



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

**OCA CIRCULAR NO. 249-2016**

**TO : THE NATIONAL OFFICERS OF THE COURT  
LEGAL RESEARCHERS ASSOCIATION OF THE  
PHILIPPINES (CLERAP)**

**SUBJECT : EXECUTIVE MEETING ON 23 TO 24 FEBRUARY  
2017 IN MANILA**

The National Officers of the Court Legal Researchers Association of the Philippines (CLERAP) will hold their Executive Meeting on 23 to 24 February 2017 (8:00 a.m. to 5:00 p.m.) at the PACE Office, Manila City Hall.


In connection therewith, the following court personnel are hereby authorized to attend the 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 no disruption of the court calendar:

NAME	STATION
Maritoni M. Nieva	President
Caridad Carmela Villena-Sabban	Executive Vice President
Asuncion R. Pabellano	Vice President-Luzon
Rosemarie I. Palma	Vice President-Visayas
Jesusa D. Mariano	Vice President-Mindanao
Irma A. Bautista	General Secretary
Elizabeth D. Dela Serna	Treasurer
Zenaida E. Calaour	Auditor
Zenaida A. Magayanes	Assistant Auditor
Edgar C. Casalem	Business Manager
Igmedio J. Basada	Public Information Officer
Marlo B. Guillano	Assistant Public Information Officer
Cielo V. Pardo	Adviser

Ms. Maritoni M. Nieva, National President of CLERAP, shall submit to the Court Management Office, Office of the Court Administrator, a report on the conduct of the meeting with the attendance sheet of the above-listed court personnel within ten (10) days from the conclusion thereof.

24 November 2016

  
JOSE MIDAS P. MARQUEZ  
Court Administrator

  
MBC/ADS/rgt/cir.clerap.execmeet.2-23to24-17