



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

OCA CIRCULAR NO. 256-2023

**TO : ALL JUDGES AND BRANCH CLERKS OF COURT/
OFFICERS-IN-CHARGE OF THE FIRST AND SECOND LEVEL
COURTS**

**SUBJECT: REITERATION ON THE GUIDELINES OF THE
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM FOR
THE JUDICIARY**

In view of the reports that several Clerks of Court/ Branch Clerks of Court do not discuss with the court personnel/ ratee his/her performance ratings before the rated Individual Performance Commitment and Review (IPCR) form is submitted to the Executive Judge/Presiding Judge/ Acting Presiding Judge, all concerned are hereby **REMINDED** of the rule stated in the Court's Resolution dated 7 June 2016 in A.M. No. 15-12-05-SC (*Revised Guidelines for the Implementation of a Strategic Performance Management System [SPMS] in the Judiciary*), that the immediate supervisor, in assessing the performance evaluation of a court personnel, shall **discuss** the assessment with the latter prior to the submission of the rated Individual Performance Commitment and Review (IPCR) form to the Head of Office (Office Performance Management Team), and this presumes that no blank IPCR form is required to be signed by the concerned court/personnel/ratee prior thereto, thus:

SECTION 3. Performance Review and Evaluation

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b. Performance Assessment for Individuals

i. The immediate supervisor shall assess individual employee performance based on the commitments made at the beginning of the rating period. The performance rating shall be based solely on records of accomplishment; there is no need for self-rating.


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iii. **Employee's assessment shall be discussed by the supervisor with the concerned ratee prior to the submission of the Individual employee's performance commitment and review form to the Head of Office.**

iv. The Chief of Office shall determine the final assessment of performance level of the individual employee in his/her Office based on proof of performance. xxx [emphasis supplied]

For strict compliance.

17 July 2023



RAUL B. VILLANUEVA
Court Administrator