



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

**OCA CIRCULAR NO. 80-2015**

**TO : CONCERNED COURT PERSONNEL**

**SUBJECT : 20<sup>TH</sup> PWJA ANNUAL CONVENTION SEMINAR AND REGIONAL CONFERENCE OF THE ASIA PACIFIC REGION OF THE INTERNATIONAL ASSOCIATION OF WOMEN JUDGES ON 12 TO 15 MAY 2015 AND PREPARATORY ACTIVITY THERETO ON 11 MAY 2015 AT THE TAAL VISTA HOTEL, TAGAYTAY CITY**

The Philippine Women Judges Association (PWJA) will hold its 20<sup>th</sup> Annual Convention Seminar and Regional Conference of the Asia Pacific Region of the International Association of Women Judges on 12 to 15 May 2015 at the Taal Vista Hotel, Tagaytay City, with the theme "Protecting the Rights of Women and Children Across the Asia Pacific Region".

In connection therewith, the following court personnel are hereby authorized to attend in the said annual convention seminar and regional conference with their respective dates below, on **OFFICIAL TIME/OFFICIAL BUSINESS**, chargeable to local funds if authorized and available, provided that except those personnel of the Court, there is a prior permission from the Executive Judge/Presiding Judge and no disruption of the court calendar.

**11 to 15 May 2015**

|    | NAME                     | POSITION                               | STATION   |
|----|--------------------------|--|---|
| 1. | Eileen L. Salva          | PET Supervising Judicial Staff Officer | Office of Justice Teresita J. Leonardo-De Castro, Supreme Court |
| 2. | Rustico S. Terrado, Jr.  | Court Stenographer                     | RTC, Br. 244, Quezon City                                       |
| 3. | Stella Marie S. Makasiar | Court Stenographer                     | RTC, Br. 35, Manila   |
| 4. | Venus Sarondo            | Court Stenographer                     | Office of Justice Amelia C. Manalastas, Court of Tax Appeals    |
| 5. | Wendelyn Verano          | Utility Worker II                      | Office of Justice Teresita J. Leonardo-De Castro, Supreme Court |

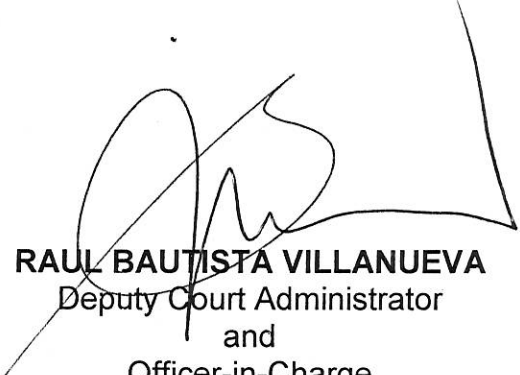
**12 to 15 May 2015**

|    | NAME                      | POSITION              | STATION             |
|----|---------------------------|-----------------------|---------------------|
| 1. | Atty. Jennifer J. Serrano | Branch Clerk of Court | RTC, Br. 35, Manila |
| 2. | Romeo O. Asis             | Court Stenographer    | RTC, Br. 35, Manila |
| 3. | Helen I. Delos Santos     | Interpreter           | RTC, Br. 35, Manila |
| 4. | Melanie D. Plaza          | Process Server        | RTC, Br. 35, Manila |
| 5. | Lea M. Saway              | Court Stenographer    | RTC, Br. 41, Manila |
| 6. | Ann I. De Vera            | Court Stenographer    | RTC, Br. 41, Manila |
| 7. | Madonna P. Cunanan        | Court Stenographer    | RTC, Br. 3, Manila  |

|     |                             |                       |                             |
|-----|-----------------------------|-----------------------|-----------------------------|
| 8.  | Erma Valerio                | Court Stenographer    | MeTC, Br. 14, Manila        |
| 9.  | Myla A. Santos              | Court Stenographer    | RTC, Br. 35, Manila         |
| 10. | Ferida A. Sacao             | Court Stenographer    | RTC, Br. 15, Manila         |
| 11. | Atty. Aimee Marie B. Alcera | Branch Clerk of Court | RTC, Br. 69, Pasig City     |
| 12. | Abigail M. Cardenal         | Legal Researcher      | RTC, Br. 69, Pasig City     |
| 13. | Concepcion B. Reyes         | Court Stenographer    | RTC, Br. 69, Pasig City     |
| 14. | Eloisa F. Mariano           | Court Stenographer    | RTC, Br. 69, Pasig City     |
| 15. | Mari Cris G. Francisco      | Clerk III             | RTC, Br. 69, Pasig City     |
| 16. | Marcelino Reyes III         | Utility Worker        | RTC, Br. 69, Pasig City     |
| 17. | Marisa G. Manilay           | Legal Researcher      | RTC, Br. 30, San Pablo City |
| 18. | Katrina H. De Leon          | Stenographer          | RTC, Br. 30, San Pablo City |

Judge Tita Marilyn Payoyo-Villordon, PWJA Secretary, shall submit a report and a complete list of all the court personnel who attended the event to the Court Management Office, Office of the Court Administrator, within ten (10) days from the conclusion thereof.

29 April 2015



**RAUL BAUTISTA VILLANUEVA**  
Deputy Court Administrator  
and  
Officer-in-Charge  
Office of the Court Administrator