



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

OCA CIRCULAR NO. 157-2023

**TO : ALL LOWER COURT ORGANIZATIONS/
ASSOCIATIONS**

**SUBJECT : GUIDELINES ON THE HOLDING OF
ASSOCIATION/ORGANIZATION ACTIVITIES**

The Office of the Court Administrator (OCA) recognizes the importance of activities, such as conventions/seminars, regular meetings, or oath-taking of newly-elected officers, of associations/organizations of judges and employees to bolster the sense of camaraderie, among others, of court officials and personnel, as well as to serve as a venue for meaningful exchanges of ideas and knowledge-sharing. However, equally essential is the performance of the regular functions of the participants in the respective courts or offices that may be affected by said activities, the durations of which may sometimes vary. Thus, to establish uniformity in the grant of requests from judiciary associations/organizations on the holding of these regular activities, the following guidelines on the particular days of the week as well as the number of days for such activities shall be observed:

- 1) Conventions/seminars, regardless of kind/type (i.e. National or Regional) shall be for a **maximum period of two (2) consecutive days only, on official time**, which should be on Thursday and Friday of a chosen particular week, with Saturday allotted for travel time and in no case shall these be held at the start or middle of the week.

Officers and participants are given an additional one (1) day for pre-convention/seminar preparation, which shall be on a Wednesday;

- 2) Consultative/preparatory meetings prior to scheduled conventions/ seminars shall be **limited to two (2) meetings** in a year, on official time, for the concerned officers and members only, and applying item number 1 above as to the particular days;

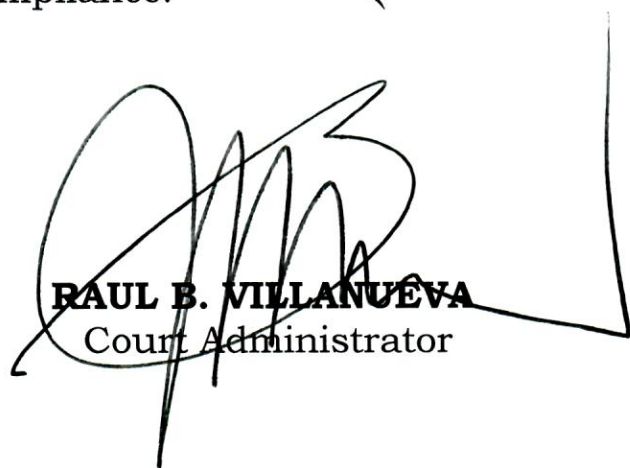
- 3) Monthly meetings of officers shall be for a **maximum of six (6) meetings** per year, on official time, for the concerned officers only, which should be on a Friday of a chosen particular week, with one (1) day travel time prior thereto on a Thursday; and,
- 4) Oath Taking of Officers of the association/organization shall be **limited to one (1) day** after every election for the newly-elected and newly-appointed officers only, and applying item number 3 above on the inclusive days.

It is understood that any expense for activities on official time may be chargeable against local funds, if available and authorized. Also, and as much as possible, the request for the holding of conventions/seminars should be sent to this Office **at least two (2) months prior** to each intended activity.

This Circular supersedes OCA Circular No. 76-2016 dated 22 March 2016 and previous OCA circulars that are inconsistent herewith. Also, this Circular does not apply to activities already authorized prior to the issuance hereof.

For guidance and strict compliance.

12 April 2023



RAUL B. VILLANUEVA
Court Administrator