



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

**OCA CIRCULAR NO. 98-2022**

**To : ALL JUDGES AND PERSONNEL OF THE LOWER COURTS**

**SUBJECT : Appointments for Vacancies in the Lower Courts**

Please take notice of the following guidelines in the appointment for vacancies in the lower courts:

1. The posting of the Notice of Vacancy should be accompanied by the checklist of documentary requirements which are to be submitted to the Office of Administrative Services, Office of the Court Administrator (OAS, OCA);

The following are the checklist of requirements for appointment in the lower courts:

- I. From the Branch/OCC to be submitted to the Office of Administrative Services, OCA:
  1. Original copy of the favorable recommendation of the Executive Judge (for vacancies in the Office of the Clerk of Court) or the Presiding Judge (for vacancies in the branch)
  2. Original copy of the indorsement of the Executive Judge (for vacancies in the branch);
  3. Comment of the Clerk of Court on the application (for vacancies in the Office of the Clerk of Court);
  4. Certification under oath by the Presiding Judge/Executive Judge that the list submitted contains the names/s of all the applicant/s who applied for the position pursuant to OCA Circular No. 74-2010;
  5. Certification under oath by the Clerk of Court that the position to be filled has been posted in three (3) conspicuous places in the court's premises and other public places for a period of at least ten (10) calendar days pursuant to Republic Act No. 7041, indicating the date when the notice was posted and the public places where it was posted pursuant to OCA Circular No. 74-2010, as amended by OCA Circular No. 44-2013);
  6. Report on the result of the competency examination together with a copy of the shorthand notes and transcription thereof, pursuant to OCA Circular No. 124-2004 (for Court Stenographer positions only);
  7. Certification issued by the Clerk of Court duly certified by the Presiding Judge/Executive Judge as to the applicant's knowledge and proficiency in the use and operation of computer, (for Data Entry Machine Operator II position only); and
  8. SPB LC Forms required under OCA Circular No. 128-2016 (Recommendation Form; Interview Form; and Examination Results Form).

## II. From the applicants to be submitted to the Clerk of Court:

### A. Common requirements:

1. Four (4) copies of properly, completely and recently accomplished Personal Data Sheet (CSC Forms 212, Rev. 2017) with latest 3.5 cmx4.5 cm (passport size) pictures, including additional Work Experience Sheet;
2. Two (2) Authenticated copies of the Civil Service Eligibility with the attached Official receipt for authentication (certified by the CSC Regional Office) or authenticated copies of Board Rating and PRC License with Official Receipt (OR) of payment (for vacancies requiring civil service eligibility or passing a professional board examination);
3. Authenticated copy of the Transcript of School Records (Duly certified by the School Registrar);
4. Proof of completion of Secretarial/Stenography course or units in Stenography (for Court Stenographer positions only);
5. Sworn Affidavit executed by applicant/recommendee that he/she has no incumbent relative(s) within the third degree of consanguinity or affinity in subject branch/office; and
6. Certified copy of proof of completion of relevant Training / Seminar conducted by a training institution accredited by the Civil Service Commission (for vacancies requiring relevant training or seminar).

### B. Additional documents for Original Appointment (initial entry into the career or non-career service<sup>1</sup>):

1. Original Philippine Statistics Authority (PSA) copy of his/her Birth Certificate;
2. Original PSA copy (PSA) of Marriage Contract for married women;
3. Original copy of latest NBI Clearance.
4. Certification of employment from present and previous offices, indicating therein the period of employment and statement of duties and responsibilities (may be required to prove relevant experience); and
5. Latest Medical Certificate (CSC Form No. 211, Revised 2017) with attached original copy of laboratory results. If in case the same could not be submitted yet, the applicant for the meantime can submit an affidavit that he/she is fit to work subject to the submission of the said medical certificate.

### C. Additional documents for Promotion/Transfer (within the Judiciary):

1. Latest Performance Rating (IPCR) Form in the last rating period;
2. Permit to transfer<sup>1</sup>
3. Clearance from present office indicating no money and property accountabilities;
4. Certification from present office of no pending transcription of stenographic notes (for Court Stenographers); and
5. Certification of employment from present and previous office, indicating the period of employment and statement of duties and responsibilities (may be required to prove relevant experience).

<sup>1</sup> Section 11 (a), Item IV, 2017 Omnibus Rules on Appointments and Other Human Resource Actions

D. Additional documents for Promotion/Transfer (from other government agency):

1. Latest Individual Performance Commitment and Review (IPCR) Form in the last rating period;
  2. Clearance from present office indicating no money and property accountabilities (If the clearance cannot be obtain, a letter from the applicant explaining the reason why he/she cannot submit the requirement);
  3. Latest Authenticated copy of service record;
  4. Certified photocopy of last approved appointment; and
  5. Certification of employment from present and previous office, indicating therein the period of employment and statement of duties and responsibilities (may be required to prove relevant experience).
2. In recommending applicants for the position, the Executive Judge (for vacancies in the Office of the Clerk of Court) or the Presiding Judge (for vacancies in the branch) should make sure that his/her recommendee is qualified for appointment taking into account the qualification standards for the subject vacancy. (see Annex "A").
3. Before submitting the application papers to the Office of Administrative Services, OCA, it is the duty of the Clerk of Court to make sure that all the pertinent and needed documentary requirements enumerated in item No. 1 are complete and the required forms properly filled. In connection herewith, Clerks of Court should coordinate with the Processor-in-Charge of their respective areas in the RTC Personnel Division or the MTC, etc. Personnel Division of the OAS, OCA to make sure that herein guidelines are faithfully followed.

For strict compliance of all concerned.

April 28, 2022



**RAU BAUTISTA WLLANUEVA**  
Court Administrator

**QUALIFICATION STANDARDS  
FOR FIRST AND SECOND LEVEL COURT  
OFFICIALS AND PERSONNEL**

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Clerk of Court VII</b> RTC (OCC 16-74 salas)	26	Bachelor of Laws	3-years of relevant experience	16-hours of relevant training	RA 1080 (BAR)
<b>Clerk of Court VI</b> RTC (single sala, OCC 2-15 salas) (OCC Asst. Clerk of Court of 16-74 salas) MeTC (OCC, Manila 22-30 salas) Quezon City, Mandaluyong City 11-15 salas) SDC (single salas)	25	Bachelor of Laws	2-years of relevant experience	8-hours of relevant training	RA 1080 (BAR)
<b>Clerk of Court V</b> RTC (Br. Clerk of Court, OCC Asst. Clerk of Court 7-15 salas) MeTC (OCC Makati City, Caloocan City, Parañaque City 7-10 salas)	24	Bachelor of Laws	1-year of relevant experience	4-hours of relevant training	RA 1080 (BAR)
<b>Clerk of Court IV</b> MeTC (OCC of 2-6 salas, single sala) MTCC (occ of 2-10 salas, single sala)	23	Bachelor of Laws	2-years of relevant experience	8-hours of relevant training	CS-P/2 <sup>nd</sup> Level
<b>Clerk of Court III</b> MeTC (OCC, Asst. Clerk of Court, 5-30 salas, all branches) MTCC (OCC, Asst. Clerk of Court, 4-10 salas, all branches)	22	Bachelor of Laws	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Clerk of Court II</b> MTC (OCC of 2-3 salas & single sala) MCTC (OCC of 2-3 salas & single sala) SCC (single salas)	18	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Clerk of Court I</b> MCTC (Br. Clerk of Court of 2-3 salas) MTC (Br. Clerk of Court of 2-3 salas)	15	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Administrative Officer V</b> RTC Manila (OCC of 73-74 salas)	24	Masteral Degree	4-years of relevant experience	24 hours of relevant training	CS-P/2 <sup>nd</sup> Level
<b>Administrative Officer IV</b> RTC Manila (OCC of 73- 74 salas)	22	Bachelor's degree	3-years of relevant experience	16-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Administrative Officer III</b> RTC (OCC of 22-72 salas) MeTC Manila (OCC of 22-30 salas)	18	Bachelor's degree	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Administrative Officer II</b> RTC (OCC of 16-72 salas) MeTC (OCC of 5-30 salas) MTCC (OCC of 7-10 salas)	15	Bachelor's degree	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Administrative Officer I</b> RTC (OCC of 7-72 salas) MeTC (OCC of 22-30 salas) MTCC (OCC of 4-10 salas)	11	Bachelor's degree	None required	None required	CS-P /2 <sup>nd</sup> Level
<b>Records Officer V</b> RTC Manila (OCC of 73-74 salas)	24	Masteral Degree	4-years of relevant experience	24-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Records Officer IV</b> RTC Manila (OCC of 73-74 salas)	22	Bachelor's degree	3-years of relevant experience	16-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Records Officer III</b> RTC (OCC of 22-74 salas) MeTC Manila (OCC of 22-30 salas)	18	Bachelor's degree	2-years of relevant experience	8-hours of relevant training	CS-P/2 <sup>nd</sup> Level
<b>Records Officer II</b> RTC (OCC of 16-74 salas) MeTC (OCC of 5-30 salas) MTCC (OCC of 7-10 salas)	14	Bachelor's degree	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Records Officer I</b> MeTC, MTCC (OCC of 2-30 salas) MTC, MCTC (OCC of 2-3 salas)	10	Bachelor's degree	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Social Welfare Officer III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree in Social Work	2-years of relevant experience	8-hours of relevant training	RA 1080 (Social Worker)
<b>Social Welfare Officer II</b> RTC (OCC of 2-74 salas)	15	Bachelor's degree in Social Work	1-year of relevant experience	4-hours of relevant training	RA 1080 (Social Worker)

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Supply Officer III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Supply Officer II</b> RTC Manila (OCC of 73-74 salas)	14	Bachelor's degree	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Cashier III</b> RTC Manila (OCC of 73-74 salas) MeTC Manila (OCC of 22-30 salas)	18	Bachelor's degree relevant to the job	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Cashier II</b> RTC (OCC of 16-74 salas) MeTC Manila (OCC of 22-30 salas)	14	Bachelor's degree relevant to the job	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Cashier I</b> RTC (OCC of 31-74 salas) MeTC, MTCC (OCC of 2-30 salas) MTC, MCTC (OCC of 2-3 salas)	10	Bachelor's degree	None Required	None Required	CS-P/ 2 <sup>nd</sup> Level
<b>Librarian III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	2-years of relevant experience	8-hours of relevant training	RA-1080 (Librarian)
<b>Librarian II</b> RTC (OCC of 7-74 salas)	15	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	1-year of relevant experience	4-hours of relevant training	RA-1080 (Librarian)
<b>Librarian I</b> RTC (OCC of 4-6 salas) (16-21 salas)	11	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA-1080 (Librarian)

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Human Resource Management Officer III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree relevant to the job	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Human Resource Management Officer II</b> RTC Manila (OCC of 73-74 salas)	15	Bachelor's degree relevant to the job	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Human Resource Management Officer I</b> RTC Manila (OCC of 73-74 salas)	11	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Human Resource Management Assistant</b> RTC Manila (OCC of 73-74 salas)	8	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Statistician III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree relevant to the job	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Statistician II</b> RTC (OCC of 22-74 salas)	15	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Statistician I</b> RTC (OCC of 22-74 salas)	11	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Assistant Statistician</b> RTC (OCC of 22-74 salas)	9	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Court Legal Researcher II</b> RTC (all branches & single sala) SDC (single sala)	15	Bachelor's degree relevant to the job. <i>As an additional requirement, the applicant must have completed at least two (2) years of study in a college of law</i>	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Court Legal Researcher I</b> MeTC, MTCC (all branches)	12	Bachelor's degree relevant to the job. <i>As an additional requirement, the applicant must have completed at least two (2) years of study in a college of law</i>	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Interpreter III</b> RTC (all branches & single sala) SDC (single sala)	12	Bachelor's degree	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Interpreter II</b> MeTC, MTCC (all branches & single sala)	10	Bachelor's degree	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Interpreter I</b> MTC, MCTC, SCC (all branches & single sala)	8	Completion of 2 years studies in college	None required	None required	CS-SP/ 1 <sup>st</sup> Level

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Sheriff IV</b> RTC (OCC, all branches & single sala)	12	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Sheriff III</b> MeTC, MTCC (OCC, all branches & single sala) SDC (single sala)	10	Completion of 2 years studies in college	None required	None required	CS-SP/ 1 <sup>st</sup> Level
<b>Court Stenographer III</b> RTC (OCC, all branches & single sala) SDC	12	Completion of 2 years studies in college. <i>As an additional requirement, the applicant must have earned units/short course in stenography</i>	2-years of relevant experience	8-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Court Stenographer II</b> MeTC (OCC of 11-30 salas, all branches & single sala) MTCC (all branches & single sala)	10	Completion of 2 years studies in college. <i>As an additional requirement, the applicant must have earned units/short course in stenography</i>	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Court Stenographer I</b> MTC, MCTC, SCC (all branches & single sala)	8	Completion of 2 years studies in college. <i>As an additional requirement, the applicant must have earned units/short course in stenography</i>	None required	None required	CS-SP/ 1 <sup>st</sup> Level
<b>Data Entry Machine Operator II</b> RTC (OCC & single sala)	8	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Clerk IV</b> RTC (OCC of 2-6, 11-15, 31-74 salas) MeTC (OCC of 2-3, 22-30 salas) MTCC (OCC of 2-10 salas all branches & single sala) MTC, MCTC (OCC of 2-3 salas) SDC (single sala)	8	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level



POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Clerk III</b> RTC (all branches & single sala) MeTC, MTCC (OCC & all branches) MTC, MCTC (OCC of 2-3 salas) SDC (single sala)	6	Completion of 2 years studies in college	None required	None required	CS-SP/ 1st Level
<b>Clerk II</b> RTC (OCC 7-15, 22-30, 73-74 salas) MTC, MCTC, SCC (all branches & single sala)	4	Completion of 2 years studies in college	None required	None required	CS-SP/ 1st Level
<b>Cash Clerk III</b> RTC (OCC 4-15, 31-74 salas) MeTC (OCC 4-30 salas & single sala) MTCC (OCC 4-10 salas & single sala)	8	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Cash Clerk II</b> RTC (OCC 2-3, 22-30 salas) MeTC (OCC of 2-3, 7-30 salas) MTCC (OCC of 2-3 & 7-10 salas) MTC, MCTC (OCC of 2-3 salas)	6	Completion of 2 years studies in college	None required	None required	CS-SP/ 1 <sup>st</sup> Level
<b>Process Server</b> RTC (OCC, all branches & single sala) MeTC, MTCC (OCC, all branches & single sala) SDC (single sala)	5	High School graduate	None required	None required	None required
<b>Junior Process Server</b> MTC, MCTC (OCC, all branches & single sala) SCC (single sala)	3	High School graduate	None required	None required	None required
<b>Utility Worker I</b> all courts (OCC, all branches & single sala)	1	Must be able to read and write	None required	None required	None required