



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

OCA CIRCULAR NO. 209-2015

**TO : THE OFFICERS AND THE MEMBERS OF THE
JUDICIARY ASSOCIATION OF CLERKS OF THE
PHILIPPINES (JACOPHIL)**

**SUBJECT : NATIONAL CONVENTION/SEMINAR/ELECTION
OF OFFICERS ON 22 TO 24 FEBRUARY 2016 IN
NAGA CITY**

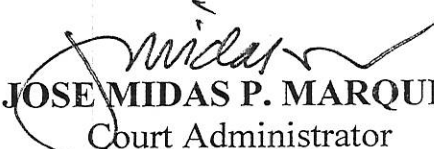
The Judiciary Association of Clerks of the Philippines (JACOPHIL) will hold its National Convention/Seminar/Election of New Set of Officers for 2016-2018 on 22 to 24 February 2016 at the Villa Caceres Hotel, Magsaysay Avenue, Naga City.

All concerned are hereby authorized to attend the convention/seminar/election of officers, 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 measures taken to ensure no disruption of the court calendar.

The authority shall be for three (3) days only, including travel time.

Mr. Edmund Sanchez de Javing, JACOPHIL President, shall submit a report on the activity 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.

9 September 2015


JOSE MIDAS P. MARQUEZ
Court Administrator