

Republic of the Philippines  
Supreme Court  
Manila

FIRST DIVISION

NOTICE

Sirs/Mesdames:

Please take notice that the Court, First Division, issued a Resolution dated **October 9, 2019** which reads as follows:

**“A.M. No. P-13-3145 (The Office of the Court Administrator vs. Court Stenographer III Lolita C. Canque, Regional Trial Court, Branch 224, Quezon City) [Formerly A.M. No. 11-4-80-RTC (Re: Questionable Entries in the Bundy Cards of Lolita C. Canque, Court Stenographer III, Regional Trial Court, Branch 224, Quezon City.)]** – After a review of the records herein, the Court **ADOPTS** with **MODIFICATION** the recommendation<sup>1</sup> made by the Office of the Court Administrator (OCA), finding Lolita C. Canque, Court Stenographer III, Regional Trial Court, Branch 224, Quezon City, guilty in falsifying her daily time records (DTR).

Indeed, OCA Circular No. 7-2003 dated January 9, 2003 mandates all court employees to indicate truthfully and accurately the time of their departures and arrivals. Evidently, Canque ignored the directive and brazenly submitted her time cards with inaccurate entries of her time of arrival. It was only after the Office of the Administrative Services (OAS) had discovered her scheme that she admitted her misbehavior. Her act constituted falsification, gross dishonesty, and blatant disregard of office rules.

Falsification of time records amounts to serious dishonesty which is punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense.<sup>2</sup> But in view of her admission to the charges, that this was her first offense, and that she had already retired from the service, We find it proper to impose instead the

- over – two (2) pages ...

<sup>1</sup> Rollo, pp. 39-41.

<sup>2</sup> Office of the Court Administrator v. Herico, A.M. Nos. P-17-3665 & P-14-3274 (notice), April 1, 2019.

\* penalty of a fine amounting to Five Thousand Pesos (P5,000.00)<sup>3</sup> to be deducted from her retirement benefits.

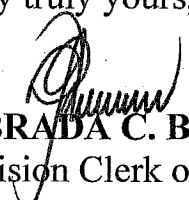
**WHEREFORE**, the Court **FINDS** Lolita C. Canque, Court Stenographer III, administratively liable for dishonesty and violation of OCA Circular No. 7-2003 dated January 9, 2003 and **IMPOSES** a penalty of **FINE** in the amount of **FIVE THOUSAND PESOS (P5,000.00)** to be deducted from her retirement benefits.

The letter dated October 26, 2018 of respondent Court Stenographer III Lolita C. Canque seeking forgiveness and appealing judicial clemency and compassion to decide the instant administrative matter in order that her retirement benefits be released considering that she has no other source of income to cover her medical and daily needs is **NOTED**.

Let a copy of this resolution be forwarded to the Office of the Administrative Services so that the respondent's retirement and other benefits, less the fine imposed, may be released to her as soon as possible.

**SO ORDERED.** *Zalameda, J., designated as Additional Member per Special Order No. 2712 dated September 27, 2019.*

Very truly yours,

  
**LIBRADA C. BUENA**  
Division Clerk of Court

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Hon. Jose Midas P. Marquez (x)  
Court Administrator  
Hon. Raul B. Villanueva (x)  
Hon. Jenny Lind R. Aldecoa-Delorino (x)  
Hon. Leo Tolentino Madrazo (x)  
Deputy Court Administrators  
Hon. Lilian Barribal-Co (x)  
Hon. Maria Regina A. F. M. Ignacio (x)  
Assistant Court Administrators  
OCA, Supreme Court

Office of Administrative Services (x)  
Legal Office (x)  
Court Management Office (x)  
Financial Management Office (x)  
Docket & Clearance Division (x)  
OCA, Supreme Court

UR

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The Clerk of Court  
Regional Trial Court, Branch 224  
1100 Quezon City

Public Information Office (x)  
Library Services (x)  
Supreme Court  
(For uploading pursuant to A.M.  
No. 12-7-1-SC)

<sup>3</sup> See *Office of the Court Administrator v. Herico*, A.M. Nos. P-17-3665 & P-14-3274 (notice), April 1, 2019; *Reyes-Domingo v. Morales*, A.M. No. P-99-1285, October 4, 2000.

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