



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

CIRCULAR NO. 94-2001

To: ALL EXECUTIVE JUDGES, PRESIDING JUDGES AND PERSONNEL OF THE REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A CIRCUIT COURTS AND THE OFFICE OF THE JURISCONSULT

Subject: MODIFYING CIRCULAR NO. 10-2001 WHICH PROVIDES FOR THE COMPOSITION OF PERFORMANCE EVALUATION REVIEW COMMITTEE IN THE LOWER COURTS (PERCs-LC)

To effectively implement Circular No. 10-2001 dated February 1, 2001 and to provide a feedback mechanism for better networking between the Performance Evaluation Review Committees in the lower courts (PERCs-LC) and the Office of the Court Administrator Performance Evaluation Review Committee (OCA-PERC), the composition of the PERCs in the lower courts is hereby modified as follows:

A. Multiple-sala courts and Office of the Clerk of Court (First and Second levels)

Chairman	-	Executive Judge of the multiple-sala court
Vice Chairman	-	Vice-Executive Judge of the multiple sala court
Members (4)	-	Presiding Judge of the court where the employee is assigned/detailed Branch Clerk of Court/Officer-in-Charge of the court where the employee is assigned/detailed Two (2) PACE representatives, one (1) for the second level position and one (1) for the rank and file

RTC single sala courts and Shari'a district courts shall be clustered to the nearest RTC multiple-sala court for purposes of the constitution of PERC.

The Clerk of Court of the Office of the Clerk of Court shall sit as member in lieu of the Presiding Judge if the performance ratings of the personnel of the Office of the Clerk of Court are being reviewed.

First level multiple sala courts (MTC and MCTC) shall be clustered under paragraph B.

B. Single Sala First-level courts

Chairman	-	Executive Judge of RTC exercising administrative supervision over the concerned first-level courts
Vice Chairman	-	Presiding Judge of the court where the employee is assigned/detailed
Members (3)	-	Clerk of Court/Officer-in-Charge of the court where the employee is assigned/detailed

Two (2) PACE representatives, one (1) for the second level position and one (1) for the rank and file

C. Shari'a Circuit Courts

- Chairman - RTC Executive Judge of the area where the Shari'a Circuit Court is located
- Vice Chairman - Presiding Judge of the Shari'a District Court exercising administrative supervision over the concerned Shari'a Circuit Court
- Members (4) - Presiding Judge of Shari'a Circuit Court where the employee is assigned/detailed
Clerk of Court/Officer-in-Charge of the court where the employee is assigned/detailed
Two (2) PACE representatives, one (1) for the second level position and one (1) for the rank and file

In all instances under paragraphs A, B and C, the Branch Clerk of Court/Officer-in-Charge shall inhibit himself from reviewing his own performance rating.

D. Office of the Jurisconsult

The Office of the Jurisconsult shall submit the performance ratings of its personnel to the OCA PERC for review.

The Executive Judges above-mentioned are hereby directed to submit to the Office of the OCA PERC Chairman, Assistant Court Administrator CARLOS L. DE LEON, the composition of the PERC in their respective areas on or before January 10 2002. Those who fail to convene their respective PERCs shall be subject to the sanction provided under Civil Service Commission Memorandum Circular No. 13, series of 1999. Non-compliance with the circular would be cause for disapproval or nullification of all performance-based personnel actions which include appointments and productivity incentive bonus and such other benefits.

This Circular modifies Circular No. 10-2001 dated February 1, 2001 and shall take effect immediately.

December 11, 2001.

PRESBITERO J. VELASCO, JR.
Court Administrator