



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

OCA CIRCULAR NO. 04-2016

TO : THE BOARD OF OFFICERS, THE CHAPTER OFFICERS AND THE MEMBERS OF THE PROCESS SERVERS ASSOCIATION OF THE PHILIPPINES (PROSAPHIL)

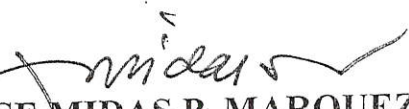
SUBJECT : 1ST REGULAR NATIONAL BOARD MEETING ON 18 MARCH 2016 AT THE REGENT'S HOTEL, NAGA CITY

The board of officers, the chapter officers and the members of the Process Servers Association of the Philippines (PROSAPHIL) will hold their 1st regular national board meeting on 18 March 2016 at the Regent's Hotel, Naga City.

All concerned are hereby authorized to attend the board meeting, on **OFFICIAL TIME/BUSINESS**, chargeable to local funds if authorized and available, provided that there is prior permission from the respective Presiding Judges and that there shall be no disruption of the court calendar.

Mr. Ismael A. Cuervo, Jr., PROSAPHIL National President, shall submit a report on the conduct of the meeting with the complete list of all court personnel who attended it to the Court Management Office, Office of the Court Administrator, within ten (10) days from the conclusion thereof.

7 January 2016


JOSE MIDAS P. MARQUEZ
Court Administrator