



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

**OCA Circular No. 50-2022**

To : ALL JUDGES AND COURT PERSONNEL OF FIRST AND SECOND LEVEL COURTS

Subject : REVISED GUIDELINES IN THE PAYMENT OF INITIAL SALARY

To process the payment of the initial salary of judges and court personnel, the following documentary requirements shall be complied with:

**A. BASIC REQUIREMENTS ( For Judges and Court Personnel)**

1. Oath of Office (4 original copies); (Note: should be done during office hours);
2. Information for GSIS Membership (1 original copy);
3. Application for Membership/Updating-Philippine Health Insurance Corporation (PHILHEALTH) and photocopy of PHILHEALTH ID/ Member's Data Record (MDR) (2 copies);
4. Pag-IBIG Membership ID (MID) Number (**Note:** If with Modified Pag-IBIG Fund II, please provide copy of enrollment form. If with Pag-IBIG Housing Loan, please provide Pag-IBIG Housing Loan ID number);
5. Photocopy of Birth Certificate issued by Philippine Statistics Authority (PSA). In case of discrepancies with other documents, attach proof of correction of error/ proof of filing for Correction of Error (2 copies);
6. Photocopy of Certificate of Marriage issued by Philippine Statistics Authority (PSA) (*for those married only*). In case of discrepancies with other documents, attach proof of correction of error/ proof of filing for Correction of Error (2 copies);
7. Properly accomplished Sworn Statement Assets, Liabilities and Net Worth (SALN), duly subscribed by the Presiding Judge or Executive Judge (3 original copies) (*coverage period should be the date of actual assumption to duty*);
8. Updated/Current Statement of Loan Accounts with date of maturity (for those with existing loan/s with GSIS and/or PAG-IBIG) (2 original copies);
9. ID Information Sheet;
10. Claimant's contact number and email address

**FOR JUDGES** (ADDITIONAL BASIC REQUIREMENTS)

11. Copy of appointment (4 copies);
12. Certificate of Service (3 original copies);
13. Duly accomplished Certification for the Reimbursement of Extraordinary and Miscellaneous Expense Allowance (EME) for Judges (3 copies). (**Note:** Date of preparation should be a date after the month being claimed for reimbursement);
14. Properly, completely and recently accomplished Personal Data Sheet (CSC Form 212) (1 original)

**FOR COURT PERSONNEL** (ADDITIONAL BASIC REQUIREMENTS)

15. Certification by the Executive/Presiding Judge/Clerk of Court of exact date of entrance to duty (4 original copies). (**Note:** date of assumption to duty should be the same as the date of your oath of office)
16. Complete Daily Time Record/Bundy Card duly verified as to prescribed office hours by the Presiding Judge/Clerk of Court (3 original copies);
17. Position Description Form (2 original copies)

18. Certificate of last salary received issued by Supreme Court (SC) Finance Division (2 original or certified copies). (**Note:** Applicable to those previously employed in the Supreme Court and appointed in the First/Second level court);
19. Certification of no pending untranscribed stenographic notes (for former lower court Court Stenographer under contract of service only) (2 original or certified copies)

## **B. ADDITIONAL REQUIREMENTS (for Judges and Court Personnel)**

### **New Employees in the Judiciary**

1. Application for Registration (B.I.R. Form No. 1902) (*for employees without existing TIN No.*) (2 original copies); **or** BIR form 1905 (*for new employees but with existing TIN*) (transfer to RDO with jurisdiction of the place of residence), duly stamped received by the BIR;
2. BIR Form No. 2316 (Certificate of Income Tax Withheld on Compensation) **issued by former office** (2 copies). (**Note:** Applies only to those previously employed and appointed in the Judiciary within the same taxable year. The last day of service in the former office should be clearly reflected);
3. Photocopy of ATM **Payroll** Account Number duly validated by the nearest LandBank branch of his/her official station (2 copies). **Note:** Account name should tally with the name in the documents submitted;
4. Duly accomplished Sworn Statement or Affidavit attesting name of previous office (government or private company) inclusive dates of employment/cause of separation and whether the employee was paid gratuity or separation pay from former government office, stating the amount received, the inclusive period covered, and the specific law which authorized the same (2 original copies).

### **For Transferees (within the Lower Courts)**

1. Clearance/Certification as to money and property accountabilities and as to pending criminal and administrative cases from previous office/station (2 original copies) issued by the Clerk of Court of the Office of the Clerk of Court for multi-sala station/ Clerk of Court of the official station for single-sala station;
2. Clearance issued by the Fiscal Monitoring Division, Court Management Office (if former Clerk of Court/Accountable Officer) (2 original copies);
3. Clearance as to no pending untranscribed stenographic notes (for Court Stenographer only) (2 original copies);
4. Certified copy of latest/updated Service Record from former station/Branch (2 original copies).

### **For Transferees (from other Government Office)**

1. Duly accomplished Sworn Statement or Affidavit attesting name of previous office (government or private company) inclusive dates of employment/cause of separation and whether the employee was paid gratuity or separation pay from former government office, stating the amount received, the inclusive period covered, and the specific law which authorized the same (2 original copies);
2. BIR Form No. 2316 (Certificate of Income Tax Withheld on Compensation) **issued by former office** (2 copies). (**Note:** Applies only to those previously employed and appointed in the Judiciary within the same taxable year. The last day of service in the former office should be clearly reflected);
3. BIR Form 1905 (transfer to RDO with jurisdiction of the place of residence) duly stamped received by the BIR (2 copies);
4. Latest Service Record from former office (2 original or certified copies);
5. Certificate of Transfer of Leave Credits from former office (2 original copies);

6. Certificate of last salary, allowances, and benefits received from former office, with all the deductions made therefrom, including monthly deductions, issued by the Chief Accountant. In case an overpayment was incurred, mode of settlement must be indicated and Official Receipt for payment must be attached (2 original copies);
7. Central Clearance from former office as to money, property, and legal accountability (2 original copies);
8. Photocopy of ATM **Payroll** Account Number duly validated by the nearest LandBank branch of his/her official station (2 copies). Note: Account name should tally with the name in the documents submitted;
9. Latest Individual Performance and Commitment and Review (IPCR) (2 original or certified copies)
10. If with existing loan with the GSIS and/or PAG-IBIG, current Statement of Loan Account with date of maturity.
11. Certification from former office indicating that the appointee was already removed from the Department of Budget and Management (DBM) Personal Services Itemization and Plantilla of Personnel (PSIPOP) (1 original copy).

#### **For Re-Employment**

1. Service Record from former government office (2 original copies);
2. Duly accomplished Sworn Statement or Affidavit attesting name of previous office (government or private company) inclusive dates of employment/cause of separation and whether the employee was paid gratuity or separation pay from former government office, stating the amount received, the inclusive period covered, and the specific law which authorized the same (2 original copies);
3. Central Clearance from former office as to money, property, and legal accountability (2 original copies);
4. Photocopy of ATM **Payroll** Account Number duly validated by the nearest LandBank branch of his/her official station (2 copies). Note: Account name should tally with the name in the documents submitted;
5. BIR Form No. 2316 (Certificate of Income Tax Withheld on Compensation) **issued by former office** (2 copies). (**Note:** Applies only to those reemployed within the same taxable year that he/she was separated from government service. The last day of service in the former office should be clearly reflected);
6. BIR Form 1905 (transfer to RDO with jurisdiction of the place of residence) duly stamped received by the BIR (2 copies);

#### **C. OTHERS (for 201 Files)**

##### **For Judges only**

1. Certification by the Executive Judge as to completion of the immersion program (1 original or certified copy);
2. Certificate of Completion of the Orientation Seminar Workshop (1 original or certified copies);

##### **For Court Personnel only**

4. Latest Member's Profile with the GSIS (*for transferees within the judiciary/from other government agencies/reemployment*)
5. Certificate of completion of Orientation Program for newly appointed Sheriff only (Pursuant to Administrative Circular Number 53-2003 dated October 20, 2003);
6. Authority to Transfer from Present Office (for transferees from other government (1 original or certified copy);

To expedite the processing of payment of the initial salary of judges and court personnel, the following guidelines shall be observed:

1. The above-listed documentary requirements shall be submitted to the RTC/MTC, etc. Personnel Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA), within thirty (30) days from the date of oath of office/ assumption to duty.
2. Thereafter, the RTC/MTC, etc. Personnel Division, OAS, OCA, shall transmit the documentary requirements to the Finance Division, Financial Management Office (FMO), OCA, for evaluation and processing of initial salary.

### 2.1 Provisional Guidelines

Due to the current COVID-19 pandemic, the OAS, OCA is authorized in the interim to receive the documentary requirements through electronic mail from the claimants, and to transmit the following minimum mandatory requirements to the FMO for the processing of the initial salary pending the submission of the original copies of the minimum and other mandatory requirements:

#### **a. To be submitted by the claimant:**

1. Oath of Office
2. Certificate of assumption to duty
3. DTR/Certificate of Service
4. Photocopy of ATM *Payroll* Account Number duly validated by the nearest LandBank branch of his/her official station
5. Pag-IBIG Membership ID (MID) Number
6. Philhealth ID Number/ Member's Data Record (MDR)
7. Duly filled-up Certification for the Reimbursement of Extraordinary and Miscellaneous Expenses Allowance (EME) for Judges (3 copies)

#### **b. To be submitted by the OAS, OCA**

1. Certified copy of appointment;
  2. Certification that the data regarding the appointment have been submitted to and confirmed by the GSIS
  3. Notice of Longevity Pay Adjustment (for judges, if applicable)
  4. Notice of SAJ (for judges)
  5. Notice of Salary Adjustment (if applicable)
  6. List of lacking documents of the claimants, duly signed by the processor-in-charge and noted by the Chief of Division
  7. Accession form duly signed by the Chief of Division.
3. In cases where the nature of appointment is transfer from another government agency, or reemployment, and the claimant initially fails to submit any of the following:
    - 3.1. Central Clearance from former office as to money, property, and legal accountability;

3.2. Certification of last salary, allowances, and benefits received from former office, with all the deductions made therefrom, including monthly deductions, issued by the Chief Accountant;

3.3. Current Statement of Loan Account with date of maturity (if with existing loan with the GSIS and/or Pag-Ibig).

and, is later determined, upon submission of the above documents, that the claimant has existing loans particularly with the GSIS or Pag-Ibig, the claimant shall attach proof of settlement of overpayment through a certification from the former office and/or official receipt as proof of payment (2 certified photocopies), and shall pay directly to the GSIS or Pag-Ibig his/her monthly past due amortization/s for his/her outstanding loans, and shall not hold the office accountable for the months that deductions were not made from his/her salary.

4. The initial salaries of claimants who shall be able to submit the minimum mandatory documentary requirements stated above shall be released pending their submission of the other requirements within three (3) months from the date of their submission of the minimum mandatory requirements. Upon compliance the OAS OCA shall indorse all the lacking documents to the Finance Division, FMO, OCA.
5. Should the claimant/s fail to submit all the mandatory documentary requirements after three (3) months from the date of their submission of the minimum mandatory requirements, their salaries and allowances shall automatically be withheld without prior notice upon the recommendation of the OAS, OCA, and approval of the Court Administrator.

For other concerns relating to the OAS, OCA and the FMO, OCA, all follow-ups shall be made through the official electronic addresses and telephone number found below:

### **OAS, OCA**

Division	Contact Person
RTC, Personnel Division Tel No. (02) 85213596 Email: <a href="mailto:oastrtcpersonnel.oca@judiciary.gov.ph">oastrtcpersonnel.oca@judiciary.gov.ph</a>	1. Ms. Amalia D. Alviso 2. Mr. Leopoldo Iglesias
MTC, etc. Personnel Division Tel No. (02) 85369037 Email: <a href="mailto:oaamtcpersonnel.oca@judiciary.gov.ph">oaamtcpersonnel.oca@judiciary.gov.ph</a>	1. Mr. Ricardo R. Guiganto 2. Mr. Ricky C. Aviles
Employees Leave Division Tel. No. (02) 85257793 Email: <a href="mailto:leave.oas.oca@judiciary.gov.ph">leave.oas.oca@judiciary.gov.ph</a>	1. Mr. Ryan Lopez 2. Ms. Mary Rosalyn K. Jose
Property Division Tel. No. (02) 85251272 Email: <a href="mailto:property.oasoca@judiciary.gov.ph">property.oasoca@judiciary.gov.ph</a>	1. Ms. Dorothy A. Agonos 2. Ms. Patricia Mariel Manalo
Records Division Tel. No. (02) 85231076 Email: <a href="mailto:records.oasca@judiciary.gov.ph">records.oasca@judiciary.gov.ph</a>	1. Mr. Luis M. De Guzman 2. Ms. Eunny Jean M. Cabrera
Secretariat (SPB-LC)	1. John Julius C. Lacanlale

Tel No. (02)85266404 Email:spb_lowercourts2004@yahoo.com	2. Mary Michaela Natividad
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**FMO, OCA**

Division	Contact Person
Accounting Division Tel. No. (02) 85369033 Email: vtalarcon.sc@judiciary.gov.ph	1. Violeta T. Alarcon 2. Virginia A. Bautista
Budget Division Tel. No. (02) 85244387 Email: budget.fmo.oca@gmail.com	1. Emma B. Ignacio 2. Mark M. Guiron
Cash Division Tel. No. (02) 85215605 Email: cash.fmo.oca@judiciary.gov.ph	1. Grace M. Tiglao 2. Myla M. Fronda
Checks Disbursement Division Tel. No. (02) 85251645 Email: checks.fmo.oca@judiciary.gov.ph	1. Joseph C. Javellana 2. Roy F. Jose
Finance Division (Salaries Section) Tel. No. (02) 85369022 Email: salaries.finance.fmo.oca@judiciary.gov.ph	1. Analiza S. Sandoval 2. Michelle Frances G. Gutierrez
Finance Division (TEV & Retirement Section) Tel. No. (02) 85234915 Email: tev.ret.finance.fmo.oca@judiciary.gov.ph	1. Lilibeth M. Espinola 2. Kristoffer Jun V. Camero

For your information and guidance.

March 07, 2022

  
**RAUL BAUTISTA VILLANUEVA**  
 Court Administrator