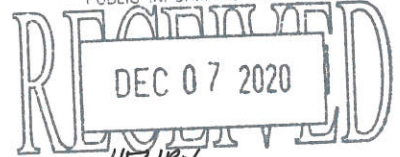




Republic of the Philippines
Supreme Court
Manila

SUPREME COURT OF THE PHILIPPINES
PUBLIC INFORMATION OFFICE



BY: HEJRT
TIME: 12:55

OFFICE OF ADMINISTRATIVE SERVICES

MEMORANDUM FOR:

ATTY. BRIAN KEITH F. HOSAKA
Assistant Court Administrator and
Chief, Public Information Office

This pertains to your letter dated December 4, 2020 requesting data, if available from this Office, of the following:

1. 2020 Freedom of Information (FOI) Agency Information Inventory;
2. 2020 FOI Summary Report; and
3. 2020 FOI Registry

Please be informed that for Calendar Year 2020 (*January 1 to December 7, 2020*) this Office has not received any requests using the Rule on Access to Information About the Supreme Court. Thus, we cannot provide you the latest available data to be uploaded and published in the Transparency Seal Webpage of the Supreme Court website.

For your information.

December 7, 2020.

MARIA CARINA M. CUNANAN
Deputy Clerk of Court and
Chief Administrative Officer



Republic of the Philippines
Supreme Court
Office of the Chief Justice
Manila

Judiciary Public Assistance Section (JPAS)

JPAS Data from December 9, 2019 to October 15, 2020

Total inquiries and concerns received and addressed: 6944

- E-mail Address (chiefjusticehelpdesk@sc.judiciary.gov.ph) 51.7% 3590
- Hotlines/Text messages 42.4% 2944
- Letters 3.5% 243
- Walk-ins* 2.4% 167

*NOTE: Walk-ins were ceased at the start of community quarantine (March 15, 2020)

Monthly total for each channel

| | E-mail | Hotlines | Letters | Walk-ins | TOTAL |
|-----------|--------|----------|---------|----------|--------------|
| December | 54 | 49 | 28 | 64 | 195 |
| January | 208 | 151 | 34 | 47 | 438 |
| February | 186 | 316 | 28 | 41 | 571 |
| March | 209 | 384 | 35 | 15 | 643 |
| April | 198 | 483 | 22 | - | 703 |
| May | 298 | 435 | 16 | - | 749 |
| June | 522 | 189 | 11 | - | 722 |
| July | 554 | 248 | 13 | - | 815 |
| August | 473 | 233 | 21 | - | 727 |
| September | 610 | 247 | 22 | - | 879 |
| October | 280 | 209 | 13 | - | 502 |
| | 3590 | 2944 | 243 | 167 | 6944 |

Estimated breakdown of Inquires and Concerns received through JPAS

| | |
|--------------------------------|--------------|
| Case Status | 20.5% |
| • Lower Court cases | 13.2 |
| • Supreme Court cases | 7.3 |
| Complaints | 19.8% |
| • Judiciary employees | 11.2 |
| • Judges | 8.6 |
| Court processes | 18.3% |
| • Filing inquiries | 4.6 |
| • Court calendar/holidays | 3.9 |
| • Court Fees | 5.1 |
| • Notarial Requirements | 1.8 |
| • Court Organization | 2.9 |
| Administrative Concerns | 22.3% |
| • Employee records | 5.6 |
| • Employee concerns | 7.4 |
| • Employee benefits | 9.3 |
| Others | 19.1% |
| • Directory Assistance | 13.7 |
| • General concerns | 5.4 |

**PEOPLE'S FREEDOM TO INFORMATION (FOI) SUMMARY REPORT
(Referred to and acted upon by the OAS-SC using the Rule on Access to Information About the Supreme Court)**

| Date | Requesting Party | Company/Affiliation | Document/Information Requested | Purpose of the Request | Remarks/Action Taken |
|--------------------|-------------------------|----------------------------|--|---|--|
| November 6, 2018 | private entity | not disclosed | SALN form of former SC official | For research | The request was denied. |
| May 10, 2019 | Ombudsman | Office of the Ombudsman | plantilla of Casual Appointments; List of duties & responsibilities of the Court employees | In relation to Subpoena Duces Tecum | The request was granted, except for one which was referred to the proper office. |
| August 20, 2019 | practicing lawyer | law office | certification stating the job title and exact office of a certain court attorney | To know whether the lawyer is employed to a Justice and find out whether he is the assigned reporter to a case. | The request was denied. |
| September 27, 2019 | Ombudsman | Office of the Ombudsman | certified true copies of appointment; list of duties and responsibilities of lower court employees | In relation to Subpoena Duces Tecum | The request was referred to the proper office. |

| | | | | | |
|-------------------|-----------|-------------------------|---|-------------------------------------|--|
| October 1, 2019 | Ombudsman | Office of the Ombudsman | certified true and clear copies of latest PDS with picture; updated service record; appointment paper of former Court employee. | In relation to Subpoena Duces Tecum | The request was granted. |
| October 2, 2019 | Ombudsman | Office of the Ombudsman | certified true copies of the appointment; list of duties and responsibilities of Court employees. | In relation to Subpoena Duces Tecum | The request was granted. |
| November 7, 2019 | Ombudsman | Office of the Ombudsman | certified true copies of most recent PDS and service record of former Court employees. | In relation to Subpoena Duces Tecum | The request was granted. |
| November 19, 2019 | Ombudsman | Office of the Ombudsman | certified true copy of service record of a Court employee. | In relation to Subpoena Duces Tecum | The request was referred to the proper office. |