



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

OCA CIRCULAR NO. 162-2017

TO : THE NATIONAL OFFICERS AND REGIONAL BOARD  
OF DIRECTORS OF THE COURT STENOGRAPHERS  
ASSOCIATION OF THE PHILIPPINES (COSTRAPHIL), INC.

SUBJECT: NATIONAL BOARD MEETINGS ON 27 NOVEMBER 2017  
AND 1 DECEMBER 2017 AT THE SBMA-SUBIC BAY  
EXHIBITION AND CONVENTION CENTER

The Court Stenographers Association of the Philippines (COSTRAPHIL), Inc. will hold national board meetings on 27 November 2017 and 1 December 2017 at the SBMA-Subic Bay Exhibition and Convention Center, Subic Bay Freeport Zone, Zambales.

All concerned are hereby authorized to attend the meetings 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.

Ms. Laura C. Velasco, COSTRAPHIL National President, shall submit to the Court Management Office, Office of the Court Administrator, a report on the meetings with the complete list of the attendees within ten (10) days from the conclusion thereof.

4 August 2017

  
JOSE MIDAS P. MARQUEZ  
Court Administrator