



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

OCA CIRCULAR NO. 128-2020

To : ALL JUDGES AND COURT PERSONNEL




Subject : ONLINE FILING AND SUBMISSION OF THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORMS, OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) FORMS, REVISED STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FORM FOR YEAR 2019, AND CERTIFICATE OF SERVICE (CS), DAILY TIME RECORD (DTR)/BUNDY CARDS




Considering the present state of public health emergency brought about by the COVID-19, the online transmission of the following documents in Portable Document Format (PDF) shall be allowed:

A. Individual Performance Commitment and Review (IPCR) Form.




1. Judges and court personnel may submit the scanned copy of their IPCR Forms to the electronic mail (e-mail) address of the respective processors-in-charge of the area of the Regional Trial Court/Municipal Trial Court, etc (RTC/MTC, etc.) Personnel Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA).
2. Within five (5) days from the date of e-mail, the hard copy shall still be submitted to the RTC/MTC, etc. Personnel Division, OAS, OCA. Non-submission of the same shall be considered as failure to file the IPCR.
3. The deadline of submission of the IPCR Form with the Mentoring and Coaching Journal Form for the First Semester of 2020 is August 31, 2020.

Contact details of the RTC Personnel Division:

SECTION			
Task Force for SALN/IPCR	rtcpersonneltaskforce@judiciary.gov.ph	02-8524-5798	
Receiving		0927.6514835	Henrietta I. Semaña

SECTION			
NCJR (RTC/FC) Quezon City Pasig Taguig San Juan Las Piñas Marikina Malabon Muntinlupa Navotas Parañaque Valenzuela		0995.0855287	Alta Gracia S. Bafiacia
Manila Makati Pasay Caloocan		0956.0371683	Kevin Claude M. Geronimo
Regions 1, 2 & 10		0926.0890354	Paul Gabriel K. Agohito
Regions 4B, 8, 9 & 11		0919.48607300	Kristine C. Dimabuyu
Regions 4A, 6 & 7		0933.8292905	Janet A. Fernandez
Regions 3, 5 & 12		0920.7593695	Isaiah F. Tesnado



Contact details of the MTC, etc. Personnel Division:

SECTION			
Task Force for SALN/IPCR	mtcpersonneltaskforce@judiciary.gov.ph	(02) 8536.9037	
MeTC, MTC		0921.5602384	Romwaldo Santiago
MTCC, MCTC, SCC, SDC		0961.7386418	Mabigail Quintero

B. Office Performance Commitment and Review (OPCR) Forms

1. Judges and court personnel may submit the scanned copy of their OPCR Forms to the electronic mail (e-mail) address of the respective Deputy Court Administrator/Assistant Court Administrator (DCA/ACA) in charge of the area.
2. Within five (5) days from the date of e-mail, the hard copy shall be submitted to the Office of DCA/ACA in charge of the area. Non-submission of the same shall be considered as failure to file the OPCR.

Contact details of the Office of the DCA/ACA:

OFFICE		
Office of DCA Raul Bautista Villanueva	odcalzn.sc@judiciary.gov.ph	(02) 85236277
Office of DCA Jenny Lind R. Aldeco- Delorino	odcavsy.sc@judiciary.gov.ph	(02) 85264037
Office of DCA Leo Tolentino Madrazo	odcamnd.sc@judiciary.gov.ph	(02) 85714260
Office of ACA Lilian C. Barribal-Co	oaca1.sc@judiciary.gov.ph	(02) 82550878
Office of ACA Maria Regina Adoracion Filomena M. Ignacio	oaca2.sc@judiciary.gov.ph	(02) 85368282

C. Revised Statement of Assets, Liabilities and Net Worth (SALN)

1. Under Memorandum Circular No. 13, s. 2020 dated June 22, 2020 of the Civil Service Commission, the online filing or transmission of a duly executed SALN shall be allowed.
2. A “duly executed SALN” refers to a SALN that is personally signed under oath before an administering officer or notary public.
3. An electronic SALN shall refer to a duly executed SALN filed by the Declarant to the concerned department, office or agency via online transmission.
4. An electronic SALN, for purposes of SALN compliance for the year 2020, shall be considered the original, and a printout thereof shall be considered a duplicate original.
5. All public officials and employees are given additional period of sixty (60) days from June 30, 2020 the last day of filing of the SALN, or until August 31, 2020, to file their SALN with their respective departments, offices, or agencies, unless the circumstances require otherwise.
6. It is reiterated that the proper form to be used shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).
7. Accordingly, judges and court personnel may transmit their SALN to the RTC/MTC, etc. Personnel Division, OAS, OCA through electronic filing.

Same contact details of RTC/MTC, etc. Personnel Division, OAS, OCA under paragraph A hereof.

D. Certificate of Service (CS), Daily Time Record (DTR/Bundy Card)

1. Judges and court personnel may submit the scanned copy of their CS, DTR/Bundy Card, respectively, to the electronic mail (e-mail) address of the respective processors-in-charge of the area of the Employees' Leave Division (ELD), OAS, OCA.
2. Hard copy of CS, DTR/Bundy Card shall still be submitted within the first five (5) days after the end of each month in compliance with OCA Circular No. 07-2013, and shall be considered as the official records of attendance. Non-submission of the same shall be considered as failure to file CS, DTR/Bundy Card.

Contact details of the Employees' Leave Division:

SECTION			
NCJR	lframoran@sc.judiciary.gov.ph	(02) 8525.4926	Lorna Ramoran
Reg. 1-4	mrkjose@sc.judiciary.gov.ph	(02) 8 523.4917 0917.173. 7072	Mary Rosalyn K. Jose
Reg. 5-8	icgpernito@sc.judiciary.gov.ph	(02) 8 523.4926	Irmina Cristina Pernito
Reg. 9-12	meamorales@sc.judiciary.gov.ph	(02) 8 523.4917	Maria Elena Morales

For your information and guidance.

August 12, 2020


JOSE MIDAS P. MARQUEZ
Court Administrator