



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

**OCA CIRCULAR NO. 263-2016**

**TO : THE JUDGES AND COURT PERSONNEL  
OF THE 1<sup>ST</sup> LEVEL COURTS IN THE  
PROVINCE OF BATANGAS**

**SUBJECT : CHRISTMAS PARTY ON 14 DECEMBER  
2016 AT THE FAB GOLF CLUB HOUSE,  
FERNANDO AIR BASE, TAMBO, LIPA  
CITY, BATANGAS**

The Batangas First Level Court Judges Association, Inc. (BFLCJAI) will hold the "Paskuhan sa Husgadong Batangan (First Level Courts)" for the judges and court personnel of the 1<sup>st</sup> level courts in the Province of Batangas on 14 December 2016 from 9:00am to 2:00pm at the FAB Golf Club House, Fernando Air Base, Tambo, Lipa City, Batangas.

All concerned are hereby authorized to attend the event on **OFFICIAL TIME**. The Executive Judges/Presiding Judges shall see to it that a skeletal force shall be maintained in all courts/branches to ensure that there will be no disruption of official business or transactions of the court on the said date.

Hon. Charito M. Macalintal-Sawali, Secretary of BFLCJAI, shall submit a report (including the complete list of all the judges and court personnel who attended the event) to the Court Management Office, Office of the Court Administrator within ten (10) days from the conclusion of the said activity.

November 29, 2016

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator