



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

OCA Circular No. 200-2020

To : **ALL JUDGES AND COURT PERSONNEL OF FIRST AND SECOND LEVEL COURTS**

Subject : **PAYMENT OF THE INITIAL SALARY**

To process the payment of the initial salary of judges and court personnel, the following documentary requirements shall be complied with:

A. BASIC REQUIREMENTS (For Judges and Court Personnel)

1. Oath of Office (3 original copies);
2. Certification by the Executive/Presiding Judge/Clerk of Court of exact date of entrance to duty (4 original copies) (Note: date of assumption to duty should be the same as the date of your oath of office);
3. Information for GSIS Membership (2 original copies);
4. Application for Membership/Updating - Philippine Health Insurance Corporation (PhilHealth) and photo copy of PhilHealth ID (3 copies);
5. Pag-Ibig Membership ID (MID) Number;
6. BIR Form No. 1905 (transfer to RDO 33) duly stamped received by the BIR (3 copies);
7. Photocopy of Birth Certificate issued by Philippine Statistics Authority (PSA) (1 original, 1 photocopy);
 - 7.a. In case of discrepancies with other documents, attach proof of correction of error (1 original, 1 photocopy);
8. Photocopy of Certificate of Marriage issued by the PSA (*for married only*); (1 original, 1 photocopy);
 - 8.a. In case of discrepancies with other documents, attach proof of correction of error (1 original, 1 photocopy);
9. Properly - accomplished Sworn Statement of Assets, Liabilities and Net Worth (SALN), duly subscribed by the Presiding Judge or Executive Judge, reckoned as of the date of actual assumption to duty (3 original copies);
10. Complete Daily Time Record/Bundy Card duly verified as to prescribed office hours by the Presiding Judge/Clerk of Court (3 original or certified copies);
11. Current Statement of Loan Account with date of maturity (if with existing loan with the GSIS and/or PAG-IBIG) (3 copies).

FOR JUDGES (Additional Basic Requirements)

12. Copy of appointment (5 copies);
13. Certificate of Service (3 original copies);
14. Certification by the Executive Judge as to completion of the immersion program (2 original copies); and
15. Certificate of Completion of the Orientation Seminar Workshop (2 certified copies); and
16. Duly - accomplished Certification for the Reimbursement of Extraordinary and Miscellaneous Expense Allowance (EME) (3 copies) (Note: Date of preparation should be a date after the month being claimed for reimbursement).

B. ADDITIONAL REQUIREMENTS (For Judges and Court Personnel)

FOR NEW EMPLOYEES IN THE JUDICIARY

1. Application for Registration (B.I.R. Form No. 1902) (*for employees without existing TIN No.*) (2 original copies);
2. BIR Form No. 2316 (Certificate of Income Tax Withheld on Compensation) issued by former office, and duly indicating the last day of service therein (3 copies);
3. Photocopy of ATM Payroll Account Number from the nearest LandBank branch of his/her official station (2 copies) (Note: Account name should tally with the name in the documents submitted);
4. Duly - accomplished Sworn Statement or Affidavit attesting name of previous office (government or private company), inclusive dates of employment/cause of separation, and whether the employee was paid gratuity or separation pay from former government office, stating the amount received, the inclusive period covered, and the specific law which authorized the same (2 original copies).

FOR TRANSFEREES (within the Lower Courts)

1. Clearance/Certification as to money and property accountabilities and as to pending criminal and administrative cases from previous office/station (2 original copies) issued by the Clerk of Court of the Office of the Clerk of Court for multi-sala station/ Clerk of Court of the official station for single-sala station;
2. Clearance issued by the Fiscal Monitoring Division, Court Management Office (if former Clerk of Court/Accountable Officer);
3. Clearance as to no pending untranscribed stenographic notes (for Court Stenographer only) (2 original copies);
4. Certified copy of latest/updated Service Record from former station/Branch (2 original copies).

FOR TRANSFEREES (FROM OTHER GOVERNMENT OFFICE, INCLUDING APPELLATE COURTS AND SUPREME COURT)

1. Duly - accomplished Sworn Statement or Affidavit attesting name of previous government office, inclusive dates of employment/cause of separation, and whether the employee was paid gratuity or separation pay from former government office, stating the amount received, the inclusive period covered, and the specific law which authorized the same (2 original copies);
2. BIR Form No. 2316 (Certificate of Income Tax Withheld on Compensation) issued by former office, and duly indicating the last day of service therein (3 copies);
3. Latest Service Record from former office (2 original, 1 certified copies);
4. Certificate of Transfer of Leave Credits from former office (2 original copies);

5. Certificate of last salary, allowances, and benefits received from former office, with all the deductions made therefrom, including monthly deductions, issued by the Chief Accountant. In case an overpayment was incurred, mode of settlement must be indicated and Official Receipt for payment must be attached (2 original copies);
6. Central Clearance from former office as to money, property, and legal accountabilities (2 original copies);
7. Photocopy of ATM Payroll Account Number from the nearest LandBank branch of his/her official station (2 copies) (Note: Account name should tally with the name in the documents submitted);
8. Authority to Transfer from Present Office (2 original copies);
9. Latest Member's Profile with the GSIS.

FOR RE-EMPLOYMENT

1. Service Record from former office (2 original copies);
2. Duly - accomplished Sworn Statement or Affidavit attesting name of previous office (government or private company), inclusive dates of employment/cause of separation, and whether the employee was paid gratuity or separation pay from former government office, stating the amount received, the inclusive period covered, and the specific law which authorized the same (2 original copies);
3. Central Clearance from former office as to money, property, and legal accountabilities (2 original copies);
4. Certificate of last salary, allowances, and benefits received from former office, with all the deductions made therefrom, including monthly deductions, issued by the Chief Accountant. In case an overpayment was incurred, mode of settlement must be indicated and Official Receipt for payment must be attached (2 original copies);
5. Photocopy of ATM Payroll Account Number from the nearest LandBank branch of his/her official station (2 copies) (Note: Account name should tally with the name in the documents submitted);
6. BIR Form No. 2316 (Certificate of Income Tax Withheld on Compensation) issued by former office, and duly indicating the last day of service thereof (3 copies).

C. OTHERS REQUIREMENTS

1. Certificate of completion of Orientation Program for newly-appointed Sheriff only (Pursuant to Administrative Circular Number 53-2003 dated October 20, 2003);
2. Certificate of employment stating income earned for the present year and period of employment (for job-order employees) (2 original copies);
3. Claimant's contact number and email address.

To expedite the processing of payment of the initial salary of judges and court personnel, the following guidelines shall be observed:

1. The above-listed documentary requirements shall be submitted to the RTC/MTC, etc. Personnel Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA), within thirty (30) days from the date of oath of office/ assumption to duty.

2. Thereafter, the RTC/MTC, etc. Personnel Division, OAS, OCA, shall transmit the documentary requirements to the Finance Division, Financial Management Office (FMO), OCA, for evaluation and processing of initial salary.

2.1. Provisional Guidelines

Due to the current COVID-19 pandemic, the OAS, OCA is authorized in the interim to receive the documentary requirements through electronic mail from the claimants, and to transmit the following minimum mandatory requirements to the FMO for the processing of the initial salary pending the submission of the original copies of the minimum and other mandatory requirements:

a. To be submitted by the claimant:

1. Oath of Office
2. Certificate of assumption to duty
3. DTR/Certificate of Service
4. Photocopy of ATM Payroll Account number
5. PAG-IBIG MID Number
6. Philhealth ID Number
7. Duly filled-up Certification for the Reimbursement of Extraordinary and Miscellaneous Expenses Allowance (EME) for Judges (3 copies)

b. To be submitted by the OAS, OCA

1. Certified copy of appointment;
 2. Certification that the data regarding the appointment have been submitted to and confirmed by the GSIS
 3. Notice of Longevity Pay Adjustment (for judges, if applicable)
 4. Notice of SAJ (for judges)
 5. Notice of Salary Adjustment (if applicable)
 6. List of lacking documents of the claimant, duly signed by the processor-in-charge and noted by the Chief of Division
3. In cases where the nature of appointment is transfer from another government agency, or reemployment, and the claimant initially fails to submit any of the following:
 - 3.1. Central Clearance from former office as to money, property, and legal accountabilities;

- 3.2. Certification of last salary, allowances, and benefits received from former office, with all the deductions made therefrom, including monthly deductions, issued by the Chief Accountant;
- 3.3. Current Statement of Loan Account with date of maturity (if with existing loan with the GSIS and/or Pag-Ibig).

and, it is later determined, upon submission of the above documents, that the claimant has incurred salary and allowances overpayment or has existing loans particularly with the GSIS or Pag-IBIG, the claimant shall attach proof of settlement of the overpayment through a certification from the former office and/or official receipt as proof of payment (2 certified photocopies), and shall pay directly to the GSIS or Pag-IBIG his/her monthly past due amortization/s for his/her outstanding loans, and shall not hold the office accountable for the months that deductions were not made from his/her salary.

4. The initial salaries of claimants who shall be able to submit the minimum mandatory documentary requirements stated above shall be released pending their submission of the other requirements within three (3) months from the date of their submission of the minimum mandatory requirements.
5. Should the claimant/s fail to submit all the mandatory documentary requirements after three (3) months from the date of their submission of the minimum mandatory requirements, their salaries and allowances shall automatically be withheld without prior notice upon the recommendation of the OAS, OCA, and approval of the Court Administrator.

For your information and guidance.

December 15, 2020


JOSE MIDAS P. MARQUEZ
Court Administrator