



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

OCA CIRCULAR NO. 355-2022-A

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

**SUBJECT : ATTENDANCE IN THE PRE-JUDICATURE
PROGRAM FOR TRIAL COURTS AND APPELLATE
COURTS FROM YEAR 2021 SHALL BE ON OFFICIAL
TIME**

As authorized by Chief Justice Alexander G. Gesmundo, and in order to encourage deserving judges and court personnel to pursue further an advancement in their judicial career, as well as to qualify for the judicial office they are applying for, the attendance by those concerned in the Pre-Judicature Programs (PJPs) of the Philippine Judicial Academy for either the Trial Courts (PJPTC) or the Appellate Courts (PJPA) will now be considered on **OFFICIAL TIME**. This is also in light of the requirement for judges seeking to be promoted or laterally transferred, as well as for lawyer-court personnel, to enroll and attend the synchronous and/or asynchronous sessions of the PJPs they are or will be enrolled in.

The asynchronous learning period which may be credited as on official time shall be limited to two (2) weeks for those participating in the PJP TC and three (3) weeks for those with the PJPA, unless a shorter period for the completion of the same is announced by the Philippine Judicial Academy. Any request for extension shall be subject to approval by the Office of the Court Administrator, upon a written request by the participant.

For the synchronous sessions, the period which may be credited as on official time shall be limited to five (5) days for the PJP TC and three (3) days for the PJPA, unless otherwise modified by the Office of the Court Administrator.

Accordingly, and to be entitled thereto, the concerned judges and court personnel shall submit a photocopy of their certificate of attendance to the Office of Administrative Services, Office of the Court Administrator, at *leave.oas.oca@judiciary.gov.ph*. For incumbent judges, their court calendar should be properly managed, with parties to be notified of any hearings that would be affected during their attendance to a PJP.

This circular shall apply to those who have enrolled in PJPs for the year 2021 onwards.

For guidance and compliance.

28 April 2023



RAUL B. VILLANUEVA
Court Administrator