



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

OCA CIRCULAR NO. 257-2015

TO : THE NATIONAL EXECUTIVE BOARD, THE REGIONAL TRIAL OFFICERS AND THE NATIONAL CAPITAL JUDICIAL REGION BOARD OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES (JACOPHIL)

SUBJECT : SPECIAL MEETING ON 27 NOVEMBER 2015 IN MANILA

The National Executive Board, the Regional Trial Officers and the National Capital Judicial Region Board of the Judiciary Association of Clerks of the Philippines (JACOPHIL) will hold a special meeting on 27 November 2015 at the Philippine Association of Court Employees Headquarters (PACEHQ), Manila City Hall.

All concerned 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.

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.

23 November 2015


JOSE MIDAS P. MARQUEZ
Court Administrator