



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

OCA CIRCULAR NO. 101-2016

TO : THE NATIONAL EXECUTIVE BOARD AND THE REGIONAL OFFICERS OF THE JUDICIARY CLERKS ASSOCIATION OF THE PHILIPPINES (JCAP)

SUBJECT : NATIONAL BOARD MEETING ON 20 MAY 2016

The national executive board and regional officers of the Judiciary Clerks Association of the Philippines will hold their national board meeting on 20 May 2016.

In connection therewith, the JCAP national executive board and regional officers are hereby authorized to attend the national board meeting, on **OFFICIAL TIME/BUSINESS**, chargeable to local funds if authorized and available, provided that there is prior permission from the Executive Judge/Presiding Judge and that there shall be no disruption of the court calendar.

Mr. Edmund Sanchez De Javing, JCAP President, shall submit a report on the conduct of the meeting with a 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.

26 April 2016


JOSE MIDAS P. MARQUEZ
Court Administrator