



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

**OCA CIRCULAR NO. 39 -2022**

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

**RE : SUBMISSION OF REQUEST FOR CIVIL SERVICE EXAMINATION FOR COURT PERSONNEL IN ALL JUDICIAL REGIONS**

To provide the court personnel of the first and second level courts, regardless of status of appointment (permanent, casual or contractual), the opportunity to obtain the required civil service eligibility to qualify for permanent appointment and/or career advancement, the Office of the Court Administrator will request the Civil Service Regional Offices to admit them in the future Civil Service Examination – Paper and Pencil Test (CSE-PPT) for Professional (Second Level) and SubProfessional (First Level) Civil Service eligibilities. Those interested to take the CSE-PPT, may submit their names and other personal information on or before March 15, 2022, to the Office of Administrative Services, Office of the Court Administrator (OAS, OCA) using the following link:

<https://forms.gle/LBRbnS2h6Y3qETrZ8>

To ensure the timely submission of the agency request to take the CSE-PPT, no extension for the submission of names will be allowed and included in the list of proposed examinees to be submitted to the Civil Service Commission.

Action on the request for Civil Service Examination will be relayed to the concerned court personnel.

For the information and guidance of all concerned.

February 22, 2022

**RAUL BAUTISTA VILLANUEVA**  
Deputy Court Administrator and  
Officer-In-Charge

*(Per Memorandum Order No. 108-2021  
dated 17 November 2021)*