



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

OCA CIRCULAR NO. 37-2002

TO : ALL EXECUTIVE JUDGES, PRESIDING JUDGES,  
CLERKS OF COURTS and OFFICERS-IN-CHARGE  
of the REGIONAL TRIAL COURTS,  
METROPOLITAN TRIAL COURTS, MUNICIPAL  
TRIAL COURTS IN CITIES, MUNICIPAL TRIAL  
COURTS, MUNICIPAL CIRCUIT TRIAL  
COURTS, SHARI'AH DISTRICT COURTS AND  
SHARI'AH CIRCUIT COURTS.

SUBJECT : UNSATISFACTORY OR POOR PERFORMANCE

Sec. 2.2(a), Rule XII of the Civil Service Commission (CSC) Memorandum  
Circular No. 40, § 1998, provides among others, that:

"Sec. 2. Dropping from the Rolls. x x x.

"2.2. Unsatisfactory or Poor Performance

"a. An official or employee who is given two (2) consecutive UNSATISFACTORY ratings may be dropped from the rolls after due notice. Notice shall mean that the officer or employee concerned is informed in writing of his/her unsatisfactory performance for a semester and is sufficiently warned that a succeeding unsatisfactory performance shall warrant his separation from the service. Such notice shall be given not later than 30 days from the end of the semester and shall contain sufficient information which shall enable the employee to prepare an explanation.

"b. x x x. (underscoring supplied)"

In light of the above cited CSC Memorandum Circular and for the information and guidance of all concern, you are enjoined to accomplish the performance evaluation of your staff every six (6) months ending June 30 and December 31 of every year as required under Sec. 3(d), Rule IX of the Omnibus Civil Service Law and Rules.

31 July 2002.

  
PRESBITERO J. VELASCO, JR.  
Court Administrator