



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

OCA CIRCULAR NO. 76 -2016

TO : ALL LOWER COURT ORGANIZATIONS/ASSOCIATIONS

SUBJECT : GUIDELINES ON THE HOLDING OF ORGANIZATION ACTIVITIES

In the various requests for the conduct of conventions/seminars received from associations of judges and employees, it has been observed that said conventions/seminars entail an activity period of less than a week and in some instances, even more. In this regard, it is imperative that the attendance of court officials and personnel in such activities is regulated to ensure that the performance of their regular duties and functions is not adversely affected.

Henceforth, to attain optimum service and to establish uniformity in the grant of any request from every judiciary organization, the following guidelines are hereby prescribed as to the number of days that will be authorized by this Office on official time/business for organization activities:

- (1) National Convention - **Official Time/Business** for a maximum of **three (3) days** including travel time.

National Officers are given another **one (1) day** for pre-convention preparation;

- (2) Regional Convention - **Official Time/Business** for a maximum of **two (2) days** including travel time.

Regional Officers are given another **one (1) day** for pre-convention preparation;

- (3) Consultative Meetings - **Official Time/Business** of one (1) day for each meeting for a maximum of **two (2) meetings** within a year including travel time for the concerned officers and members only;

- (4) Monthly Meeting of Officers – Official Time/Business of one (1) day for each meeting, including travel time, for a maximum of **six (6) meetings** in a year for the concerned officers only; and
- (5) Oath Taking of Officers of the Association – Official Time for a maximum of **one (1) day**, including travel time, after every election for the newly-elected and appointed officers only.

It is understood that any organizational activity on official business is chargeable against local funds, if available and authorized. The request should be sent to this Office at least three (3) months before the intended actual activity of every organization or association.

Prior circulars from the Office of the Court Administrator on this matter which are contrary to the foregoing are hereby superseded.

Strict compliance with these new guidelines is enjoined.

March 22, 2016


JOSE MIDAS P. MARQUEZ
Court Administrator