



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

OCA CIRCULAR NO. 152-2023

TO : THE CONCERNED JUDGES AND COURT PERSONNEL

SUBJECT : MOOE WEBINAR ON 11-12 APRIL 2023

Pursuant to the Resolution dated 09 December 2020 of the Court *En Banc* in A.M. No. 17-08-09-SC, relative to the continuation of the pilot testing of the Maintenance and Other Operating Expenses (MOOE) Interim Guidelines, the Technical Working Group (TWG) on the Drafting of the Interim Guidelines will conduct an orientation and training webinar for judges, clerks of court/branch clerks of court/officers-in-charge, and court financial aides on 11-12 April 2023.

In connection therewith, the following concerned judges and court personnel are hereby **DIRECTED** to attend the webinar on **OFFICIAL TIME**, provided that their respective court calendars are properly managed and the parties are duly notified of any cancelled hearing:

	NAME	STATION
JUDGE		
1.	Hon. Delight Aissa A. Salvador	Branch 29, RTC, Manila City
2.	Hon. Caron Aicitel E. Lascano	Branch 160, RTC, San Juan City
3.	Hon. Diomer L. Priela	Branch 96, MeTC, Mandaluyong City
4.	Hon. Anna Carmi R. Calsado-Amoroso	Branch 97, MeTC, Mandaluyong City
5.	Hon. Irma B. Panahon-Abad	Branch 113, RTC, Pasay City
6.	Hon. Marjury A. Madrid-Songgadan	Branch 117, RTC, Pasay City
7.	Hon. Edwin C. Siapco (APJ-Fulltime)	Branch 58, RTC, Bucay, Abra
8.	Hon. Orville C. Palisoc	Branch 25, RTC, Tagudin, Ilocos Sur
9.	Hon. Brionelle La Realesa A. Dunuan	MTC, Lingayen, Pangasinan
10.	-	MTC, Bayambang, Pangasinan
11.	Hon. Djoanivie Jomare A. Junasa	MTC, Malasiqui, Pangasinan
		MCTC, Burgos-Mabini-Dasol, Pangasinan (APJ)
12.	Hon. Hercules Doria	MCTC, Urbiztondo-Basista, Pangasinan
13.	Hon. Kathy Luisa G. Fule-Logan	Branch 15, RTC, Alfonso Lista, Cagayan
14.	Hon. Marvin P. Aniceto	Branch 33, RTC, Ballesteros, Cagayan
15.	Hon. Jennifer S. Loveria	Branch 22, RTC, Cabagan, Isabela
16.	Hon. Remalie C. Corbe-Cardenas	Branch 32, RTC, Cabarroguis, Quirino
17.	Hon. Gina Lyn R. Rubio	Branch 28, RTC, Bayombong, Nueva Ecija
18.	Hon. Dominica L. Dumangeng-Rosario	Branch 27, RTC, Bayombong, Nueva Ecija
19.	Hon. Ronald Leo T. Haban	Branch 66, RTC, Capas, Tarlac
20.	Hon. Mary Ann Charisma G. Kho	Branch 1, MTCC, Bacoor City, Cavite
21.	Hon. Mary Rocelyn P. Lim-Guillano	Branch 2, MTCC, Bacoor City, Cavite

22.	Hon. Rosette H. Abrenica	Branch 3, MTCC, Bacoor City, Cavite
23.	Hon. Liza De Leon Victa	Branch 1, MTCC, Damariñas City, Cavite
24.	Hon. Maila Doroteo Santos (APJ)	Branch 2, MTCC, Antipolo City, Rizal
25.	Hon. Arminda T. Pintor	Branch 1, MTCC, Iriga City, Camarines Sur
26.	Hon. Romeo T. Descallar (APJ)	Branch 31, RTC, Imelda, Zamboanga Sibugay
27.	Hon. Jimmy B. Boco (APJ-Fulltime)	Branch 2, RTC, Tagum City, Davao del Norte
CLERK OF COURT/BRANCH CLERK OF COURT/ OFFICER-IN-CHARGE		
28.	Fraulein T. Sulit	Branch 122, RTC, Caloocan City
29.	Jeffrey E. Dy	3-FC, Makati City
30.	Frances Juliene Marie A. Buendia	Branch 64, RTC, Makati City
31.	Alyanna Dia Marie B. Bayani	Branch 140, RTC, Makati City
32.	Karla Rose E. Gutierrez	Branch 141, RTC, Makati City
33.	Karen A. Tabugan	Branch 142, RTC, Makati City
34.	Frances Dyan T. Lim-Borja	Branch 144, RTC, Makati City
35.	Kenneth Louie Credo	Branch 145, RTC, Makati City
36.	Jessalyn E. Echano	Branch 148, RTC, Makati City
37.	Mariel Victoria R. Davocol-Bibiano	Branch 150, RTC, Makati City
38.	John Caleb Andal	Branch 293, RTC, Malabon City
39.	Kimberley N. Licup	Branch 277, RTC, Mandaluyong City
40.	Rafael Eloy A. Bello	Branch 278, RTC, Mandaluyong City
41.	Alyssa Truty C. Alinea	Branch 281, RTC, Mandaluyong City
42.	Lorelei Joselle H. Bucu-Recuenco	Branch 10, RTC, Manila City
43.	Janna Christi M. Parmisano	Branch 28, RTC, Manila City
44.	George S. Angeles II	Branch 29, RTC, Manila City
45.	Ana Marie O. Mondares-Bernabe	Branch 41, RTC, Manila City
46.	Astrid Beryl T. Depasucat	Branch 42, RTC, Manila City
47.	Bolkia B. Petiilan	Branch 45, RTC, Manila City
48.	Rosalie M. Pueca	Branch 47, RTC, Manila City
49.	Kristian A. Biay	Branch 48, RTC, Manila City
50.	Charlene T. Pedrajas	Branch 176, RTC, Manila City
51.	Jeramil C. Aniel	Branch 179, RTC, Manila City
52.	Maria Almira F. Saniano	Branch 180, RTC, Manila City
53.	Ma. Teresa S. Mckay	Branch 185, RTC, Manila City
54.	Menchu P. Ancajas	Branch 186, RTC, Manila City
55.	Cindy Eunice M. Trinidad-Aguirre	14-FC, Pasig City
56.	Iris Robertine P. Jocson	Branch 68, RTC, Pasig City
57.	Monica A. David	Branch 71, RTC, Pasig City
58.	Rynbert Anthony L. Maulion	Branch 155, RTC, Pasig City
59.	Rossano Pietro T. Veloso	Branch 157, RTC, Pasig City
60.	Joselito E. Mago	Branch 158, RTC, Pasig City
61.	Rubelyn G. Mijares	Branch 161, RTC, Pasig City
62.	Vanna Katrina T. Sanson	Branch 167, RTC, Pasig City
63.	Dominic Amon R. Ladeza	Branch 261, RTC, Pasig City
64.	Ma. Josabel Cuaterno	Branch 172, RTC, Valenzuela City
65.	Reinald Kurt E. Villaraza	Branch 284, RTC, Valenzuela City
66.	Amiel Secretario	OCC, MeTC, Caloocan City
67.	Emely C. Manuel	Branch 84, MeTC, Caloocan City
68.	Jesus A. Morena	Branch 67, MeTC, Makati City

69.	Kroywen D. Alquero	Branch 130, MeTC, Makati City
70.	Daryl Elsbeth Lorraine F. Noche-Lagundino	Branch 124, MeTC, Las Piñas City
71.	Rofylyn L. Lagundino	Branch 80, MeTC, Mandaluyong City
72.	Maria Flor M. Riego	Branch 111, MeTC, Mandaluyong City
73.	Samuel M. Basug	Branch 1, MeTC, Manila City
74.	Emelita C. Valencia	Branch 6, MeTC, Manila City
75.	Aster A. Madela	Branch 30, MeTC, Manila City
76.	Rosalinda R. De Guzman	MTC, Bayambang, Pangasinan
77.	Daisy Bartilit	MTC, Malasiqui, Pangasinan
78.	Fatima O. Serrano	MCTC, Burgos-Mabini-Dasol, Pangasinan
79.	Jonathan Llamas	MCTC, Urbiztondo-Basista, Pangasinan
80.	Evangeline E. Pacapac	Branch 13, RTC, Basco, Batanes
81.	Roger G. Pumihic	OCC, RTC, Cabarroguis, Quirino
82.	Relen L. Calde-Ayeona	Branch 32, RTC, Cabarroguis, Quirino
83.	Robarex Namsel V. Barreras	Branch 120, RTC, San Jose Del Monte, Bulacan
84.	Emilie P. Liwag	OCC, RTC, Cabanatuan City, Nueva Ecija
85.	Christine Joyce B. Melchor	Branch 27, RTC, Cabanatuan City, Nueva Ecija
86.	Jan Kenrick Z. Sagum	Branch 89, RTC, Sto. Domingo, Nueva Ecija
87.	Jonathan John L. Fajura	Branch 57, RTC, Angeles City, Pampanga
88.	Janine Ysabel A. Guzman	Branch 60, RTC, Angeles City, Pampanga
89.	Loucille A. Lacson	Branch 62, RTC, Angeles City, Pampanga
90.	Christy D. Dizon	Branch 118, RTC, Angeles City, Pampanga
91.	Peter David Illescas Y. Parro	Branch 41, RTC, San Fernando City, Pampanga
92.	Christopher Ronn Q. Pagco	Branch 44, RTC, San Fernando City, Pampanga
93.	Jesa Kristi R. Torno	Branch 46, RTC, San Fernando City, Pampanga
94.	Tiffany Ann C. Dizon	Branch 66, RTC, Capas, Tarlac
95.	Vernon Ged A. Manuel	Branch 97, RTC, Olongapo City, Zambales
96.	Michie L. Roño	Branch 1, MTCC, Meycauayan City, Bulacan
97.	Richard Bernel Garcia	Branch 4, MTCC, San Fernando, Pampanga
98.	Ronald C. Bernardo	MCTC, Dinalupihan-Hermosa, Bataan
99.	Maria Jocelyn A. Hernandez	Branch 84, RTC, Batangas City, Batangas
100.	Judit E. Cueto	Branch 12, RTC, Lipa City, Batangas
101.	Ma. Emilyn S. Sunga	Branch 67, RTC, Binangonan, Rizal
102.	Irma A. Bautista	OCC, MTCC, Bacoor City, Cavite
103.	Jason Joseph N. Azura	Branch 1, MTCC, Bacoor City, Cavite
104.	Melody Ponce De Leon	Branch 2, MTCC, Bacoor City, Cavite
105.	Sheena Marie Pago	Branch 3, MTCC, Bacoor City, Cavite
106.	Roselyn L. Madriaga	Branch 1, MTCC, Dasmariñas City, Cavite
107.	Karen S. Aribuabo	Branch 2, MTCC, Dasmariñas City, Cavite
108.	Maridel P. Pozas	Branch 2, MTCC, Dasmariñas City, Cavite
109.	Neil Brian C. Salvosa	Branch 3, MTCC, Dasmariñas City, Cavite
110.	Ronnel A. Deinla	Branch 39, RTC, Calapan, Oriental Mindoro
111.	Erick John Rae M. Laygo	Branch 40, RTC, Calapan, Oriental Mindoro
112.	Agatha N. Granado-Denso	1-FC, Legazpi City, Albay

113.	Vernan G. Francisco	Branch 40, RTC, Daet, Camarines Norte
114.	Ellaine Marie I. Cuadro-Tate	Branch 20, RTC, Naga City, Camarines Sur
115.	Maryruth M. Verdadero	Branch 30, RTC, San Jose, Camarines Sur
116.	Jennifer M. Resari	Branch 1, MTCC, Legazpi City, Albay
117.	Ma. Zinia A. Montorio	Branch 20, RTC, Mambusao, Capiz
118.	Mary Joy S. Pahunao	Branch 66, RTC, Barotac Viejo, Iloilo
119.	Mel John E. Acuros	Branch 71, RTC, Barotac Viejo, Iloilo
120.	Jahziel Fantilanan	OCC, RTC, Guimbal, Iloilo
121.	Kenneth Jun G. Diamante	Branch 67, RTC, Guimbal, Iloilo
122.	Mary Anne C. Cañete	Branch 79, RTC, Bacolod City, Negros Occidental
123.	Fides May M. Anievas	Branch 57, RTC, San Carlos City, Negros Occidental
124.	Coralynn G. Almalbis	Branch 2, MTCC, Roxas City, Capiz
125.	Suzi Ann N. Quiñones-Tan	Branch 5, MTCC, Bacolod City, Negros Occidental
126.	Michael James P. Templado	MTCC, San Carlos City, Negros Occidental
127.	Warren Niño U. Opone	Branch 55, RTC, Mandaue City, Cebu
128.	Tanya Alyka L. Waban	Branch 56, RTC, Mandaue City, Cebu
129.	Xyryah G. Daguimol	Branch 10, RTC, Malaybalay, Bukidnon
130.	Hannah L. Mabayo-Dal	Branch 28, RTC, Mambajao, Camiguin
131.	Salome D. Dungog Jr.	Branch 12, RTC, Oroquieta City, Misamis Occidental
132.	Suzzette N. Reyes	OCC, RTC, Cagayan De Oro City, Misamis Oriental
133.	Celeste June Caballes	Branch 38, RTC, Cagayan De Oro City, Misamis Oriental
134.	Sherwood A. Bendoy	Branch 43, RTC, Gingoog, Misamis Oriental
135.	Mariel Jade L. Gomomit	Branch 1, MTCC, Butuan City, Agusan Del Norte
136.	Nancy S. Violan	OCC, MTCC, Oroquieta City, Misamis Occidental
137.	Nelson T. Tumilap	Branch 1, MTCC, Oroquieta City, Misamis Occidental
138.	Yvone D. Aranas	Branch 2, MTCC, Oroquieta City, Misamis Occidental
139.	Rolando A. Bautista	Branch 9, RTC, Davao City, Davao Del Sur
140.	Basil A. Baril	Branch 6, RTC, Mati, Davao Oriental
141.	Maria Jessa G. Noble	Branch 38, RTC, Alabel, Sarangani
142.	Jallilah L. Alindo	Branch 47, RTC, Alabel, Sarangani
143.	Lorie Lourd L. Gomez	Branch 50, RTC, Alabel, Sarangani
144.	Giovanni A. Geralde	MTCC Digos City, Davao del Sur
145.	Marybeth Montero-Balasa	MCTC, Bansalan-Magsaysay, Davao Del Sur
146.	Vanessa B. Ontal	MCTC, Hagonoy-Matanao, Davao Del Sur
147.	Narlyn D. Saban	MCTC Malalag-Sulop, Davao Del Sur
148.	Selda S. Cafe	MCTC, Malita-Sta. Maria-Don Marcelino, Davao Occidental
149.	Julieto P. Amil	MCTC, Jose Abad Santos-Sarangani, Davao Occidental
150.	Joy D. Orena	Branch 23, RTC, Kidapawan City, North Cotabato
COURT FINANCIAL AIDE		
151.	Ma. Sherly C. Seguin	RTC, Marikina City, Metro Manila
152.	Allan P. Albaladejo	RTC, Manila, Metro Manila

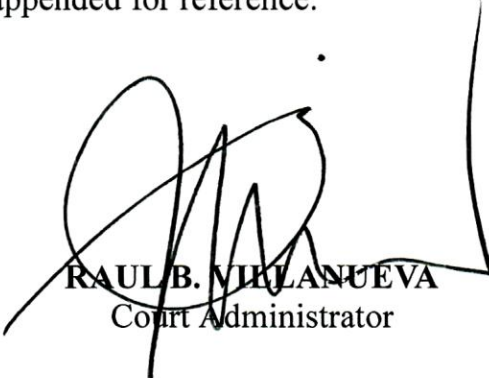
153.	Roselle B. Letim	RTC, Manila, Metro Manila
154.	Eugene G. David	RTC, Malabon, Metro Manila
155.	Edward Henry C. Baltazar	RTC, Caloocan, Metro Manila
156.	Bridgette M. Pereja	MeTC, Manila City
157.	Janela Monica C. Daquioag	RTC, Batac City, Ilocos Norte
158.	Joy C. Canuel	MTCC, Baguio City, Benguet
159.	Marc Laurence B. Callena	RTC, Bangued, Abra
160.	Jay Paul T. Bosque	RTC, Bucay, Abra
161.	Cynthia C. Hill	RTC, Bontoc, Mt. Province
162.	Kevin John C. Capiangao	RTC, Narvacan, Ilocos Sur
163.	Arvin Jane C. Ibulan	RTC, San Carlos City, Pangasinan
164.	Mariden B. Tacsiat	RTC, Cabugao, Ilocos Sur
165.	Mary Joy D. Baterina	RTC, Urdaneta, Pangasinan
166.	Jhanna Jhessel A. Lincod	RTC, Lingayen, Pangasinan
167.	Camilo N. Basang Jr.	RTC, Luna, Apayao
168.	Emely T. Sosa	MTC, Lal-Lo, Cagayan
169.	Nikki Almer L. Ibarra	RTC, Echague, Isabela
170.	Mikee L. Narag	MTCC, Tuguegarao City, Cagayan
171.	Rocky C. Liban	RTC, Tuguegarao City, Cagayan
172.	Reman B. Suarez	MTCC, Olongapo City, Zambales
173.	Jeffrey L. Longares	RTC, Olongapo City, Zambales
174.	Angelica Villanueva	RTC, Paniqui, Tarlac
175.	Monalie T. Tiangco	RTC, Mariveles, Bataan
176.	Catleya M. Causo	RTC, San Jose City, Nueva Ecija
177.	Pauly Mharie F. Molina	MTCC, Tarlac, Tarlac
178.	Stephanie Rose G. Sampang	MTC, Guagua, Pampanga
179.	Leila O. Huliganga	MTCC, Meycauayan City, Bulacan
180.	Noemi L. Tejada	RTC, Cabanatuan City, Nueva Ecija
181.	Merry Grace P. Peregrin	RTC, Catanauan, Quezon
182.	Lance Adrian Censon	MTCC, Lucena City, Quezon
183.	Marichelle O. Labrador	MTCC, Lipa City, Batangas
184.	Beverly P. Pastrana	RTC, Biñan City, Laguna
185.	Renmark T. Kamatoy	RTC, Sta. Cruz, Laguna
186.	Rommelyn P. Ilan	MTC, Daet, Camarines Norte
187.	Almierose A. Toledo	RTC, Daet, Camarines Norte
188.	Remy Fely Maritee C. Babasoro	RTC, Sorsogon City, Sorsogon
189.	Jurt C. Lagmay	RTC, Legaspi, Albay
190.	Amabelle M. Orense	RTC, Legaspi, Albay
191.	Nerissa N. Peñafiel	RTC, Ligao City, Albay
192.	Kris Lauren D. Jizmundo	RTC, Kalibo, Aklan
193.	Hanna D. Tayco	MTCC, Bacolod City, Negros Occidental
194.	Alyssa Chareyz A. Claver	MTCC, Bacolod City, Negros Occidental
195.	Nicodemus A. Millan, Jr.	MTCC, Iloilo City, Iloilo
196.	Jackielyn C. Cabinbin	RTC, Iloilo City, Iloilo
197.	Christopher A. Millares	RTC, San Jose, Antique
198.	Chrislyn B. Barabat	RTC, Mandaue City, Cebu
199.	Christian Luther D. Credo	MTCC, Cebu City, Cebu
200.	Celestine May L. Ocop	RTC, Basey, Samar
201.	Stephanee M. Yana	RTC, Zamboanga City, Zamboanga del Sur
202.	Albert Francis E. Paciente	MTCC, Zamboanga City, Zamboanga del Sur
203.	Norfel M. Casinto	RTC, Pagadian City, Zamboanga del Sur
204.	Jaypee N. Tinonga	RTC, Bayugan City, Agusan del Sur

MOOE WEBINAR ON 11-12 APRIL 2023

205.	Marl Alle L. Jumalon	RTC, Calamba City, Misamis Occidental
206.	Johnny O. Nale	RTC, Mambajao, Camiguin
207.	Cesar R. Mejica	MTCC, Oroquieta City Misamis Occidental
208.	Rhea V. Davin	MTCC, Island Garden City of Samal, Davao del Norte
209.	Jezreel G. Madrigal	RTC, Tagum City, Davao del Norte
210.	Maria Ethel B. Lagunsay	RTC, Panabo City, Davao Del Norte
211.	Seffany P. Jacalan	RTC, Isulan, Sultan Kudarat

Programme of the webinar is hereto appended for reference.

05 April 2023



RAUL B. MILLANUEVA
Court Administrator

ORIENTATION AND TRAINING WEBINAR ON THE INTERIM GUIDELINES FOR THE DIRECT RELEASE AND ADMINISTRATION OF THE MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) BUDGET FOR THE LOWER COURTS UNDER THE JUDICIARY'S ANNUAL APPROPRIATION (A.M. NO. 17-08-09-SC, Approved 22 AUGUST 2017)

PROGRAMME

11-12 April 2023

Via Zoom

General Objective: This online training aims to orient and guide the judges, clerks of court/officers-in-charge and court financial aides/court financial clerks on the processes on the direct allocation, release and utilization of the maintenance and other operating expenses (MOOE) budget for lower courts under A.M. No. 17-08-9-SC.

DAY 1 (11 April 2023)

<i>Time</i>	<i>Activity/Topic</i>	<i>Resource Person/Facilitator</i>
1:00 P.M. – 1:15 P.M.	Online Registration of Participants (Zoom Log Ins - Chatbox)	MOOE TWG Secretariat and Working Group
1:16P.M. – 1:25 P.M.	Discussion on Training Rules	Moderator: Atty. Kimberly C. Nayre-Santiago Court Attorney V Office of the Court Administrator (OCA)
1:26 P.M. – 1:30 P.M.	Opening Ceremonies Ecumenical Prayer for the Courts The Philippine National Anthem Supreme Court Hymn	
1:31 P.M.- 2:15 P.M.	Welcome Remarks	Hon. Raul Bautista Villanueva Court Administrator Chairperson, TWG on MOOE Interim Guidelines OCA
	Topic 1: General Overview: Covered Expenditure, Annual Allocation for Maintenance, Supplies and Minor Repairs, Release of MOOE Budget, Schedule of Release, SDOs, Role of Executive Judges, Judges, Clerks of Court, Court Financial Aides and Court Financial Clerks Amendments to the MOOE Interim Guidelines (as per Resolution of the Court sated 15 February 2022)	
2:16 P.M. – 3:00 P.M.	Topic 2: Distribution and Procedure in the Release of the MOOE Budget (with Introduction on Accountable Forms) (with Amendments)	Atty. Gilda A. Sumpo-Garcia Officer-in-Charge (OIC) Financial Management office (FMO), OCA
3:01 P.M. – 3:20 P.M.	Health Break	
3:21 P.M. – 4:15 P.M.	Topic 3: Part I: Modes of Procurement (Lecture) Brief Discussion on PPMP/APP	Atty. Maria Rosario A. Labuguen Assistant Chief of Office Office of Administrative Services (OAS), OCA

DAY 2 (12 April 2023)

<i>Time</i>	<i>Activity/Topic</i>	<i>Resource Person/Facilitator</i>
8:30 A.M. – 9:00 A.M.	Online Registration of Participants (Zoom Log Ins - Chatbox)	MOOE TWG Secretariat and Working Group
9:01 A.M. – 9:15 A.M.	Reminders on Training Rules Announcements	Moderator: Atty. Kimberly C. Nayre-Santiago Court Attorney V OCA
9:16 A.M. – 10:15 A.M.	Topic 4: Part II: Modes of Procurement - Required Forms (Discussion) Maintenance Supplies and Minor Repairs	Atty. Raquel M. Ladrillano Chief of Office Office on Halls of Justice, OCA Arc. Arvin M. Natividad Architect III Office on Halls of Justice, OCA
10:16 A.M. – 10:30 A.M.	Workshop on Required Forms (10 minutes – workshop proper /5 minutes – discussion)	Workshop Facilitators: Ms. Annabelle T. Fundales SC Chief Judicial Staff Officer Property Division, OAS, Supreme Court (SC) Ms. Marilyn C. Isla-De Joya SC Chief Judicial Staff Officer Budget Division Fiscal Management & Budget Office (FMBO), SC
10:31 A.M. – 11:00 A.M.	Topic 5: Bonding Requirements for Executive Judges/Special Disbursing Officers	Atty. Gilda A. Sumpo-Garcia Officer-in-Charge FMO, OCA Ms. Febella J. Guillermo SC Chief Judicial Staff Officer Accounting Division, FMO, OCA Ms. Teresa Mina A. Fallejo SC Supervising Judicial Staff Officer Finance Division, FMO, OCA Ms. Maria Liza I. Laurenciano Budget Officer II Budget Division, FMO, OCA
11:01 A.M. – 12:00 P.M.	Topic 6: Liquidation of the MOOE Budget (Discussion)	Atty. Gilda A. Sumpo-Garcia Officer-in-Charge FMO, OCA
12:30P.M. – 1:00 P.M.	Online Registration of Participants (Zoom Log Ins)	MOOE TWG Secretariat and Working Group
1:01 P.M. – 2:00 P.M.	Workshop on Liquidation (20 minutes – workshop proper / 25 minutes – discussion)	Atty. Gilda A. Sumpo-Garcia Officer-in-Charge FMO, OCA Workshop Facilitators: Ms. Annabelle T. Fundales SC Chief Judicial Staff Officer Property Division, OAS, SC Ms. Marilyn C. Isla-De Joya SC Chief Judicial Staff Officer Budget Division, FMBO, SC Ms. Febella J. Guillermo SC Chief Judicial Staff Officer

		<p><i>Accounting Division, FMO, OCA</i></p> <p><i>Ms. Teresa Mina A. Fallejo</i> <i>SC Supervising Judicial Staff Officer</i> <i>Finance Division, FMO, OCA</i></p> <p><i>Ms. Virginia A. Bautista</i> <i>SC Supervising Judicial Staff Officer</i> <i>Accounting, FMO, OCA</i></p> <p><i>Ms. Ivy B. Silva</i> <i>SC Supervising Judicial Staff Officer and OIC</i> <i>Accounting Division, FMBO, SC</i></p> <p><i>Ms. Maria Liza I. Laurenciano</i> <i>Budget Officer II</i> <i>Budget Division, FMO, OCA</i></p>
2:01 P.M. – 2:15 P.M.	<i>Health Break</i>	
2:16 P.M. – 3:00 P.M.	<p style="text-align: center;"><i>Topic 7:</i> <i>Role of Court Financial Clerks and</i> <i>Court Financial Aides (with Brief</i> <i>Discussion of their Contracts and</i> <i>Manner of Payment of</i> <i>Compensation)</i></p>	<p style="text-align: center;"><i>Atty. Maria Rosario A. Labuguen</i> <i>Assistant Chief of Office</i> <i>OAS, OCA</i></p>
3:01 P.M. – 3:45 P.M.	<i>Open Forum</i>	<p style="text-align: center;"><i>Members of the TWG</i> <i>Ms. Amalia A. Adan</i> <i>Ms. Maria Dorothy A. Agonos</i> <i>Ms. Virginia A. Bautista</i></p>
3:46 P.M. – 4:00 P.M.	<p><i>Closing Ceremonies</i></p> <p><i>Closing Message</i> <i>Atty. Raquel M. Ladrillano</i> <i>Chief of Office</i> <i>Office on Halls of Justice, OCA</i></p> <p><i>Philippine Judiciary Hymn</i></p> <p><i>Class Picture-taking</i> <i>For Court Financial Aides</i></p>	
4:01 P.M. – 4:30 P.M.	<p><i>Videoconference Meeting with Office of Administrative Services</i> <i>(Presided by Atty. Maria Rosario A. Labuguen and Court Financial Clerks from MTC</i> <i>Personnel, OAS, OCA)</i></p>	