



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

**OCA CIRCULAR NO. 86-2011**

**TO : All Judges and Personnel of the Lower Courts**

**SUBJECT : Maximum Period of Vacation Leave of Lower Court Officials and Personnel**

For the information and guidance of all concerned, quoted hereunder is the Resolution dated February 1, 2011 of the Honorable Court En Banc:

“A.M. No. 09-7-03-O (Setting of the Maximum Period of Vacation Leave of Lower Court Officials and Personnel). - The Court Resolved to **AMEND** the resolution of November 23, 2010 to provide that the maximum period for vacation leave of absence including the extension thereof, whether to be spent abroad or within the Philippines, be **extended to a maximum period of thirty (30) working days**, except in cases of study leave/scholarship grants or sick leave with medical certificate.”

Please be guided accordingly.

July 5, 2011.

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator