



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

**OCA CIRCULAR NO. 05-2020**

**TO : THE NATIONAL OFFICERS OF THE PHILIPPINE ASSOCIATION OF COURT SOCIAL WORKERS, INC. (PACSWI)**

**SUBJECT : PRE-CONVENTION PREPARATION ON 16 MARCH 2020 AND NATIONAL EXECUTIVE BOARD MEETING ON 20 MARCH 2020 IN LEGAZPI CITY**

The national officers of the Philippine Association of Court Social Workers, Inc. (PACSWI) will conduct a pre-convention preparation on 16 March 2020 and hold its 1<sup>st</sup> National Executive Board Meeting on 20 March 2020 at the Oriental Hotel, Legazpi City, Albay.

In connection therewith, the PACSWI national officers are hereby authorized to attend the pre-convention preparation on 16 March 2020 and the meeting on 20 March 2020 on **OFFICIAL TIME**, provided that there is a prior permission from the Executive Judge/Presiding Judge and that their respective case assignments are properly managed.

Ms. Jeanelyn G. Ledesma, PACSWI National President, shall submit to the Court Management Office, Office of the Court Administrator, a report on the conduct of the activities with the complete list of the attendees within ten (10) days from the conclusion thereof.

20 January 2020

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator