



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

OCA CIRCULAR NO. 139-2016

TO : ALL JUDGES AND CLERKS OF COURTS

SUBJECT : SUPPLEMENT TO OCA CIRCULAR NO. 128-2016
Re: FORMS TO BE ACCOMPLISHED AND
SUBMITTED IN RECOMMENDING APPLICANTS
FOR VACANCIES IN THE LOWER COURTS

Please be informed that compliance with OCA Circular No. 128-2016, re: *Forms to be Accomplished and Submitted in Recommending Applicants for Vacancies in the Lower Courts*, shall be mandatory for all courts which have already received notice to post from the Office of Administrative Services, Office of the Court Administrator with attached copy of the circular and the required forms. However for courts which received their notice to post without a copy of the circular and the required forms, compliance with OCA Circular No. 128-2016 shall be optional.

For strict compliance.

27 June 2016


JOSE MIDAS P. MARQUEZ
Court Administrator



Selection and Promotion Board Lower Courts

Recommendation Form

To the Members of the Selection and Promotion Board-LC:

I hereby recommend the appointment of _____ (name of applicant) to the position of _____ (position applied for) in the _____ (court) after having interviewed all the applicants for the position and/or assessing them through a special examination for this purpose.

_____ (Applicant) is _____ (state reason for recommendations; describe nature of examination given to applicant, if applicable/given)

Attached are the results of the interview and/or special examination of all the applicants for the particular position for the Board's consideration.

_____ (Date of submission)

(signature above name)
RECOMMENDING OFFICER



**Selection and Promotion Board
Lower Courts**

Interview Results

Applicant	Interview Score	Remarks
1. Juan dela Cruz		
2. Juan dela Cruz		
3. Juan dela Cruz		

I hereby certify that the above-listed interview scores were arrived at after interviewing all the applicants for the position of _____ (position applied for) _____.

(Date of submission)

(signature above name)
RECOMMENDING OFFICER



**Selection and Promotion Board
Lower Courts**

Examination Results

Applicant	Examination Score	Remarks
1. Juan dela Cruz		
2. Juan dela Cruz		
3. Juan dela Cruz		

I hereby certify that the above-listed examination scores were arrived at after reviewing the examination results given to all the application for the position of (position applied for) .

 (Date of submission)

(signature above name)
RECOMMENDING OFFICER