



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

OCA CIRCULAR NO. 264-2015

**TO : THE JUDGES AND COURT PERSONNEL OF THE
FIRST LEVEL AND SECOND LEVEL COURTS IN
MALAYBALAY CITY, BUKIDNON**

**SUBJECT : CHRISTMAS PARTY ON 11 DECEMBER 2015 AT
THE JOCEL'S GARDEN, VALENCIA CITY,
BUKIDNON**

The judges and the court personnel of the first level and second level courts in Malaybalay City, Bukidnon will hold a Christmas Party on 11 December 2015 at the Jocel's Garden, Valencia City, Bukidnon.

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. Isobel G. Barroso, Vice-Executive Judge, Regional Trial Court, Malaybalay City, Bukidnon 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.

26 November 2015


JOSE MIDAS P. MARQUEZ
Court Administrator