



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

OCA CIRCULAR NO. 255-2015

**TO : THE JUDGES AND THE COURT PERSONNEL OF
THE REGIONAL TRIAL COURT AND THE
METROPOLITAN TRIAL COURT OF MAKATI CITY**

**SUBJECT : ANNUAL OVERALL CHRISTMAS PARTY ON 11
DECEMBER 2015 AT THE BEL-AIR VILLAGE
COVERED COURT, BEL-AIR VILLAGE, MAKATI
CITY**

The judges and court personnel of the Regional Trial Court and Metropolitan Trial Court of Makati City will hold their Annual Overall Christmas Party on 11 December 2015, from 8:00 a.m. to 4:30 p.m., at the Bel-Air Village Covered Court, Bel-Air Village, Makati City.

All concerned are hereby authorized to attend the activity on **OFFICIAL TIME**, provided that their respective court calendars are properly managed, the parties are notified of any cancelled hearings and a skeletal force remains in every court/office to attend to official business or transactions

Hon. Niño Delvin E. Embuscado, Presiding Judge, Metropolitan Trial Court, Branch 66, Makati City, shall submit a report on the activity with complete list of all the judges and court personnel who attended it to the Court Management Office, Office of the Court Administrator, within ten (10) days from the conclusion thereof.

23 November 2015


JOSE MIDAS P. MARQUEZ
Court Administrator