



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

OCA CIRCULAR NO. 23-2015

TO: THE NATIONAL EXECUTIVE BOARD, THE REGIONAL OFFICERS, THE NATIONAL CAPITAL JUDICIAL REGION LOCAL CHAPTER PRESIDENTS AND THE CONCERNED ASSOCIATION ADVISERS OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES (JACOPHIL)

SUBJECT : 1ST BOARD MEETING ON 20 FEBRUARY 2015 IN MANILA

The national executive board and the regional officers of the Judiciary Association of Clerks of the Philippines (JACOPHIL) will hold their 1st board meeting together with the National Capital Judicial Region local chapter presidents and the association advisers, namely: Atty. Virginia Coloma Rafael and Atty. Perlita V. Ele on 20 February 2015 at the Philippine Association of Court Employees Headquarters, 5th Floor, Manila City Hall.

All concerned are hereby authorized to attend the board 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.

Mr. Edmund Sanchez De Javing, JACOPHIL President, shall submit a report on the conduct of the meeting with a complete list of all court personnel who attended it to the Court Management Office, Office of the Court Administrator, within ten (10) days from the conclusion thereof.

09 February 2015

JOSE MIDAS P. MARQUEZ
Court Administrator