



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

OCA CIRCULAR NO. 64-2023

TO : THE OFFICERS AND MEMBERS OF THE FIRST LEVEL CLERKS OF COURT ASSOCIATION OF THE PHILIPPINES, INC. (FLECCAP, INC.)

SUBJECT : NATIONAL CONVENTION AND SEMINAR AND ELECTION OF OFFICERS ON 22-24 NOVEMBER 2023 IN BORACAY, MALAY, AKLAN

The First Level Clerks of Court Association of the Philippines, Inc. (FLECCAP, INC.) will hold its National Convention and Seminar and Election of Officers on 22-24 November 2023 at the La Carmela de Boracay, Boracay, Malay, Aklan.

All concerned are hereby authorized to attend the activities on **OFFICIAL TIME/BUSINESS**, chargeable to local funds if authorized and available, provided that there is a prior permission from the Executive/Presiding Judge, no disruption of the court calendar, and the required health protocols are strictly observed.

The authority shall be for three (3) days only including travel time.

Mr. Gerardo K. Baroy, FLECCAP National President, shall submit to the Court Management Office, Office of the Court Administrator, through <https://forms.office.com/r/Vhi6q8SKX7>, a report on the conduct of the activities, with the complete list of all the attendees, within ten (10) days from its conclusion.

15 February 2023


RAUL B. VILLANUEVA
Court Administrator