



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

OCA Circular No. 36-2021

To : **JUDGES, CLERKS OF COURT, AND OFFICERS-IN-CHARGE IN THE FIRST AND SECOND LEVEL COURTS**

Subject : **GUIDELINES IN THE PROCESSING OF PAYMENT OF SERVICES AND CONTRACT OF SERVICE OF CONTRACTUAL COURT STENOGRAPHERS, PAYMENT OF SERVICE OF COURT FINANCIAL AIDES AND OTHER CONCERNS RELATING TO OCA'S ADMINISTRATIVE SUPERVISION OVER THE LOWER COURTS**

I. PROCESSING OF PAYMENT OF SERVICES

To expedite the processing of the Payment of Services (POS) of Contractual Court Stenographers and Court Financial Aides, the following guidelines shall be observed:

1. The documentary requirements under OCA Circular Nos. 132-2019 (Implementation of the Contractual Information and Payroll System) and 229-2019 (Supplemental Guidelines for the Implementation of the Contractual Information and Payroll System [CIPS]) to process the initial POS for the initial and succeeding Contracts of Service (COS) of the Contractual Court Stenographers and Court Financial Aides, and the monthly Daily Time Records (DTRs) shall be electronically submitted to the RTC Personnel Division (for second level courts) and MTC, etc. Personnel Division (for first level courts), Office of Administrative Services, Office of the Court Administrator (OAS, OCA).
2. For Court Financial Aides (CFAs), the documentary requirements stated above shall be electronically submitted to the Maintenance and Other Operating Expenses (MOOE) Section, MTC, etc., Personnel Division, Office of Administrative Services, Office of the Court Administrator (OAS, OCA), for the first and second level courts.
3. Only complete and compliant documentary requirements and DTRs received shall be transmitted by the OAS, OCA to the Finance Division, Financial Management Office (FMO), OCA, for evaluation of the documents and processing of POS, including the preparation of payroll.

4. The timeline for the payment of the POS under OCA Circular Nos. 229-2019 shall be based on the date of receipt by the OAS, OCA of the complete and compliant documentary requirements and the correct monthly DTRs with complete supporting documents which may be submitted thru the official electronic mail of the contractee's court station. All documents transmitted thru the official electronic mail address of the contractee's court shall be accepted as official documents by the Finance Division, FMO, OCA to expedite the processing of the contractee's salary.
5. DTRs with wrong entry/ies and/or with lacking documentary requirements shall be automatically excluded in the regular or initial supplemental payroll even if received within the timeline for the processing of regular and initial supplemental payroll to avoid delay in the processing of the regular and initial supplemental payroll.
6. DTRs that were not included in the regular and initial supplemental payrolls shall be processed in batches of succeeding supplemental payrolls (A to J) or by individual vouchers.
7. All communications, requests, queries and follow-ups on all matters pertaining to the POS and COS shall be made only through the official electronic mail addresses and telephone numbers found below:

For Contractual Court Stenographers

For RTC Personnel Division, OAS, OCA

Email address: rtc.contractualcstg.personnel.oas.oca@judiciary.gov.ph

Tel. No.: (02) 82513596

Processor-in-Charge	Area Assignment
Kevin Claude M. Geronimo	NCJR (Manila, Makati City, Pasig City, Malabon City, Taguig City, Las Piñas City, Navotas City, Parañaque City, Pasay City, Muntinlupa City, Marikina City and San Juan City)
Amalia D. Alviso	Mandaluyong City; Regions 1, 2, 8, 9, 10, 11 & 12
Camen F. Te	Quezon City; Regions 3 & 5
Henrietta I. Semaña	Region 4
Edita B. Maglalang	Caloocan City and Valenzuela City; Regions 6 & 7

For MTC, etc. Personnel Division, OAS, OCA
 Email address: cstgcontractual.mtc.oas.oca@judiciary.gov.ph
 Tel. No.: (02) 85369037

Processor -in-Charge	Area Assignment
Angelica Veronica L. Corporal	Contract and Funding
Morris Albert B. Pante	DTRs (Payment of Salary)

For Court Financial Aides

Email address: mooe.cfc.sc@judiciary.gov.ph
 Tel. No.: (02) 82513543; Mobile No. 0906.0876947

Processor -in-Charge	Area Assignment
Carlson James S. Hipolito	Manila, Las Piñas City, Pasay City, Navotas City and Valenzuela City; Regions 1 to 4
Clyde Glenn V. Degorio	Quezon City, Caloocan City, Malabon City, Mandaluyong City, and Muntinlupa City; Regions 5 to 8
Crissa Mae M. Lastrella	Marikina City, Pasig City, San Juan City, Taguig City and Parañaque City; Regions 9 to 12

8. Once the documents are transmitted to the Finance Division, FMO, OCA, Contractual Court Stenographers and Court Financial Aides shall direct their inquiries to the said divisions in their official email and telephone numbers indicated in this circular.

II. CONTRACT OF SERVICE

9. To enable the Contractual Court Stenographers to completely acquire the required relevant experience for the position, the period of their contract is expanded from six (6) months to two (2) years for second level courts and one (1) year for first level courts, or the remaining period to meet the relevant experience requirement, subject to pre-termination anytime upon the recommendation of the Executive Judge (EJ) for those in the Office of the Clerk of Court, and Presiding Judge (PJ) for those in the court branches, for valid and reasonable grounds.

10. Four (4) months before the expiration of the two (2)/one (1) year period of the contract, the EJ/PJ shall submit their request for the reposting of the court stenographer position.
11. When the request is approved by the Honorable Chief Justice, the regular process in the filling up of vacant positions shall be observed. Having met the required relevant experience, the EJ/PJ may now recommend the permanent appointment of the concerned contractual court stenographers.
12. Those who still lack the appropriate eligibility shall be recommended for temporary appointment for a period of one (1) year in the absence of an applicant who meets all the qualification requirements of the position.
13. The contracts of service shall be renewed for one (1) year while awaiting the release of their permanent/temporary appointment to enable them to render continuous service.

III. OTHER CONCERNS

14. For other concerns relating to the OCA's administrative supervision over the lower courts, judges and court personnel shall direct their requests to the following OCA offices:

Nature of Request	Concerned Office
1. Personnel matters relating to processing of appointments, details and reassignments, resignations, issuance of certificate of employment and the preparation of Notice of Salary Adjustment (NOSA), Notice of Step Increment (NOSI), and Notice of Longevity Pay (NOLPA).	Office of Administrative Services (OAS, OCA) RTC Personnel Division Tel. Nos. (02)85210525; 85245798; 85529695 Email addresses: rtc1.personnel.oas.oca@judiciary.gov.ph rtc2.personnel.oas.oca@judiciary.gov.ph rtc3.personnel.oas.oca@judiciary.gov.ph rtc4.personnel.oas.oca@judiciary.gov.ph rtc5.personnel.oas.oca@judiciary.gov.ph rtc6.personnel.oas.oca@judiciary.gov.ph rtc7.personnel.oas.oca@judiciary.gov.ph rtc8.personnel.oas.oca@judiciary.gov.ph rtc9.personnel.oas.oca@judiciary.gov.ph rtc10.personnel.oas.oca@judiciary.gov.ph rtc11.personnel.oas.oca@judiciary.gov.ph rtc12.personnel.oas.oca@judiciary.gov.ph rtcncjr.personnel.oas.oca@judiciary.gov.ph saln-ipcr rtc.oas.oca@judiciary.gov.ph rtc.contractualcstg.personnel.oas.oca@judiciary.gov.ph hoj6-12.ncjr.personnel.oas.oca@judiciary.gov.ph

Nature of Request	Concerned Office
	<p>MTC, etc. Personnel Division Tel. Nos. (02)85369037; 82513470; 82513543 Email addresses: mtc.oas.oca@judiciary.gov.ph mtc.oas.oca@judiciary.gov.ph mtcc.oas.oca@judiciary.gov.ph mctc.reg1-7.oas.oca@judiciary.gov.ph mctc.reg.8-12.scc-sdc.oas.oca@judiciary.gov.ph cstgcontractual.mtc.oas.oca@judiciary.gov.ph hoj1-5.personnel.oas.oca@judiciary.gov.ph saln-ipcr.mtc.oas.oca@judiciary.gov.ph mooe.cfc.sc@judiciary.gov.ph</p>
<p>2. Transactions involving the attendance of judges and court personnel such as collating, processing and safekeeping of the certificates of services of judges and the bundy cards/daily time records of court personnel, and the processing of applications for leave and updating the records of leave credits.</p>	<p>Employees Leave Division Tel. Nos. (02) 85257793;85234917; 85234926 Email addresses: ncjr.leave.oas.oca@judiciary.gov.ph r1.leave.oas.oca@judiciary.gov.ph r2.leave.oas.oca@judiciary.gov.ph r3.leave.oas.oca@judiciary.gov.ph r4.leave.oas.oca@judiciary.gov.ph r5.leave.oas.oca@judiciary.gov.ph r6.leave.oas.oca@judiciary.gov.ph r7.leave.oas.oca@judiciary.gov.ph r8.leave.oas.oca@judiciary.gov.ph r9.leave.oas.oca@judiciary.gov.ph r10.leave.oas.oca@judiciary.gov.ph r11.leave.oas.oca@judiciary.gov.ph r12.leave.oas.oca@judiciary.gov.ph</p>
<p>3. Processing of retirement claims.</p>	<p>Employee Welfare and Benefits Division Tel. Nos. (02) 85234893; 82477353 Email address: ewbd.oas.oca@judiciary.gov.ph</p>
<p>4. Management and distribution of properties, supplies and equipment for the lower courts.</p>	<p>Property Division Tel. Nos. (02) 85251839; 85257036; 85251270; 85369135; 85230528 Email address: sc.cfc.sc@judiciary.gov.ph procurement.oasoca@judiciary.gov.ph recordssection.oasoca@judiciary.gov.ph shippingdelivery.oasoca@judiciary.gov.ph utilization_disposal.oasoca@judiciary.gov.ph</p>
<p>5. Preparation and updating of service records and personnel records (201 Files) of the employees of the lower courts, and handling of incoming and outgoing mails.</p>	<p>Records Division Tel. Nos. (02) 85231076; 85369081; 885234886 Email addresses: records.oasoca@judiciary.gov.ph 201records.oasoca@judiciary.gov.ph mailingrecords.oasoca@judiciary.gov.ph</p>

Nature of Request	Concerned Office
<ol style="list-style-type: none"> 1. Verification as to the disbursement vouchers issued, and as to when appointed judges and personnel will be included in the payroll. 2. Request for certification of monthly pension/survivorship pension. 3. Request for Certificate of Compensation Payment/Tax Withheld (BIR Form 2316). 4. Request for Certificate of Creditable Tax Withheld at Source (BIR Form 2307). 5. Request for GSIS Certificate of Premiums, and Loan Deductions; 6. Request for Philhealth Certificate of Contributions (CSF). 7. Request for Philhealth Claim Form (CFI). 8. Request for Pag-Ibig Certificate of Contributions and Loan Deductions. 9. Request for Pag-Ibig Certificate of Oneness. 10. Request for NHMFC Certificate of Housing Loan Deductions. 11. Request for Certificate of No Unliquidated Cash Advance/Money Accountability. 12. Request for copy of payslip/s and payroll/s for loan purposes. 13. Request for Certificate of Last Salary and Allowances Received for transferred employees. 14. Follow-ups on Certificate of Clearance <ol style="list-style-type: none"> a. Pending due to unsettled overpayments. b. As to how much overpayments to be settled. 15. Follow-up/inquiry on claims like Terminal Leave Pay, retirement benefits, replacement of lost checks, and other payments if checks are already available for release. 	<p>Financial Management Office (FMO, OCA)</p> <p>Finance Division Tel. Nos. (02) 85369022; 85234915</p> <p>Accounting Division Tel. Nos. (02) 85369235; 84041053; 85369033; 85267856 Email Address: acctgfm.o.oa@sc.judiciary.gov.ph</p> <p>Checks Disbursement Divisions Tel. No. (02) 85251645</p>

Nature of Request	Concerned Office
<p>16. Queries regarding mode of payment either by Cash or by Manager's Check.</p> <p>17. Follow-up or inquiry on Check of Advice to Debit Accounts (ADA) Number issued.</p>	<p>Cash Division Tel. No. (02) 85215605; 85232330</p>
<ol style="list-style-type: none"> 1. Queries regarding financial audit. 2. Request for financial audit. 3. Queries regarding Rule 141 (Legal Fees). 4. Submission of Monthly Report of Cases. 5. Submission of Semestral Docket Inventory Report. 6. Immersion Program for promoted and newly-appointed judge. 7. Judicial assignment and placement (designation of Acting Presiding Judge/Assisting Judge). 8. Designation of special courts (Special Family Courts, Drugs Courts, etc.). 9. Circuitization and decircuitization and the delineation of the territorial area of the lower courts. 10. Request for Transfer of seat of the court. 11. Request for Exemption from Raffle of Cases. 12. Request for Exemption from the Provisions of Sec. 5, Chapter 5 in A.M. No. 03-8-02-SC (exclusion of vacant courts from raffle). 13. Request to hold office and court sessions outside of official station. 	<p>Court Management Office (CMO, OCA) Fiscal Monitoring Division (FMD) Tel. No. (02) 85257196</p> <p>Statistical Reports Division (SRD) Tel. No. (02) 85236479</p> <p>CMO Proper Tel. No. (02) 85369040</p> <p>Judicial Supervision and Monitoring Division (JSMD) Tel. Nos. (02) 85272439; 84042731</p>

Nature of Request	Concerned Office
<p>14. Request for Exemption from OCA Circular No. 139-210 (requirement for additional expense and judicial incentive allowance).</p> <p>15. Monitoring Quarterly Reports re: Small Claims and CTMS (Continuous Trial and Monitoring System).</p> <p>16. Queries on OCA Circulars.</p> <p>17. Request for attendance of judges and court personnel in seminars, team building, and office activities on official time or official business (OB).</p> <p>18. Submission of Annual Reports of Executive Judges.</p>	<p>Planning Division (PLAD) Tel. Nos. (02) 85239408; 84042735</p>
<p>1. Repair of Court Facilities.</p> <p>2. Request for Maintenance Supplies.</p> <p>3. Provision of Office Spaces.</p> <p>4. Processing of Donation or Usufruct for Site of Hall of Justice.</p> <p>5. Installation and payment of utility bills (electricity, water and telephone).</p> <p>6. Deployment of security guards and janitors.</p> <p>7. Lease rental payments of office spaces.</p>	<p>Office on Halls of Justice (OHJ, OCA) Tel. No. (02)8552-9592 Email address – ocaohj.sc@judiciary.gov.ph</p> <p>Technical Service Division (TSD) Tel. No. (02)8552-9594 Email Address: tsd_ohj_sc@yahoo.com</p> <p>Administrative and Fiscal Services Division Tel. No. (02)85529596 Email Address: ohjadm17@yahoo.com</p>

For your information and guidance.

March 9, 2021


JOSE MIDAS P. MARQUEZ
 Court Administrator