



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

OCA CIRCULAR NO. 21-2013

TO : ALL JUDGES AND CLERKS OF COURT OF
THE FIRST AND SECOND LEVEL COURTS

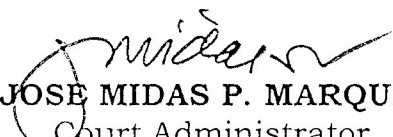
SUBJECT : COURT RESOLUTION DATED 15
JANUARY 2013 IN A.M. NO. 01-4-10-SC

In the 15 January 2013 Resolution of the Honorable Court *En Banc*, in **A.M. No. 01-4-10-SC** (Re: Revised Policies and Guidelines in Human Resource Development Programs, as Amended: Proposed Limitation on the Availment of Study Leave Program), the Court Resolved, upon the recommendation of the Personnel Development Committee, to **APPROVE** the further modification or amendment of Section 10 of the Revised Policies and Guidelines in Human Resource Development Programs, as Amended, to read as follows:

“Sec. 10. Study Leave Program. - This Program grants qualified personnel the privilege of time off from work with pay for a period not exceeding (a) six (6) months in their preparation for the bar or board examinations or (b) four (4) months for completion of master's degree; **provided, however, that availment of study leave to take the bar or board examinations shall be limited to a maximum of two (2) times for the duration of his/her employment in the judiciary**”. (*Amendment emphasized*)

For your information, guidance and strict compliance.

February 8, 2013


JOSE MIDAS P. MARQUEZ
Court Administrator

