



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

OCA CIRCULAR NO. 100-2014

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)**

Quoted hereunder, for the **information, guidance and strict compliance** of all justices, judges and personnel of the Judiciary, is the Court 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*)¹:

A.M. No. 13-05-05-SC – (Re: Revision of Restrictions on Teaching Hours of Justices, Judges and Personnel of the Judiciary). – Acting on the request of Associate Justice Roberto A. Abad for a revision of the restrictions on the teaching hours of

¹ This amends Resolution dated 12 November 2013 in A.M. No. 13-05-05-SC which is the subject of OCA Circular No. 08-2014 dated 20 January 2014.

justices, judges, and personnel of the Judiciary under Circular No. 62-97 of the Office of the Court Administrator, this Court RESOLVES to AMEND the rules and regulations on teaching to read 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 of 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 court personnel shall require approval as follows:
 - a. If filed by court personnel from a lower level court, it shall be subject to the approval of the executive judge concerned;
 - b. If filed by 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 **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.

For strict compliance.

x x x **[Amendments in bold.]**

Appended herein as Annex "A" is the revised Request for Permission To Teach form.

1 August 2014

JOSE MIDAS P. MARQUEZ
Court Administrator