



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

OCA CIRCULAR NO. 198-2017

TO: ALL PERSONNEL OF FIRST AND SECOND LEVEL COURTS

SUBJECT: SUBMISSION OF AUTHORITY TO DEDUCT THE TWENTY PESOS (P20.00) MONTHLY DUES

Upon the request of your officers and by virtue of the resolution passed by the PACE body on 21 April 2016 during the Philippine Association of Court Employees (PACE) General Assembly and National Convention in Baguio City, you are requested to fill up the attached Authority to Deduct form in order for the PACE, Inc. to implement the deduction of the Twenty Pesos (P20.00) monthly dues, to be apportioned pursuant to Article VIII, Section 1 of your Association's Constitution and By-laws, as follows:

Education in relation to Art. XIII par. D-----	5% (P1.00)
Legal Fund-----	5% (P1.00)
Death and Bereavement Assistance-----	25% (P5.00)
Retirement -----	25% (P5.00)
Association Operational Expenses -----	30% (P6.00)
a. National Board -----	5% (P1.00)
b. Regional Board -----	15% (3.00)
c. Provincial Board -----	5% (P1.00)
d. Local Chapter -----	5% (P1.00)
Reserve Funds -----	10% (P2.00)
Total	100% (P20.00)

Kindly submit the accomplished form to your National President, Atty. Maria Fe O. Maloloy-on, at the hereunder address not later than 30 October 2017.

ATTY. MARIA FE O. MALOLOY-ON
National President
Philippine Association of Court Employees
c/o Office of the Clerk of Court
Municipal Trial Court in Cities
Hall of Justice, Candelaria St.
Ecoland, Davao City
8000

A copy of the Implementing Rules and Regulations in the availment of the benefits as a result of the deduction of monthly dues shall be submitted by the officers, through the National President, Atty. Maria Fe O. Maloloy-on, to the Office of the Court Administrator.

FOR YOUR COMPLIANCE.

18 September 2017


JOSE MIDAS P. MARQUEZ
Court Administrator

REPUBLIC OF THE PHILIPPINES

(Court/Station)

AUTHORITY TO DEDUCT

The hereunder listed Judiciary employees authorize the deduction of the TWENTY PESOS (P20.00) monthly dues effective November 2017 in favor of the Philippine Association of Court Employees, Inc. (PACE, Inc.) of which we are considered automatic members per the Association's Constitution and By-laws. It is understood that the deduction of P20.00 monthly dues is pursuant to Article VIII, Section 1 of said Constitution and By-laws, and correspondingly, as automatic members thereof, we are entitled to the privileges and benefits provided therein.

(Date and Place executed.)

- | | | |
|----|------------------------------|------------|
| 1. | _____ | _____ |
| | (Printed Name and Signature) | (Position) |
| 2. | _____ | _____ |
| | (Printed Name and Signature) | (Position) |
| 3. | _____ | _____ |
| | (Printed Name and Signature) | (Position) |
| 4. | _____ | _____ |
| | (Printed Name and Signature) | (Position) |
| 5. | _____ | _____ |
| | (Printed Name and Signature) | (Position) |
| 6. | _____ | _____ |
| | (Printed Name and Signature) | (Position) |
| 7. | _____ | _____ |
| | (Printed Name and Signature) | (Position) |
| 8. | _____ | _____ |
| | (Printed Name and Signature) | (Position) |
| 9. | _____ | _____ |
| | (Printed Name and Signature) | (Position) |

(Note: This form can be reproduced. Use as many forms as necessary.)