



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

**OCA CIRCULAR NO. 360-2023**

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

**SUBJECT : AMENDMENTS TO OCA CIRCULAR NO. 50-2022 DATED 07 MARCH 2022 (RE: REVISED GUIDELINES IN THE PAYMENT OF INITIAL SALARY)**

Considering the lifting of the State of Public Health Emergency throughout the Philippines due to COVID-19, and that courts and judicial offices are already fully operational, there is a need to amend and update the revised guidelines in the payment of initial salary set forth in OCA Circular No. 50-2022 dated 07 March 2022 (Re: Revised Guidelines in the Payment of Initial Salary), particularly the deletion of the provisional guidelines which were then added to address the encumbering conditions during the Covid-19 pandemic.

Herein provided for the **information, guidance, and strict observance** of all concerned are the amended and updated guidelines in the payment of the initial salary of judges and court personnel of the first and second level courts:

**GUIDELINES IN THE PAYMENT OF INITIAL SALARY**

To process the payment of the initial salary of judges and court personnel, the following documentary and processing requirements/guidelines shall be submitted/observed:

**I. DOCUMENTARY REQUIREMENTS**

**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. Philippine Health Insurance Corporation (PHILHEALTH) Member's Data Record (MDR) reflecting Supreme Court as employer (1 original copy)
4. Pag-IBIG Member's Data Form (MDF) reflecting Supreme Court as employer (1 original copy) (Note: If with Modified Pag-IBIG Fund II, please provide copy of enrollment form)
5. Properly accomplished Sworn Statement Assets, Liabilities and Net Worth (SALN), duly subscribed by the Presiding Judge or Executive Judge (3 original copies) (**Note: coverage period should be the date of actual assumption to duty**)
6. 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)

7. ID Information Sheet and bmp file format for signature (**Note:** e-mail, if applicable)
8. Waiver against violation of Data Privacy Act

**FOR JUDGES** (ADDITIONAL BASIC REQUIREMENTS)

9. Copy of appointment (4 copies)
10. Certificate of Service (3 original copies)
11. 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)
12. Properly, completely, and recently accomplished Personal Data Sheet (CSC Form 212) (1 original)

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

13. 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 oath of office)
14. Complete Daily Time Record/Bundy Card duly verified as to prescribed office hours by the Presiding Judge/Clerk of Court (3 original 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) or Certificate of Compensation **issued by authorized representative of 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 (3 copies) (**Note:** fourth digit of the account number must be **number 7** and 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)



5. Certificate of last salary received issued by the Finance Division of SC, FMBO (2 original or certified copies). (**Note:** Applicable to those previously employed as Court Decongestion Officer and appointed in the First/Second Level Court)
6. Certification as to no property accountability/turnover of property accountability to the concerned court (**Note:** Applicable to former contractual Court Stenographer/Financial Clerk/Financial Aide and Court Decongestion Officer) appointed to another court station

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

1. Clearance/Certification as to money and property accountabilities from previous office/station 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 original copies) (**Note:** use the prescribed form)
2. Clearance/Certification as to pending criminal and/or administrative cases from previous office/station 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 original copies)
3. Clearance issued by the Fiscal Monitoring Division, Court Management Office (if former Clerk of Court/Accountable Officer) (2 original copies)
4. Clearance as to no pending transcript of stenographic notes (for Court Stenographer only) (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) or Certificate of Compensation **issued by authorized representative of 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. Certified copy of paid disbursement voucher of last salary and allowances received and/or Certification by the Chief Accountant for the breakdown of last salary and allowances received and remittance of statutory deductions from previous office (2 original or certified copies)
7. Central Clearance from former office (2 original copies)

8. Photocopy of ATM **Payroll** account (3 copies) (**Note:** fourth digit of the account number must be **number 7** and 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 (2 original copies)
4. Photocopy of ATM **Payroll** account (3 copies) (**Note:** fourth digit of the account number must be **number 7**).
5. BIR Form No. 2316 (Certificate of Income Tax Withheld on Compensation) or Certificate of Compensation **issued by authorized representative of 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.)
6. BIR Form 1905 (transfer to RDO with jurisdiction of the place of residence) duly stamped received by the BIR (2 copies)
7. If with existing loan with the GSIS and/or PAG-IBIG, current Statement of Loan Account with date of maturity

**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**

3. Certificate of completion of Orientation Program for newly appointed Sheriff only (Pursuant to Administrative Circular Number 53-2003 dated October 20, 2003)



## II. PROCESSING REQUIREMENTS/GUIDELINES

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.

The processing of payment of initial salary shall only start after the submission of all the documentary requirements.

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.

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 numbers found below:

<b>OAS, OCA</b>			
<b>Personnel Division</b>	<b>Email Addresses</b>	<b>Telephone Number</b>	<b>Contact Person/s</b>
RTC (Manila, Makati City, Quezon City, Pasig City, San Juan City, Mandaluyong City, Malabon, Marikina City)	rtcncjr.personnel.oas.oaca@judiciary.gov.ph	02-85245798	Katreen Elaine L. Estacio - Manila Halipha B. Malang - Quezon City Kristine C. Dimabuyu - Makati City, Pasig City, San Juan City, Mandaluyong City, Malabon, Marikina City
RTC (Caloocan, Pasay, Las Piñas, Muntinlupa, Navotas, Parañaque, Taguig, and Valenzuela) and all Family Courts in the NCJR	mcborlongan.sc@judiciary.gov.ph	02-85245798	Rhea M. Saludario
RTC and FC, Region 1	rtc1.personnel.oas.oaca@judiciary.gov.ph	02-85210525	Karen Alexamae A. Binay
RTC and FC, Region 2	rtc2.personnel.oas.oaca@judiciary.gov.ph	02-85230536	Erwin P. Galura
RTC and FC, Region 3	rtc3.personnel.oas.oaca@judiciary.gov.ph	02-85210525	Evangeline C. Go
RTC and FC, Region 4	rtc4.personnel.oas.oaca@judiciary.gov.ph	02-85210525	Jonalyn S. Vallangca
RTC and FC, Region 5	rtc5.personnel.oas.oaca@judiciary.gov.ph	02-85210525	Arcelie T. Alvarez

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RTC and FC, Region 6	rtc6.personnel.oas.oca@judiciary.gov.ph	02-85245798	Joergelyn P. Vergara
RTC and FC, Region 7	rtc7.personnel.oas.oca@judiciary.gov.ph		Julius Caesar D. Tumulad
RTC and FC, Region 8	rtc8.personnel.oas.oca@judiciary.gov.ph	02-85210525	Jenilou Shaira C. Lanche
RTC and FC, Region 9	rtc9.personnel.oas.oca@judiciary.gov.ph		
RTC and FC, Region 10	rtc10.personnel.oas.oca@judiciary.gov.ph	02-85210525	Basiliso M. Monton II
RTC and FC, Region 11	rtc11.personnel.oas.oca@judiciary.gov.ph	02-85210525	Jenilou Shaira C. Lanche
RTC and FC, Region 12	rtc12.personnel.oas.oca@judiciary.gov.ph		
MeTC	metc.oas.oca@judiciary.gov.ph	02-82513543	Mabigail Q. Cahucom
MTCC	mtcc.oas.oca@judiciary.gov.ph	02-82513470	Russel S. Nalda and Regina C. Ochavillo Ma. Lourdes S. Dancel
MTC	mtc.oas.oca@judiciary.gov.ph	02-85369037	Joanne C. Ruaburo and Anna Emmlyn G. Bobadilla
MCTC Regions 1-7	mctc.reg1-7.oas.oca@judiciary.gov.ph	02-85369037	Ivy D. Ferrer
MCTC Regions 8-12, SDC, SCC	mctc.reg.8-12.scc-sdc.oas.oca@judiciary.gov.ph	02-85369037	Lynnette L. Telan
HOJ (Casual) Maintenance Section Region 1 to 5	<u>hoj1-5.personnel.oas.oca@judiciary.gov.ph</u>	02-85369037	Juana Sorra
HOJ (Casual) Maintenance Section Region 6 to 12 and NCJR	<u>hoj6-12.ncjr.personnel.oas.oca@judiciary.gov.ph</u>	02-85210525	Leopoldo M. Iglesias

<b>FMO, OCA</b>			
<b>Division</b>	<b>Email Addresses/es</b>	<b>Telephone Number</b>	<b>Contact Person/s</b>
Accounting Division	vtalarcon.sc@judiciary.gov.ph	02-85369033	Violeta T. Alarcon and Paula Isabelle G. Mendoza
Budget Division	budget.fmo.oca@judiciary.gov.ph	02-85244387	Emma B. Ignacio and Mark M. Guiron
Cash Division	cash.fmo.oca@judiciary.gov.ph	02-85215605	Grace M. Tiglao and Myla M. Fronda
Checks Disbursement Division	checks.fmo.oca@judiciary.gov.ph	02-85251645	Joseph C. Javellana and Roy F. Jose

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Finance Division (Salaries Section)	salaries.finance.fmo.oca@judiciary.gov.ph	02-85369022	Analiza S. Sandoval and Michelle Frances G. Gutierrez
Finance Division (TEV and Retirement Section)	tev.ret.finance.fmo.oca@judiciary.gov.ph  ret.finance.fmo.oca@judiciary.gov.ph	02-85234915	Lilibeth M. Espinola and Kristoffer Jun V. Camero

24 October 2023



**RAUL B. VILLANUEVA**  
Court Administrator

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