



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

OCA CIRCULAR NO. 12-2016

TO : THE OFFICERS AND MEMBERS OF THE
COURT STENOGRAPHERS ASSOCIATION
OF THE PHILIPPINES (COSTRAPHIL), INC.,
MINDANAO CHAPTER

SUBJECT : 3RD MINDANAO CONGRESS AND ELECTION OF
REGIONAL DIRECTORS ON APRIL 28 TO 29,
2016 AT THE GRAND CAPRICE HOTEL,
CAGAYAN DE ORO CITY

The Court Stenographers Association of the Philippines (COSTRAPHIL), Inc. will hold the 3rd Mindanao Congress and Election of Regional Directors on April 28 to 29, 2016 at the Grand Caprice Hotel, Cagayan de Oro City.

In connection therewith, the officers and members of COSTRAPHIL, Mindanao Chapter are hereby authorized to attend the activities, on **OFFICIAL TIME/OFFICIAL BUSINESS**, chargeable to local funds if authorized and available, provided that there is prior permission from the Executive Judge/Presiding Judge and there shall be no disruption of the court calendar.

Ms. Belinda G. Go, National President of the Association, shall submit a report on the conduct of the activities with a complete list of all court personnel who attended, to the Court Management Office, Office of the Court Administrator, within ten (10) days from the conclusion thereof.

January 18, 2016


JOSE MIDAS P. MARQUEZ
Court Administrator