



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

**OCA CIRCULAR NO. 28-2003**

**TO : ALL JUDGES OF THE REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS, MUNICIAPL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIAPLCIRCUIT TRIAL COURTS AND SHAR'A CIRCUIT COURTS**

**SUBJECT: AMENDMENT TO OCA CIRCULAR NO. 12-2002**


Pursuant to OCA Circular NO. 12-2002 dated June 3, 2002, each court was directed to constitute a Judicial Service Team (JST) in line with the Total Quality Management strategy.

The JST shall hold regular monthly meetings on the last working day of the month and minutes of the meeting shall be submitted to the Court Management Office, Office of the Court Administrator **within ten (10) days from the date of the meeting.**

During the meeting, the JST shall as a group accomplish the "Court Performance Inventory" form every quarter (Annex A of the said circular). However, it appears that there are only forty six (46) statements in the "Court Performance Inventory" form which do not correspond with the fifty (50) numbered box on the "Court Performance Inventory Response" form.

In this connection, you are furnished with the amended "Court Performance Inventory" form to correspond with the "Court Performance Response" form. The accomplished form shall be submitted to the Court Management Office, Office of the Court Administrator **within ten (10) days from the date of the monthly meeting at the end of every quarter.**

March 17, 2003

  
**PRESBITERO J. VELASCO, JR.**  
Court Administrator