



**RECORDED**  
JAN 07 2020  
BY: XCA  
TIME: 9:30 A.M.

REPUBLIC OF THE PHILIPPINES  
SUPREME COURT  
Manila

SECOND DIVISION

**NOTICE**

Sirs/Mesdames:

Please take notice that the Court, Second Division, issued a Resolution dated **18 November 2019** which reads as follows:

**"A.M. No. P-19-4022 (Office of the Court Administrator v. Atty. Engracio M. Escasinas, Jr., former Clerk of Court VII, Office of the Clerk of Court, Regional Trial Court of Makati City)**

The Court **RESOLVES** to **ADOPT** and **APPROVE** the findings of fact, conclusions of law, and recommendation of the Office of the Court Administrator in its Memorandum<sup>1</sup> dated November 5, 2018 finding respondent Atty. Engracio M. Escasinas, Jr. (respondent) **GUILTY** of Simple Neglect of Duty, but with **MODIFICATION** as to the penalty. Under Section 46 (d),<sup>2</sup> Rule 10 of Revised Rules on Administrative Cases in Civil Service,<sup>3</sup> Simple Neglect of Duty is classified as a less grave offense, punishable by suspension without pay for one (1) month and one (1) day, to six (6) months for the first offense. Considering that respondent has already retired and taking into consideration respondent's thirty-two (32) years of service in the judiciary with this being his first offense as mitigating circumstance, the Court deems it proper to impose the penalty of **FINE** equivalent to one-half (1/2) month salary<sup>4</sup> to be deducted from his accrued leave credits.<sup>5</sup>

Further, the Court resolves to: (a) **REDOCKET** the instant matter against respondent as a regular administrative matter; and (b) **DIRECT** the Office of the Court Administrator to send, within ten (10) days from notice hereof, to the Department of Foreign Affairs (DFA) an official written correspondence on behalf of the Court, per Court Resolution dated December 7, 2016, recommending that the cancellation of respondent's passport in light of the present administrative charge against him in accordance with its procedure and discretion, be **SET ASIDE**.

<sup>1</sup> Rollo, pp. 1000-1012. Signed by Deputy Court Administrator and Officer-in-Charge Raul Bautista Villanueva.

<sup>2</sup> Section 46. *Classification of offenses.* — Administrative offenses with corresponding penalties are classified into grave, less grave or light, depending on their gravity or depravity and effects on the government service.

x x x x

D. The following less grave offenses are punishable by suspension of one (1) month and one (1) day suspension to six (6) months for the first offense; and dismissal from the service for the second offense:

1. Simple Neglect of Duty[.]

<sup>3</sup> CSC Circular No. 1101502, Series of 2011, entitled "REVISED RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE," dated November 8, 2011.

<sup>4</sup> See *Baguio v. Lacuna*, 811 Phil. 13, 19 (2017).

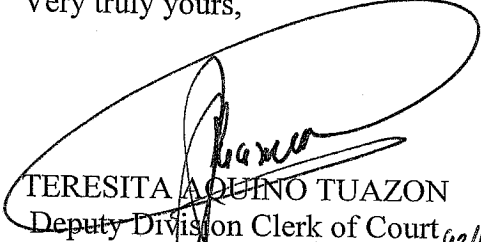
<sup>5</sup> See rollo, p. 1012.

Mr/16

Let a copy of this Resolution be attached to the personal records of respondent in the Office of Administrative Services, Office of the Court Administrator.

**SO ORDERED.** (HERNANDO, J., on leave. INTING, J., on official leave. ZALAMEDA, J., designated as Additional Member per Special Order No. 2727 dated October 25, 2019.)

Very truly yours,

  
 TERESITA AQUINO TUAZON  
 Deputy Division Clerk of Court  
 16 DEC 2019

HON. COURT ADMINISTRATOR

Jose Midas P. Marquez (x)

HON. DEPUTY COURT ADMINISTRATOR

Raul B. Villanueva (x)

Jenny Lind Aldecoa-Delorino (x)

Leo T. Madrazo (x)

ASSISTANT COURT ADMINISTRATOR

Hon. Lilian C. Baribal-Co (x)

Hon. Maria Regina Adoracion

Filomena M. Ignacio (x)

Legal Office (x)

Court Management Office (x)

Financial Management Office (x)

Docket & Clearance Division (x)

Office of Administrative Services (x)

Office of the Court Administrator

Supreme Court, Manila

\*ATTY. ENGRACIO M. ESCACINAS, JR. (reg)

56 Amorsolo Street corner West de Leon Drive,

North Susan Executive Village,

Old Balara, 1100 Quezon City

HON. EXECUTIVE JUDGE (reg)

Regional Trial Court

Makati City

\*\*CAS SECTION, RAFFLE COMMITTEE (x)

*Office of the Clerk of Court, En Banc*

ROLLO ROOM (x)

Supreme Court, Manila

PUBLIC INFORMATION OFFICE (x)

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[For uploading pursuant to A.M. No. 12-7-1-SC]

OFFICE OF THE CHIEF ATTORNEY (x)

OFFICE OF THE REPORTER (x)

Supreme Court, Manila

\*with copy of the Memorandum dated 5 November 2018

\*\*For this resolution only

*Please notify the Court of any change in your address.*

AM P-19-4022. 11/18/19(127)URES