



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

OCA CIRCULAR NO. 232-2016

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

**SUBJECT : CHRISTMAS PARTY ON 15 DECEMBER 2016 AT  
THE HALL OF JUSTICE, LIPA CITY, BATANGAS**

The judges and the court personnel of the first level and second level courts in Lipa City, Batangas will hold a Christmas Party on 15 December 2016 at the Hall of Justice, Lipa City, Batangas.

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. Danilo S. Sandoval, Executive Judge of the Regional Trial Court, Lipa City, Batangas 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.

15 November 2016

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator