the court personnel shall require approval as follows:
- a. If filed by a court personnel from a lower level court, it shall be subject to the approval of the executive judge concerned;
 - b. If filed by the court personnel from the Court of Appeals, the Sandiganbayan, or the Court of Tax Appeals, it shall be subject to the approval of the presiding justice concerned or the executive justice concerned, as the case may be;
 - c. If filed by Supreme Court personnel belonging to a chamber of an Associate Justice of the Supreme Court, it shall be subject to the approval of the Associate Justice concerned, who will notify the Chief Justice and the Office of Administrative Services, Supreme Court, of this approval;

- d. If filed by other Supreme Court personnel, it shall be subject to the approval of the Chief Justice.
5. The approving authority may deny the application or allow less than ten (10) hours of teaching a week, depending on the applicant's performance record.
6. At the end of every year, an approving authority shall submit to the Chief Justice a report on the applications submitted for the year and the respective status of, or action taken on, each application.

Appended herein as Annex "A" is the revised Request for Permission to Teach Form.

Strict compliance is hereby enjoined.

20 November 2019


JOSE MIDAS P. MARQUEZ
Court Administrator



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

REQUEST FOR PERMISSION TO TEACH

DATE

Hon. Court Administrator
Supreme Court
Manila

Sir:

In accordance with Supreme Court Circular No. 1, dated May 2, 1973, as amended by the Resolution of the Court En Banc dated June 4, 1974 and the Civil Service Commission (CSC) Memorandum Circular No. 5, series of 1966, I have the honor to request permission to teach after office hours for the school year _____. In this connection, I am submitting the following data or information about myself:

1. NAME: _____ CIVIL STATUS: _____
(Family Name-Given Name-Middle Name)

2. POSITION: _____ STATION: _____

3. EDUCATIONAL QUALIFICATIONS:

COLLEGE/UNIVERSITY

DEGREE PURSUED/FINISHED

4. OTHER SPECIAL TRAINING:

5. NATURE OF TEACHING JOB:

<u>College/University</u>	<u>Subjects to be Taught</u>	<u>Teaching Load for each Semester</u>	<u>No. of Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____

I am attaching herewith a certificate of my recent physical and medical examination duly certified by a government physician.

DATE

SIGNATURE

RECOMMENDING APPROVAL:

Presiding Judge

* I hereby certify the following:

Number of Pending Cases _____
Number of Cases Disposed for Within
a three (3) month period prior to start
of semester _____

Clerk of Court

** To be filled up if applicant is a Judge*