



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

**OCA CIRCULAR NO. 288 -2022**

**TO : ALL CONCERNED JUDGES OF THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT: AMENDMENTS/MODIFICATIONS IN OCA CIRCULAR NO. 139-2010 DATED 07 OCTOBER 2010 (RE: *ADDITIONAL GUIDELINES IN THE IMPLEMENTATION OF RESOLUTION NO. 99-1-04-SC OF THE SUPREME COURT*), RELATIVE TO THE EN BANC RESOLUTION DATED 14 JUNE 2022 IN A.M. NO. 99-1-04-SC (RE: *GRANTING INCENTIVES TO JUDGES WHO ARE GIVEN ADDITIONAL ASSIGNMENTS OF HEARING AND DECIDING CASES OF OTHER BRANCHES OF THEIR COURTS OR OF OTHER COURTS OF THE SAME LEVEL*)**

The Court *En Banc*, in its Resolution dated 14 June 2022 in A.M. No. 99-1-04-SC<sup>1</sup> (Annex "A"), increased the incentives of judges who are given additional assignments of hearing and deciding cases of others courts. This effectively amended OCA Circular No. 139-2010 dated 07 October 2010 (Re: *Additional Guidelines in the Implementation of Resolution No. 99-1-04-SC of the Supreme Court*). In the subject resolution, the Court RESOLVED to:

(a) APPROVE the following new rates of Additional Expense Allowance and Judicial Incentive Allowance that are granted to judges given additional assignments of hearing and deciding cases of other branches:

(i) **Additional Expense Allowance:**

1. Two Thousand Pesos (P2,000.00) per one full day of service rendered in another branch or branches excluding original station, but in no case to exceed Twelve Thousand Pesos (P12,000.00) a month, if assigned to an additional sala, or Sixteen Thousand Pesos (P16,000.00) a month, if assigned to two or more salas;

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<sup>1</sup> A.M. No. 99-1-04-SC (Re: Granting Incentives to Judges Who are Given Additional Assignments of Hearing and Deciding Cases of Other Branches of Their Courts or of Other Courts of the Same Level)

2. If the designation of the Judge is limited to decision writing, he/she shall be entitled to Two Thousand Pesos (P2,000.00) for every case decided, provided that the disposition of consolidated cases shall be considered as a single decision only; and

(ii) **Judicial Incentive Allowance:**

1. One Thousand Pesos (P1,000.00) per month, for every additional branch that is assigned to a judge.

In this view, and pursuant to the authority granted by the Court to this Office as stated in the subject resolution, all concerned are **DIRECTED** to observe the following guidelines in the processing for their claims of Additional Expense and Judicial Incentive Allowances:

1. The Judge with additional assignment/s shall submit a copy each to the *Finance Division, Financial Management Office (FD-FMO)*, Office of the Court Administrator (OCA), and to the *Employees' Leave Division, Office of Administrative Services (ELD-OAS)*, OCA, of his/her **Certificate of Service for his/her original court**, to be attested by the Clerk of Court/ Branch Clerk of Court/ Officer-in-Charge, indicating the following:
  - a. the number of additional court/s assigned to him/her; and
  - b. that he/she has held trial or conducted proceedings thereat at least thrice a week. Should the number of trials or proceedings conducted is less than thrice a week, the judge shall indicate his/her explanation/s or justification/s therein;
2. Further, the Judge with additional assignment/s shall also submit a copy each to the FD-FMO, OCA, and to ELD-OAS, OCA, of his/her **Certificate of Service for his/her additional court/s**, that is, for every court/s he/she is designated or assigned to, to be attested by the Clerk of Court/ Branch Clerk of Court/ Officer-in-Charge, indicating the following:
  - a. the actual number of cases heard per day, which should be at least five (5) cases. Should the number of cases heard for the given day is less than five (5), the judge shall state his/her explanation/s or justification/s in the said certificate of service; and
  - b. the reason/s for postponement, cancellation, or resetting of hearing/s. It must be noted that the Judge is only entitled to the payment of additional expense allowance if the postponement,



cancellation, or resetting of hearing/s is beyond his/her control;

3. The abovementioned certificates of service must be accompanied by the following documents (in hard copy/ies), which must be personally submitted (*via* dropbox) or mailed (through courier or the postal services) within the first ten (10) days of the succeeding month to the Supreme Court, addressed to the respective Chiefs of the FD-FMO, OCA and ELD-OAS, OCA, otherwise the claim for reimbursement of allowance with the FMO, OCA, shall not be processed:
  - a. duly accomplished disbursement voucher;
  - b. duly filled-out Obligation Request and Status form;
  - c. copy/ies of the Administrative/Office Order designating the judge-claimant as Acting Presiding Judge or Assisting Judge, or copy/ies of the certification from the clerk of court/ branch clerk of court/officer-in-charge of the paired court stating that the judge-claimant is the paired judge;
4. The subject certificates of service shall be verified by the judge-claimant and the clerk of court/branch clerk of court/officer-in-charge, and shall be subscribed and sworn to before any judge within the territorial jurisdiction of the judge-claimant;
5. For the Judge to be entitled to the full payment of his/her Additional Expense Allowance, he/she must render one (1) full day of service in the branch/court where he/she is designated/assigned. Should the Judge render only half (1/2) day of service in the branch/court where he/she is designated/ assigned, he/she shall be entitled to only half of the corresponding additional expense allowance. *One (1) full day of service* means the Judge must have exclusively devoted his/her entire working hours of the day at his/her additional court/s.<sup>2</sup> On the other hand, a half (1/2) day of service means the Judge must have exclusively devote his/her working hours thereat for at least four (4) hours;
6. Attached herein are the following forms:
  - a. Certificates of Service to be used by the concerned judges;
  - b. Disbursement voucher; and
  - c. Obligation Request and Status form.

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<sup>2</sup> Pursuant to Administrative Circular No. 2-99 dated 15 January 1999.

Any prior circular from the Office of the Court Administrator on this matter which is contrary to the foregoing is hereby deemed superseded.

For strict compliance.

14 October 2022



**JENNY LIND R. ALDECOA-DELORINO**  
Deputy Court Administrator and Officer-in-Charge  
Office of the Court Administrator  
(Per Memorandum Order No. 147-2022 dated 5 October 2022)

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MMA/AJ/Ester/Amended Circular No. 139-2010/jjm101122 Misc.503/jjm101322



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

Republic of the Philippines  
Supreme Court  
Manila

**CERTIFICATE OF SERVICE**  
(For Official Court)

For the Month of \_\_\_\_\_

Date \_\_\_\_\_

That I have conducted trial and proceedings at least thrice a week. / That I have failed to conduct trial or proceedings at least thrice a week for the following reason/s (please specifically state the reason/s):

That I am presently designated in (state the number of additional courts assigned) as Pairing/Acting Presiding/Assisting Judge/Judge designated to decide cases.

That all of the cases assigned to me as Presiding Judge have been decided and resolved within three (3) months from the date of submission, pursuant to Section 15 (1) and (2), Article VIII of the 1987 Constitution of the Republic of the Philippines, except the following cases or incidents where an extension of time to decide/resolve was requested and granted.

Case No.(s) and Title(s)	REASON FOR EXTENSION Sought (Indicate by No.)	PERIOD REQUIRED

Reasons for Extension of Time:

1. The case/incidents were fully/substantially heard by another judge(s), and/or stenographic notes have not been transcribed;

2. The records are voluminous (consisting of more than \_\_\_ pages);
3. My caseload is more than \_\_\_ cases, with \_\_\_ inherited cases;
4. Awaiting resolution of certain incidents necessary for determination of the case;
5. Illness of Judge or immediate members of family;
6. Lack of stenographers/typists; or
7. For other reasons (attachment).

I HEREBY DECLARE UNDER OATH THAT THE INFORMATION IN THIS CERTIFICATE OF SERVICE HAVE BEEN VERIFIED AS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, PURSUANT TO THE PROVISIONS OF EXISTING RULES AND CIRCULARS.

HON. \_\_\_\_\_  
 Presiding Judge  
 Branch \_\_\_\_\_

\_\_\_\_\_  
 CLERK OF COURT  
 (Branch Clerk of Court/OIC)

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_,  
 2022 at \_\_\_\_\_.

\_\_\_\_\_  
 JUDGE ADMINISTERING OATH



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

Republic of the Philippines  
Supreme Court  
Manila

**CERTIFICATE OF SERVICE**  
(For Additional Court)

For the Month of \_\_\_\_\_

Date \_\_\_\_\_

That I am presently designated in (number of courts) as Pairing/Acting Presiding/Assisting Judge/ a Judge designated to decide cases.

- a. That I have conducted trial or proceedings for at least five (5) or more cases per calendar day on the following:

<b>Date the Judge heard cases, resolved motions, decided cases, etc.</b>	<b>Full Day/Half day (am/pm)</b>
1.	
2.	
3.	
4.	
5.	

- b. That I was not able to conduct trial or proceedings for at least five (5) cases, per calendar day for the following reason/s (please specifically state the reason/s):

<b>Date the Judge heard cases, resolved motions, decided cases, etc.</b>	<b>Reason/s</b>	<b>Full Day/Half Day</b>
1.		
2.		
3.		
4.		
5.		

I hereby certify that all of the cases assigned to me as Pairing/Acting Presiding/Assisting Judge have been decided and resolved within three (3) months from date of submission, pursuant to Section 15 (1) and (2), Article VIII of the 1987

Constitution of the Republic of the Philippines, except the following cases or incidents where an extension of time to decide/resolve was requested and granted.

Case No.(s) and Title(s)	REASON FOR EXTENSION Sought (Indicate by No.)	PERIOD REQUIRED

Reasons for Extension of Time:

1. The case/incidents were fully/substantially heard by another judge(s), and/or stenographic notes have not been transcribed;
2. The records are voluminous (consisting of more than \_\_\_ pages);
3. My caseload is more than \_\_\_ cases, with \_\_\_ inherited cases;
4. Awaiting resolution of certain incidents necessary for determination of the case;
5. Illness of Judge or immediate members of family;
6. Lack of stenographers/typists; or
7. For other reasons (attachment).

I HEREBY DECLARE UNDER OATH THAT THE INFORMATION IN THIS CERTIFICATE OF SERVICE HAVE BEEN VERIFIED AS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, PURSUANT TO THE PROVISIONS OF EXISTING RULES AND CIRCULARS.

HON. \_\_\_\_\_  
 Pairing/Acting Presiding/Assisting Judge  
 Branch \_\_\_\_\_

\_\_\_\_\_  
 CLERK OF COURT  
 (Branch Clerk of Court/OIC)

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_,  
 2022 at \_\_\_\_\_.

\_\_\_\_\_  
 JUDGE ADMINISTERING OATH





**REPUBLIC OF THE PHILIPPINES  
SUPREME COURT OF THE PHILIPPINES  
DISBURSEMENT VOUCHER**

**Fund Cluster :**  
**Date :**  
**DV No.:**

**Mode of Payment**     MDS Check     Commercial Check     ADA     Others (Please specify) \_\_\_\_\_

**Payee** \_\_\_\_\_ **TIN/Employee No. :** \_\_\_\_\_ **ORS/BURS No. :** \_\_\_\_\_

**Address** \_\_\_\_\_

Particulars	Responsibility Center	MFO/PAP	Amount
Amount Due			

**A.**  Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.  
 \_\_\_\_\_  
 Printed Name, Designation and Signature of Supervisor

**B.** Accounting Entry:

Account Title	UACS Code	Debit	Credit

<b>C.</b> Certified:	<b>D.</b> Approved for Payment
<input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper	
<b>Signature</b> _____	<b>Signature</b> _____
<b>Printed Name</b> _____	<b>Printed Name</b> _____
<b>Position</b> _____	<b>Position</b> _____
Head, Accounting Unit/Authorized Representative	Agency Head/Authorized Representative
<b>Date</b> _____	<b>Date</b> _____

**E.** Receipt of Payment

Check/ADA No. :	Date:	Bank Name & Account Number	JEV No.
Signature :	Date:	Printed Name :	Date
Official Receipt No. & Date/Other Documents			



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

**OBLIGATION REQUEST AND STATUS**

Serial No. :

Date :

Fund Cluster:

Entity Name

Payee				
Office				
Address				
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
<b>Total</b>				

<p><b>A. Certified:</b> Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal</p> <p>Signature : _____</p> <p>Printed Name : _____</p> <p>Position : _____</p> <p style="text-align: center; margin-left: 40px;">Head, Requesting Office/Authorized Representative</p> <p>Date : _____</p>	<p><b>B. Certified:</b> Allotment available and obligated for the purpose/adjustment necessary as indicated above</p> <p>Signature : _____</p> <p>Printed Name : _____</p> <p>Position : _____</p> <p>Date : _____</p>
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C. STATUS OF OBLIGATION							
Reference			Amount				
Date	Particulars	ORS/JEV/Check/ADA/TRA No.	Obligation	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due (a-b)	Due and Demandable (b-c)



Annex "A"

Republic of the Philippines  
Supreme Court  
Manila

EN BANC

NOTICE

Sirs/Mesdames:

*Please take notice that the Court en banc issued a Resolution dated JUNE 14, 2022, which reads as follows:*

**"A.M. No. 99-1-04-SC** (Re: Granting Incentives to Judges Who are Given Additional Assignments of Hearing and Deciding Cases of Other Branches of Their Courts or of Other Courts of the Same Level).- Acting on the Memorandum dated April 20, 2022 of Court Administrator Raul Bautista Villanueva relative to OCA Circular No. 139-2010, the Court Resolved to

(a) **APPROVE** the following new rates of Additional Expense Allowance and Judicial Incentive Allowance that are granted to judges given additional assignments of hearing and deciding cases of other branches:

(i) Additional Expense Allowance of Two Thousand Pesos (₱2,000.00) per one full day of service rendered in another branch or branches excluding the original station, but in no case to exceed Twelve Thousand Pesos (₱12,000.00) a month, if assigned to an additional *sala*, or Sixteen Thousand Pesos (₱16,000.00) a month, if assigned to two or more *salas*. Should the designation be limited to decision writing, judges shall be entitled to the additional expense allowance of Two Thousand Pesos (₱2,000.00) for every case decided, provided that the disposition of consolidated cases shall be considered as a single decision only; and

(ii) A monthly Judicial Incentive Allowance of One Thousand Pesos (₱1,000.00) for every additional branch that is assigned to them;

and


(b) **AUTHORIZE** the Office of the Court Administrator to change the guidelines stated in OCA Circular

*asc*



No. 139-2010 to reflect the following modified process: instead of writing the OCA requesting for exemption and/or advancing their explanations, the judges shall be required instead to submit a Certificate of Service as to the actual trial days, proceedings conducted and calendared cases in their official stations and in their additional assigned court/s, duly attested by the respective Clerks of Court." Lazaro-Javier, J., on official leave. (adv21)

By authority of the Court:



**MARIFE M. LOMIBAO-CUEVAS**

Clerk of Court *MLC*

Court Administrator

HON. RAUL B. VILLANUEVA (x)

Deputy Court Administrators

HON. JENNY LIND R. ALDECOA-DELORINO (x)

HON. LEO T. MADRAZO (x)

Assistant Court Administrators

HON. LILIAN BARRIBAL-CO (x)

HON. MARIA REGINA ADORACION

FILOMENA M. IGNACIO (x)

Supreme Court

ATTY. MARIA TERESA O. DEMESA-RAZAL (x)

Officer-in-Charge, Office of Administrative Services

ATTY. GILDA SUMPO-GARCIA (x)

Asst. Chief of Office, Financial Management Office

ATTY. MARILOU M. ANIGAN (x)

Chief, Court Management Office

ATTY. ANALIZA THOMAS-PARRA (x)

OIC Chief of Office, Legal Office

Office of the Court Administrator, Supreme Court

ATTY. CORAZON G. FERRER-FLORES (x)

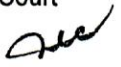
Deputy Clerk of Court & Chief

Fiscal Management & Budget Office, Supreme Court

ATTY. MARIA CARINA M. CUNANAN (x)

Deputy Clerk of Court and Chief Administrative Officer

Office of Administrative Services, Supreme Court



A.M. No. 99-1-04-SC

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