



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

OCA CIRCULAR NO. 12<sup>8</sup>-2007

TO: ALL LOWER COURT PERSONNEL

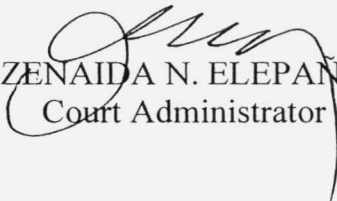
SUBJECT: SUBMISSION OF APPLICATION FOR STUDY LEAVE UNDER  
THE STUDY LEAVE PROGRAM

All lower court personnel who are interested of availing themselves of study leave benefits under the Study Leave Program are hereby reminded to file the required application forms and supporting documents with the Personnel Development Committee for the Lower Courts (PDC-LC) at least two (2) months prior to the start of the period of intended study leave. Those who intend to apply for study leave starting 01 April 2008 for the 2008 Bar Examinations should submit the required forms and documents not later than **31 January 2008**.

Please note that clearances to be submitted by applicants should not be issued more than three (3) months prior to the start of the period of intended study leave.

For inquiries, you may call the PDC-LC Secretariat (Ms. Maria Rosario G. Trasmañas or Ms. Rhea S. Natulan) at Tel. no. 536-92-53.

18 December 2007.

  
ZENAIDA N. ELEPAÑO  
Court Administrator