



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

OCA CIRCULAR NO. 258-2015

**TO : THE JUDGES AND THE COURT PERSONNEL OF  
THE FIRST LEVEL COURTS IN NUEVA VIZCAYA**

**SUBJECT : CHRISTMAS PARTY ON 11 DECEMBER 2015 AT  
THE BALAI GLORIA RESTAURANT & CAFÉ,  
SOLANO, NUEVA VIZCAYA**

The judges and the court personnel of the first level courts in Nueva Vizcaya will hold a Christmas Party on 11 December 2015 from 8:00 a.m. to 5:00 p.m., at the Balai Gloria Restaurant & Café, Solano, Nueva Vizcaya.

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. Charlotte Fraulein F. Garcia, Presiding Judge, Municipal Trial Court of Bambang, Nueva Vizcaya, shall submit a report on the activity with complete list of all judges and court personnel who attended the said event 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