



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

**OCA CIRCULAR NO. 104-2023**

**TO : THE NATIONAL OFFICERS AND BOARD OF DIRECTORS OF THE PROCESS SERVER'S ASSOCIATION OF THE PHILIPPINES (PROSAPHIL)**

**SUBJECT : MEETING ON 24 MARCH 2023 AT HOMER'S RESIDENCE, JAEN, NUEVA ECIJA**

The national officers and board of directors of the Process Server's Association of the Philippines (PROSAPHIL) will hold their meeting on 24 March 2023 at Homer's Residence, Jaen, Nueva Ecija.

All concerned officers and board of directors are hereby authorized to attend the meeting on **OFFICIAL TIME**, provided that there is a prior permission from the Executive Judge/Presiding Judge, measures are taken to ensure that there will be no disruption of the court calendar, and the required health protocols are strictly observed.

Mr. Eutemio M. Amora, PROSAPHIL 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 meeting with the complete list of the attendees within ten (10) days from its conclusion.

08 March 2023

  
**RAUL B. VILLANUEVA**  
Court Administrator