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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 1, 2019 which reads as follows:

“A.M. No. P-19-3992 [formerly OCA IPI No. 19-4908-P] (Office of the Court Administrator vs. Process Server Eduardo Vladimir D. Raymundo, Metropolitan Trial Court, Branch 65, Makati City)

In its June 20, 2019 Report and Recommendation,¹ the Office of the Court Administrator (OCA) found that respondent failed to secure an authority to travel abroad in violation of paragraph B, nos. 1 and 2² of OCA Circular No. 49-2003 or the Guidelines on Requests for Travel Abroad and Extensions for Travel/Stay Abroad.

¹ *Rollo*, pp. 56-60; signed by Deputy Court Administrator and OIC Raul Bautista Villanueva, Assistant Court Administrator Maria Regina Adoracion Filomena M. Ignacio.

² B. VACATION LEAVE TO BE SPENT ABROAD

Pursuant to the resolution in A.M. No. 99-12-08-SC dated 06 November 2000, all foreign travels of judges and court personnel, regardless of the number of days, must be with prior permission from the Supreme Court through the Chief Justice and the Chairmen of the Divisions.

1. Judges and court personnel who wish to travel abroad must secure a travel authority from the Office of the Court Administrator. The judge or court personnel must submit the following:

x x x x

(b) For Court Personnel:

- application or letter-request addressed to the Court Administrator stating the purpose of the travel abroad
- application for leave covering the period of the travel abroad, favorably recommended by the Presiding Judge or Executive Judge
- clearance as to money and property accountability
- clearance as to pending criminal and administrative case filed against him/her, if any
- for court stenographer, clearance as to pending stenographic notes for transcription from his/her court and from the Court of Appeals
- Supreme Court clearance

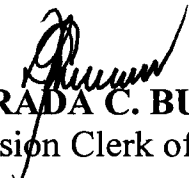
2. Complete requirements should be submitted to and received by the Office of the Court Administrator at least two weeks before the intended period. No action shall be taken on

Thus, considering that the findings of fact and the recommendation of the OCA are supported by the evidence on record and by applicable laws, the Court **ADOPTS** and **ACCEPTS** these findings and recommendation.

The Court finds Eduardo Vladimir D. Raymundo, Process Server, Metropolitan Trial Court of Makati City, Branch 65, **GUILTY** of Violation of Reasonable Office Rules and Regulations, and is **REPRIMANDED** with a **STERN WARNING** that a repetition of the same act shall be dealt with more severely. The other charges against respondent are hereby **DISMISSED** for lack of merit.

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

Very truly yours,


LIBRADA C. BUENA
Division Clerk of Court

128-B

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

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(For uploading pursuant to A.M. No. 12-7-1-SC)

Mr. Eduardo Vladimir D. Raymundo
Process Server
Respondent -
Metropolitan Trial Court, Branch 65
1200 Makati City

The Clerk of Court
Regional Trial Court, Branch 65
1200 Makati City

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

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requests for travel authority with incomplete requirements. Likewise, applications for travel abroad received less than two weeks of the intended travel shall not be favorably acted upon.

x x x x

4. Judges and personnel who shall leave the country without travel authority issued by Office of the Court Administrator shall be subject to disciplinary action.
5. Any violation of the leave laws, rules or regulations, or any misrepresentation or deception in connection with an application for leave shall be a ground for disciplinary action (Sec. 67, Omnibus Rules on Leave). (Dated May 20, 2003)