



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

OCA CIRCULAR NO. 113-2023

To : ALL JUDGES AND PERSONNEL OF THE LOWER COURTS
SUBJECT : Appointments for Vacancies in the Lower Courts

In relation to OCA Circular No. 98-2022 dated April 28, 2022, please take notice of the additional guidelines in the appointment for vacancies in the lower courts:

1. Rule IV, Section 9b of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions provides that:

b. Temporary – an appointment issued to a person who meets the education, experience and training requirements of the position to which he/she is being appointed to, except for the appropriate eligibility. A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority. The appointment shall not exceed twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available.

However, in no case shall a temporary appointment be issued for positions that involve practice of profession regulated by bar/board law for lack of the required license and/or certificate of registration.

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A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

2. OCA Circular No. 98-2022 is hereby amended to read:

II. From the applicants to be submitted to the Clerk of Court:

A. Common requirements:

1. Four (4) copies of properly, completely and recently accomplished Personal Data Sheet (CSC Forms 212, Rev. 2017) with latest 3.5 cmx4.5 cm (passport size) pictures **(taken within the last six months)**, including additional Work Experience Sheet **(for positions requiring relevant work experience)**;
2. Two (2) authenticated copies of Civil Service Eligibility with attached Official receipt for authentication (certified by the CSC Regional Office) or authenticated copies of PRC License **(current or valid) and rating** with OR of payment (2copies) (for vacancies requiring civil service eligibility or passing a professional board examination) or **original Bar Rating and Certificate of Membership in the Philippine Bar (for vacancies requiring the passing of the Philippine Bar)**;
3. Authenticated copy of Transcript of School Records **(authenticated** by the School Registrar);
4. Proof of completion of Secretarial/Stenography course or units in Stenography; (for Court Stenographer positions only)
5. Sworn Affidavit executed by applicant/recommendee that he/she has no relative(s) within the third civil degree of consanguinity or affinity who is an incumbent employee in the subject branch/office;
6. Certified copy of proof of completion of relevant Training / Seminar conducted by a training institution accredited by the Civil Service Commission (for vacancies requiring relevant training or seminar); and
7. **Sworn manifestation of willingness to accept Temporary appointment (if the applicant does not meet the required civil service eligibility, training or experience, as the case may be)**

E. Additional documents for Demotion:

1. **Sworn manifestation of willingness to accept the position applied for and its authorized salary rate.**

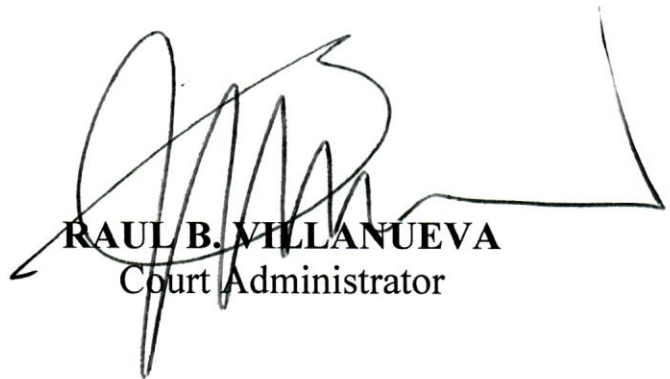
F. For insider-applicants – the following documents need not be submitted for purposes of appointment unless expressly required by the Civil Service Commission or is not found in their employment records or 201 File:

- a) **PSA issued birth certificate;**
- b) **PSA issued marriage certificate;**
- c) **Transcript of records;**
- d) **Individual Performance Commitment and Review Form (IPCR); and**
- e) **Proof of completion of Secretarial/Stenography course or units in Stenography (for stenographer position).**

2. In recommending applicants for the position, the Executive Judge (for vacancies in the Office of the Clerk of Court) or the Presiding Judge (for vacancies in the branch) should make sure that **at the time of filing of application**, his/her recommendee is qualified for appointment taking into account the qualification standards for the subject vacancy. (see Annex "A"). **Only applicants who are qualified for appointment (permanent/temporary) at the time of filing of application will be considered during the deliberation of the Human Resource Merit Promotion and Selection Board for the Lower Courts;**

3. For a more expeditious processing of appointments, the following provision of OCA Circular No. 98-2022 is hereby reiterated:
 3. Before submitting the application papers to the Office of Administrative Services, OCA, it is the duty of the Clerk of Court to make sure that **all the documentary requirements enumerated in item No. 1 are complete and the required forms properly filled.** In connection herewith, Clerks of Court should coordinate with the Processor-in-Charge of their respective areas in the RTC Personnel Division or the MTC, etc. Personnel Division of the OAS, OCA to make sure that this provision is complied with.

March 15, 2023



RAUL B. MILLANUEVA
Court Administrator

**QUALIFICATION STANDARDS
FOR FIRST AND SECOND LEVEL COURT
OFFICIALS AND PERSONNEL**

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
Clerk of Court VII RTC (OCC 16-74 salas)	26	Bachelor of Laws	3-years of relevant experience	16-hours of relevant training	RA 1080 (BAR)
Clerk of Court VI RTC (single sala, OCC 2-15 salas) (OCC Asst. Clerk of Court of 16-74 salas) MeTC (OCC, Manila 22-30 salas) Quezon City, Mandaluyong City 11-15 salas) SDC (single salas)	25	Bachelor of Laws	2-years of relevant experience	8-hours of relevant training	RA 1080 (BAR)
Clerk of Court V RTC (Br. Clerk of Court, OCC Asst. Clerk of Court 7-15 salas) MeTC (OCC Makati City, Caloocan City, Parañaque City 7-10 salas)	24	Bachelor of Laws	1-year of relevant experience	4-hours of relevant training	RA 1080 (BAR)
Clerk of Court IV MeTC (OCC of 2-6 salas, single sala) MTCC (occ of 2-10 salas, single sala)	23	Bachelor of Laws	2-years of relevant experience	8-hours of relevant training	CS-P/2 nd Level
Clerk of Court III MeTC (OCC, Asst. Clerk of Court, 5-30 salas, all branches) MTCC (OCC, Asst. Clerk of Court, 4-10 salas, all branches)	22	Bachelor of Laws	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 nd Level
Clerk of Court II MTC (OCC of 2-3 salas & single sala) MCTC (OCC of 2-3 salas & single sala) SCC (single salas)	18	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 nd Level
Clerk of Court I MCTC (Br. Clerk of Court of 2-3 salas) MTC (Br. Clerk of Court of 2-3 salas)	15	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 nd Level

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
Administrative Officer V RTC Manila (OCC of 73-74 salas)	24	Masteral Degree	4-years of relevant experience	24 hours of relevant training	CS-P/2 nd Level
Administrative Officer IV RTC Manila (OCC of 73- 74 salas)	22	Bachelor's degree	3-years of relevant experience	16-hours of relevant training	CS-P/ 2 nd Level
Administrative Officer III RTC (OCC of 22-72 salas) MeTC Manila (OCC of 22-30 salas)	18	Bachelor's degree	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 nd Level
Administrative Officer II RTC (OCC of 16-72 salas) MeTC (OCC of 5-30 salas) MTCC (OCC of 7-10 salas)	15	Bachelor's degree	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 nd Level
Administrative Officer I RTC (OCC of 7-72 salas) MeTC (OCC of 22-30 salas) MTCC (OCC of 4-10 salas)	11	Bachelor's degree	None required	None required	CS-P /2 nd Level
Records Officer V RTC Manila (OCC of 73-74 salas)	24	Masteral Degree	4-years of relevant experience	24-hours of relevant training	CS-P/ 2 nd Level
Records Officer IV RTC Manila (OCC of 73-74 salas)	22	Bachelor's degree	3-years of relevant experience	16-hours of relevant training	CS-P/ 2 nd Level
Records Officer III RTC (OCC of 22-74 salas) MeTC Manila (OCC of 22-30 salas)	18	Bachelor's degree	2-years of relevant experience	8-hours of relevant training	CS-P/2 nd Level
Records Officer II RTC (OCC of 16-74 salas) MeTC (OCC of 5-30 salas) MTCC (OCC of 7-10 salas)	14	Bachelor's degree	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 nd Level
Records Officer I MeTC, MTCC (OCC of 2-30 salas) MTC, MCTC (OCC of 2-3 salas)	10	Bachelor's degree	None required	None required	CS-P/ 2 nd Level
Social Welfare Officer III RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree in Social Work	2-years of relevant experience	8-hours of relevant training	RA 1080 (Social Worker)
Social Welfare Officer II RTC (OCC of 2-74 salas)	15	Bachelor's degree in Social Work	1-year of relevant experience	4-hours of relevant training	RA 1080 (Social Worker)

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
Supply Officer III RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 nd Level
Supply Officer II RTC Manila (OCC of 73-74 salas)	14	Bachelor's degree	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 nd Level
Cashier III RTC Manila (OCC of 73-74 salas) MeTC Manila (OCC of 22-30 salas)	18	Bachelor's degree relevant to the job	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 nd Level
Cashier II RTC (OCC of 16-74 salas) MeTC Manila (OCC of 22-30 salas)	14	Bachelor's degree relevant to the job	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 nd Level
Cashier I RTC (OCC of 31-74 salas) MeTC, MTCC (OCC of 2-30 salas) MTC, MCTC (OCC of 2-3 salas)	10	Bachelor's degree	None Required	None Required	CS-P/ 2 nd Level
Librarian III RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	2-years of relevant experience	8-hours of relevant training	RA-1080 (Librarian)
Librarian II RTC (OCC of 7-74 salas)	15	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	1-year of relevant experience	4-hours of relevant training	RA-1080 (Librarian)
Librarian I RTC (OCC of 4-6 salas) (16-21 salas)	11	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA-1080 (Librarian)

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
Human Resource Management Officer III RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree relevant to the job	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 nd Level
Human Resource Management Officer II RTC Manila (OCC of 73-74 salas)	15	Bachelor's degree relevant to the job	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 nd Level
Human Resource Management Officer I RTC Manila (OCC of 73-74 salas)	11	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 nd Level
Human Resource Management Assistant RTC Manila (OCC of 73-74 salas)	8	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 st Level
Statistician III RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree relevant to the job	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 nd Level
Statistician II RTC (OCC of 22-74 salas)	15	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 nd Level
Statistician I RTC (OCC of 22-74 salas)	11	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 nd Level
Assistant Statistician RTC (OCC of 22-74 salas)	9	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 st Level
Court Legal Researcher II RTC (all branches & single sala) SDC (single sala)	15	Bachelor's degree relevant to the job. <i>As an additional requirement, the applicant must have completed at least two (2) years of study in a college of law</i>	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 nd Level
Court Legal Researcher I MeTC, MTCC (all branches)	12	Bachelor's degree relevant to the job. <i>As an additional requirement, the applicant must have completed at least two (2) years of study in a college of law</i>	None required	None required	CS-P/ 2 nd Level
Interpreter III RTC (all branches & single sala) SDC (single sala)	12	Bachelor's degree	None required	None required	CS-P/ 2 nd Level
Interpreter II MeTC, MTCC (all branches & single sala)	10	Bachelor's degree	None required	None required	CS-P/ 2 nd Level
Interpreter I MTC, MCTC, SCC (all branches & single sala)	8	Completion of 2 years studies in college	None required	None required	CS-SP/ 1 st Level

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
Sheriff IV RTC (OCC, all branches & single sala)	12	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 st Level
Sheriff III MeTC, MTCC (OCC, all branches & single sala) SDC (single sala)	10	Completion of 2 years studies in college	None required	None required	CS-SP/ 1 st Level
Court Stenographer III RTC (OCC, all branches & single sala) SDC	12	Completion of 2 years studies in college. <i>As an additional requirement, the applicant must have earned units/short course in stenography</i>	2-years of relevant experience	8-hours of relevant training	CS-SP/ 1 st Level
Court Stenographer II MeTC (OCC of 11-30 salas, all branches & single sala) MTCC (all branches & single sala)	10	Completion of 2 years studies in college. <i>As an additional requirement, the applicant must have earned units/short course in stenography</i>	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 st Level
Court Stenographer I MTC, MCTC, SCC (all branches & single sala)	8	Completion of 2 years studies in college. <i>As an additional requirement, the applicant must have earned units/short course in stenography</i>	None required	None required	CS-SP/ 1 st Level
Data Entry Machine Operator II RTC (OCC & single sala)	8	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 st Level
Clerk IV RTC (OCC of 2-6, 11-15, 31-74 salas) MeTC (OCC of 2-3, 22-30 salas) MTCC (OCC of 2-10 salas all branches & single sala) MTC, MCTC (OCC of 2-3 salas) SDC (single sala)	8	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 st Level

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
Clerk III RTC (all branches & single sala) MeTC, MTCC (OCC & all branches) MTC, MCTC (OCC of 2-3 salas) SDC (single sala)	6	Completion of 2 years studies in college	None required	None required	CS-SP/ 1st Level
Clerk II RTC (OCC 7-15, 22-30, 73-74 salas) MTC, MCTC, SCC (all branches & single sala)	4	Completion of 2 years studies in college	None required	None required	CS-SP/ 1st Level
Cash Clerk III RTC (OCC 4-15, 31-74 salas) MeTC (OCC 4-30 salas & single sala) MTCC (OCC 4-10 salas & single sala)	8	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 st Level
Cash Clerk II RTC (OCC 2-3, 22-30 salas) MeTC (OCC of 2-3, 7-30 salas) MTCC (OCC of 2-3 & 7-10 salas) MTC, MCTC (OCC of 2-3 salas)	6	Completion of 2 years studies in college	None required	None required	CS-SP/ 1 st Level
Process Server RTC (OCC, all branches & single sala) MeTC, MTCC (OCC, all branches & single sala) SDC (single sala)	5	High School graduate	None required	None required	None required
Junior Process Server MTC, MCTC (OCC, all branches & single sala) SCC (single sala)	3	High School graduate	None required	None required	None required
Utility Worker I all courts (OCC, all branches & single sala)	1	Must be able to read and write	None required	None required	None required