



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

5 September 1997

CIRCULAR NO. 55-97

TO : All Judges and Court Personnel

SUBJECT : Applications for the Extension of the  
Period to Travel/ Stay Abroad

In the interest of the public service and to ensure the consistency and uniformity in the application of the policies of the Office of the Court Administrator on the matter, the Court Administrator shall henceforth act upon the applications or requests of all judges and court personnel (who had already been permitted or authorized to travel abroad) for the extension of the period covered by the original or previous permission or authority.

Applications or requests for the extension of the period to travel/stay abroad should be submitted to the Office of the Court Administrator **ten (10) working days before the expiration of the period covered by the original or previous permission or authority.** Applications or requests received by this Office after the said period had already lapsed or expired shall not be entertained. For this reason, all judges and court personnel concerned should exert efforts to ensure that their applications or requests for extension are sent to and received by the Office of the Court Administrator in accordance with the provisions of this Circular.

This Circular modifies the provisions of prior Circulars/Memoranda inconsistent herewith, takes effect immediately and shall remain in force until further orders.

For strict compliance.

ALFREDO L. BENIPAYO  
Court Administrator