



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

OCA CIRCULAR NO. 195-2022

To : ALL JUDGES AND PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS

Subject : GUIDELINES IN THE APPROVAL OF THE DETAIL OF LOCALLY FUNDED EMPLOYEES

Please be informed of the guidelines in the approval of detail of locally-funded employees to lower courts.

The maximum number of locally-funded employees to be approved for detail to the courts/Office of the Clerk of Court based on the caseload/number of branches, to wit:

I. For single-sala court or branch of a multiple-sala court:

Caseload	
100 to 300 caseload	detail of one (1) locally-funded employee
301 to 500 caseload	detail of two (2) locally-funded employees
501 and above caseload	detail of three (3) locally-funded employees

II. For the Office of the Clerk of Court:

Number of Branches	
For 2-6 branches	detail of one (1) locally-funded employee
For 7-10, 11-15 and 16-21 branches	detail of two (2) locally-funded employees
For 22-30, 31-47, 48-72, and 73-above branches	detail of three (3) locally-funded employees

The determination as to the total number of locally-funded employees shall include the driver who may be utilized to perform messengerial/clerical works in addition to the duties of a driver.

If the requested number of personnel shall go beyond the limitations, the request shall be referred back to the Presiding/Executive Judge for recommendation as to who among the locally-funded employees shall be retained.

The locally-funded employee to be detailed must already be employed in the Local Government Unit at the time of the filing of the request.

For those courts with caseloads of less than one hundred (100), or who wish to have additional locally-funded employees beyond the allowable numbers as provided herein, the requests for detail of such employees are subject to the approval of the Office of the Court Administrator.

For strict compliance

July 26 2022



RAUL B. VILLANUEVA
Court Administrator