



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

OCA CIRCULAR NO. 74-2024

TO : ALL JUDGES AND COURT PERSONNEL

SUBJECT : AMENDED GUIDELINES IN THE SUBMISSION OF APPLICATIONS AND DOCUMENTARY REQUIREMENTS FOR APPOINTMENT IN THE LOWER COURTS

To expedite and streamline the processing of appointments of lower court personnel, the pertinent provision of OCA Circular Nos. 74-2010, as amended by 134-2010, and 44-2013 (Guidelines in the Submission of Applications for Appointment in the Lower Courts), are hereby **AMENDED** to read as follows:

I. REQUEST FOR AUTHORITY TO FILL VACANT POSITIONS

- 1) Before posting the Notice of Vacancy, the Executive Judge/Acting Executive Judge (for vacancies in the Office of the Clerk of Court) or the Presiding Judge/Acting Presiding Judge (for vacancies in the branch or station), shall file a request with the Supreme Court, through the **Deputy Court Administrator or Assistant Court Administrator, Office of the Court Administrator (OCA)**, exercising supervision over them for authority to fill the position¹.
- 2) Within twenty-four (24) hours from receipt of the request, the concerned Deputy Court Administrator/Assistant Court Administrator shall communicate to the requesting Executive Judge/Acting Executive Judge/Presiding Judge/Acting Presiding Judge the action taken thereon, which may be any of the following:
 - a) The request is approved;
 - b) The request is denied; or
 - c) The request needs to be further evaluated due to the reason/s disclosed about the vacancy.

Once the request is APPROVED, the concerned Deputy Court Administrator/Assistant Court Administrator should refer the matter to the OAS, OCA, within the same twenty-four (24) hour period for the preparation and transmittal within five (5) calendar days therefrom of the notice to post.

If the request is DENIED, the concerned Deputy Court Administrator/Assistant Court Administrator should specify the ground for the said decision.

¹ See also **OCA Circular 123-2022** (Request for Authority to Fill Vacancies in the Lower Courts) for the procedure in the submission of request for filling of vacancies to **DCA/ACA** exercising supervision.

If the request needs further evaluation, the concerned Deputy Court Administrator/Assistant Court Administrator should inform the requesting Executive Judge/Acting Executive Judge/Presiding Judge/Acting Presiding Judge of the results thereof within five (5) calendar days therefrom.

The concerned Deputy Court Administrator/Assistant Court Administrator shall also **furnish** the OAS, OCA with a copy of the notice sent to the requesting Executive Judge/Acting Executive Judge/Presiding Judge/Acting Presiding Judge when the notice is approved.

II. POSTING OF THE NOTICE OF VACANCY

The Notice of Vacancy shall be posted in at least three (3) conspicuous places in the court's premises and in other public places for **ten (10) consecutive calendar days.**

The Notice of Vacancy should be accompanied by:

- 1) *the Qualification Standards for the position; AND*
- 2) *the 'Checklist of Documentary Requirements for Appointment in the Lower Courts'²*

necessary for the evaluation of the application.

Relative hereto, the Notice of Vacancy should also include the DEADLINE FOR THE SUBMISSION OF APPLICATION which is on the 10th calendar day of posting.

Example: First day of posting: February 15, 2024

Deadline for the Submission of Application: February 25, 2024

WITHIN FIVE (5) CALENDAR DAYS from receipt of the notice to post, the Executive Judge/Acting Executive Judge/Presiding Judge/Acting Presiding Judge shall immediately inform the OAS-OCA **online via ELECTRONIC MAIL (email)** of the **inclusive (start and end) dates** of posting.

III. SUBMISSION OF APPLICATION/S AND DOCUMENTARY REQUIREMENTS

WITHIN THE TEN (10) CALENDAR DAYS period of posting of Notice of Vacancy, the **APPLICANT/S** shall submit to the Executive Judge/Acting Executive Judge/Presiding Judge/Acting Presiding Judge, thru the Clerk of Court/Branch Clerk of Court, of the court where the vacant position exists, the **original/physical copy of their application/s.**

² See Item II (Common and Additional Requirements) of OCA Circular No. 98-2022 (Appointments for Vacancies in the Lower Courts) as amended by OCA Circular No. 113-2023

The application/s of the applicant/s must be accompanied by *at least* **ALL the COMMON REQUIREMENTS** as enumerated in Par. A, Item II, of OCA Circular No. 98-2022 as amended by OCA Circular No. 113-2023.

If already available, the applicants may also submit **ALL the ADDITIONAL REQUIREMENTS** as enumerated in Par. B-F, Item II, of OCA Circular No. 98-2022 as amended by OCA Circular No. 113-2023.

IV. TRANSMITTAL OF APPLICATION/S AND DOCUMENTARY REQUIREMENTS

WITHIN ONE (1) MONTH from the expiration of the ten (10) calendar days period for posting, the following guidelines shall be observed:

a) For vacancies in the Branch:

The Presiding Judge/Acting Presiding Judge/Pairing Judge shall conduct examination and interview of the applicant/s, and thereafter, submit all applications together with the required documents received from the applicants, including the results of examination and interview, to the Executive Judge.

The Executive Judge shall transmit all applications and documentary requirements to the OAS-OCA.

b) For vacancies in the OCC:

The Executive Judge/Acting Executive Judge shall conduct examination and interview of the applicant/s, and thereafter, submit all applications together with the required documents received from the applicant/s, including the results of examination and interview, to the OAS-OCA.

Within the same period, the Clerk of Court/Branch Clerk of Court, may accept the **lacking ADDITIONAL REQUIREMENTS** as enumerated in Par. B-F, Item II, of OCA Circular No. 98-2022 as amended by OCA Circular No. 113-2023, from the applicant/s who submitted their applications within the prescribed period (on or before the date of deadline for the submission of application/s).

WITHIN TEN (10) CALENDAR DAYS after the lapse of one (1) month period, **ALL** applications submitted on time, with properly accomplished forms, and the documentary requirements received by the Executive Judge/Acting Executive Judge/Presiding Judge/Acting Presiding Judge, including the results of examination

and interview, should be INDORSED to the RTC/MTC, etc. Personnel Division, OAS-OCA, either:

- a) Personally; or
- b) By using the services of Accredited Private Couriers such as, but not limited to: *Entrego Express Corporation (Entrego Express); JRS Business Corporation (JRS); LBC Express, Inc. (LBC) and Fastrak Services, Inc.*³

WHICHEVER IS MORE EFFICIENT.

The Executive Judge/Acting Executive Judge/Presiding Judge/Acting Presiding Judge, through the Clerk of Court/Branch Clerk of Court, should make sure that the *indorsement* is accompanied by ALL the documentary requirements required to be submitted by the court as enumerated in Item I of the '*Checklist of Documentary Requirements for Appointment in the Lower Courts*'⁴.

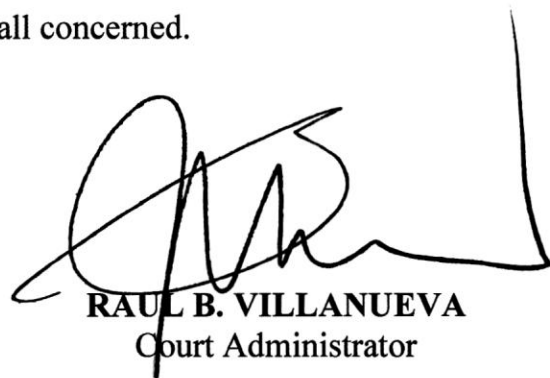
Piecemeal submission of documentary requirements shall, hereinafter, be STRICTLY and HIGHLY DISCOURAGED.

Documents which require the signature of the Judge and/or the Clerk of Court must be duly signed by said officials. Refusal by the concerned official to sign the document will not, however, cause the disqualification of the applicant/s concerned. On a case-to-case basis, his/her application will still be given due course after notice to the OAS-OCA of such refusal to sign.

In relation thereto, ALL JUDGES AND COURT PERSONNEL are **REMINDED** to **proactively acquaint** themselves with the *checklist* and to **strictly adhere** to the guidelines in the appointment for vacancies in the lower courts under **OCA Circular No. 98-2022** (Appointments for Vacancies in the Lower Courts) as amended by **OCA Circular No. 113-2023**.

For the information and guidance of all concerned.

15 March 2024



RAUL B. VILLANUEVA
Court Administrator

³ Please see **OCA Circular No. 252-2023** (Use of Courier Service in the Submission of Applications and Documents for Appointment in the Lower Courts) and other pertinent OCA Circulars re: Reaccreditation of the said Private Couriers.

⁴ See Item I of **OCA Circular No. 98-2022** (Appointments for Vacancies in the Lower Courts) as amended by OCA Circular No. 113-2023