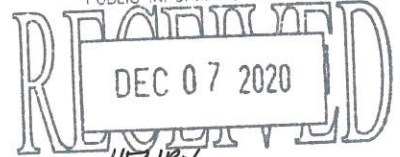




Republic of the Philippines
Supreme Court
Manila

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.