



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

OCA CIRCULAR NO. 170-2009

TO : All Judges and Court Personnel of the First
and Second Level Courts

SUBJECT : Setting Of The Maximum Period Of Vacation
Leave Of Lower Court Officials And Personnel

For your information and guidance, quoted hereunder is the Resolution of the Court En Banc dated October 13, 2009 in A.M. No. 09-7-03-O on the above subject:

“The Court Resolved, upon the recommendation of the Office of the Court Administrator, to limit the maximum period of vacation leave to six (6) months, including extensions thereof, except in cases of study leave/scholarship grants or sick leaves with medical certificates.”

Please be guided accordingly.

December 7, 2009.


JOSE P. PEREZ
Court Administrator