



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

**CIRCULAR NO. 41-2002**

**TO : ALL JUDGES AND PERSONNEL OF THE FIRST<sup>1</sup>  
AND SECOND<sup>2</sup> LEVEL COURTS AND OFFICIALS  
AND PERSONNEL OF THE OFFICE OF THE  
JURISCONSULT**

**SUBJECT : PROCEDURE IN THE FILING OF CLAIMS FOR  
COMPULSORY RETIREMENT AND TERMINAL  
LEAVE BENEFITS**

In order to facilitate an effective and efficient processing of the claims for compulsory retirement and terminal leave benefits, the following guidelines in the filing thereof are hereby issued:

1. The Employee Welfare & Benefits Division of the Office of the Court Administrator(OCA) shall furnish the retiree with the checklist of requirements for compulsory retirement and terminal leave at least five (5) months before the date of retirement;
2. The retiree shall submit his claim for compulsory retirement and terminal leave benefits together with the necessary documents in support thereof to the Employee Welfare & Benefits Division (EWBD), Office of Administrative Services (OAS), OCA, at least three (3) months prior to the date of retirement;
3. If the retiree is a Clerk of Court/Officer-in-Charge who is an accountable officer, he shall submit to the Fiscal Monitoring Division (FMD), Court Management Office (CMO), OCA all the necessary documents indicated in the checklist and the required forms for audit purposes within one (1) year prior to the date of retirement. The CMO shall recommend to the Executive Judge/Presiding Judge the relief of the Clerk of Court or OIC of his cash accountabilities two (2) months before the effectivity of his retirement.

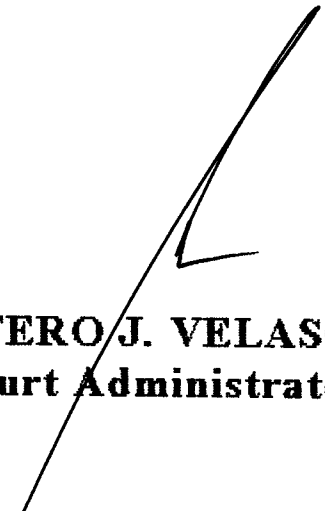
<sup>1</sup> Metropolitan Trial Court, Municipal Trial Court in Cities, Municipal Circuit Trial Court and Shari'a Circuit Court.

<sup>2</sup> Regional Trial Court and Shari'a District Court.

4. The retiree shall be informed by the EWBD if he failed to submit certain requirements which must be complied with at least ten (10) days from notice;
5. Immediately on the day succeeding the last day of service of the retiree, he/she shall submit his last Daily Time Record if a court personnel, or his last Certificate of Service if a Judge or RTC Clerk of Court, for purposes of payment of his terminal leave;
6. If the retiree is a judge, he should see to it that all cases submitted for decision or motions/incidents submitted for resolution are decided/resolved at least one (1) month before the date of his retirement;

Strict compliance herewith is hereby enjoined.

March 26, 2002

  
**PRESBITERO J. VELASCO, JR.**  
**Court Administrator**