



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

OCA CIRCULAR NO. 19-2008

**TO : ALL JUDGES AND LOWER COURT PERSONNEL**  
**SUBJECT : OBSERVANCE AND IMPLEMENTATION OF THE GRIEVANCE MACHINERY FOR THE LOWER COURTS**

**WHEREAS**, in the light of the recent events wherein lower court employees have openly expressed dissatisfaction over perceived disparity in financial/economic benefits received vis-à-vis Supreme Court employees;

**WHEREAS**, a Grievance Machinery for the Lower Courts has been adopted effective January 05, 2006 to address said concern among others; and

**WHEREFORE**, in the interest of the service, all judges and lower court personnel are reminded of the pertinent provisions of OCA Circular No. 03-2006 providing for a grievance machinery for the lower courts and appeal to the OCA-Grievance Committee and/or Office of the Court Administrator, Supreme Court, quoted as follows:

“V. Coverage

xxx

- a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;

xxx”

For this purpose, the Executive Judges being the Chairpersons of their respective Employee Grievance Committee-Lower Court (EGC-LC) are hereby directed to discuss and resolve concerns of this nature observing the procedures and periods laid down in said Circular. All lower court personnel are likewise enjoined to course through the EGC-LC all work-related grievances.

Issued this 4<sup>th</sup> day of February 2008.

  
HON. ZENAIDA N. ELEPAÑO  
Court Administrator