



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

**OCA CIRCULAR NO. 1-2002**

**TO : THE EXECUTIVE JUDGES AND  
PRESIDING JUDGES OF THE  
REGIONAL TRIAL COURTS, SHARI'A  
DISTRICT COURTS, METROPOLITAN  
TRIAL COURTS, MUNICIPAL TRIAL  
COURTS IN CITIES, MUNICIPAL TRIAL  
COURTS, MUNICIPAL CIRCUIT TRIAL  
COURTS AND THE SHARI'A CIRCUIT  
COURTS**

**SUBJECT : APPOINTMENTS TO VACANT  
POSITIONS IN THE JUDICIARY**

Section 10, IV of Administrative Circular No. 50-2001 dated September 19, 2001, establishing the Merit Selection and Promotion Plan for the Lower Courts (MSPP-LC) provides that:

*"10. Recommendations for appointment to vacancies in the Branch of a court shall be made by the Presiding Judge or the Acting Presiding Judge thereof and submitted to the Executive Judge for transmittal to the Office of Administrative Services, Office of the Court Administrator (OAS-OCA) for consideration or deliberation by the SPB-LC.*

*'For vacancies in the Office of the Clerk of Court, recommendations shall be made by the Executive Judge.*

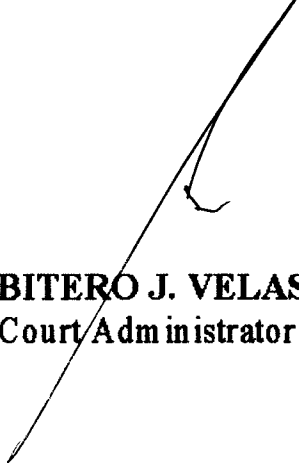
*'The Presiding Judge/Acting Presiding Judge or the Executive Judge, as the case may be, shall forward to the OAS-OCA all other applications submitted to his office, for inclusion in the deliberation of the SPB-LC.'* (emphasis supplied).

**ACCORDINGLY**, all judges are hereby enjoined to *submit their recommendations for appointment to existing vacancies in their courts through the Executive Judge*. The Executive Judge shall within five (5) days from receipt thereof transmit the same to the Office of

Administrative Services, Office of the Court Administrator, together with all other applications received by their respective offices for inclusion in the deliberation by the Selection and Promotion Board for the Lower Courts.

For strict compliance.

April 25, 2002



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

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