



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

**OCA CIRCULAR NO. 216-2017**

**FOR : THE NATIONAL OFFICERS AND BOARD OF TRUSTEES OF THE REGIONAL TRIAL COURT - CLERKS OF COURT ASSOCIATION OF THE PHILIPPINES (RTC-COCAP)**

**SUBJECT : BOARD MEETING ON 23-24 NOVEMBER 2017 AT THE REGIONAL TRIAL COURT LIBRARY, 5<sup>TH</sup> FLOOR, CITY HALL BUILDING, MANILA**

The National Officers and Board of Trustees of the Regional Trial Court - Clerks of Court Association of the Philippines (RTC-COCAP) will hold their board meeting on 23-24 November 2017, 9:00 a.m., at the RTC Library, 5<sup>th</sup> Floor, City Hall Building, Manila.

In connection therewith, the national officers and board of trustees of the RTC-COCAP are hereby authorized to attend the meeting on **OFFICIAL TIME**, provided that there is a prior permission from the Executive/Presiding Judge and no disruption of the court calendar.

Atty. Phillip Charles G. Santos, RTC-COCAP President, shall submit to the Court Management Office, Office of the Court Administrator, a report on the conduct of the meeting with the complete list of the attendees within ten (10) days from the conclusion thereof.

30 October 2017

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator