



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

OCA CIRCULAR NO. 270-2022

**TO : ALL PERSONNEL OF THE FIRST AND SECOND
LEVEL COURTS**

SUBJECT : Documentary Requirements for Processing of Initial Salaries

It has been reported that documentary requirements which were already submitted to the RTC Personnel Division or MTC Personnel Division, Office of Administrative Services, Office of the Court Administrator, in the processing of appointments for vacancies in the lower courts have been required for submission in the processing of initial salaries. This entails additional expenses and contribute to the delay in the release of the initial salaries of newly-appointed or newly-promoted court personnel. Henceforth, all documentary requirements which were already submitted in the processing of appointments shall no longer be required for submission in the processing of initial salaries.

For strict compliance.

October 05, 2022


RAUL B. VILLANUEVA
Court Administrator