



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

OCA CIRCULAR NO. 156-2011

TO : ALL FIRST AND SECOND LEVEL COURTS

**SUBJECT : GUIDELINES ON THE HOLDING OF
TEAM BUILDING**

It has always been observed that various requests for team building activity are received by this Office. In this regard, so as not to duly affect the performance of regular duties and functions of the judiciary officials and court personnel, there is a need to regulate the granting of request for team building activity to every lower court.

Henceforth, to observe optimal service and to establish uniformity in the granting of any request for team building activity, this Office shall only authorize the holding of team building for only **ONE DAY**, on **OFFICIAL TIME** preferably on a Friday. No request for such an activity will be granted without the accompanying program of activities and the names of the resource speakers/facilitators, etc. during the event.

Strict compliance with this new policy is hereby enjoined.

November 14, 2011.


JOSE MIDAS P. MARQUEZ
Court Administrator