



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

**OCA CIRCULAR NO. 04-2019**

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

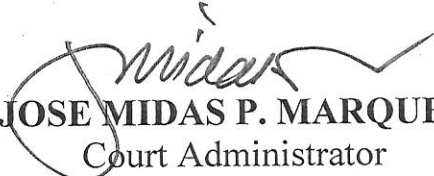
**SUBJECT : BOARD MEETING ON 4 FEBRUARY 2019 AT THE 5<sup>th</sup> FLOOR, RTC LIBRARY, MANILA**

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 4 February 2019 at the 5<sup>th</sup> Floor, RTC Library, 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.

11 January 2019

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator