

## THIRD DIVISION

**[ A.M. NO. P-05-2023 (FORMERLY OCA IPI NO. 04-10-641-RTC), March 06, 2006 ]**

**OFFICE OF THE COURT ADMINISTRATOR, COMPLAINANT, VS.  
ANALIZA F. BRETA (COURT STENOGRAPHER), FERDINAND S.  
REYES (PROCESS SERVER) AND EDUARDO M. FLORES (COURT  
AIDE), ALL OF THE REGIONAL TRIAL COURT, BRANCH 39,  
MANILA, RESPONDENTS**

### R E S O L U T I O N

**QUISUMBING, J.:**

This administrative matter stemmed from the 1<sup>st</sup> Indorsement dated December 9, 2003 of Deputy Court Administrator Christopher O. Lock referring to Atty. Perseveranda L. Ricon, Clerk of Court V, Regional Trial Court (RTC) of Manila, Branch 39, for comment and recommendation regarding the photocopies of the Daily Time Records (DTR) for the month of October 2003 of Ms. Analiza F. Bretta, Eduardo M. Flores, and Ferdinand S. Reyes<sup>[1]</sup> which appeared to have been tampered.

In her Comment,<sup>[2]</sup> Atty. Ricon stated that when she submitted the Daily Time Records of the employees for the month of October 2003 to the Leave Division of the Office of the Court Administrator (OCA), there were neither erasures nor corrections. She explained that at the end of every month she checks the DTRs of every employee against the entries in their logbook. Whenever there was a discrepancy, she corrects them and she initials in the corrections made. Atty. Ricon further explained that she required the employees concerned to explain the tampering. Attached to her Comment were the respective explanations of Analiza F. Bretta, Eduardo M. Flores, and Ferdinand S. Reyes.

Analiza F. Bretta admitted she made alterations on her DTR for October 2003. She explained that at that time, her housemaid had left her, her mother who was suffering from rheumatism had to watch over her two children (one aged 3 and another only 1 year old), and she had no one do the household chores. She went to work late because she had to do some household chores before going to work. She apologized, promised not to tamper with her DTR again, and manifested that she would accept whatever punishment would be meted her.

Eduardo M. Flores explained that on October 2003, his wife was hospitalized after a cancer operation and there were days when after office hours, he would go to the hospital to attend to his wife. He stayed there until the following morning that was why he was tardy in coming to the office the following day.

Ferdinand S. Reyes denied altering his DTR for October 2003. He claimed that his DTR appeared to have alterations because when he copied the entries from the logbook, he overlooked some items and corrected them. He averred that he wasn't