



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

**OCA CIRCULAR NO. 345-2023**

**TO : THE OFFICERS AND MEMBERS OF THE REGIONAL TRIAL COURT – CLERKS OF COURT ASSOCIATION OF THE PHILIPPINES (RTC-COCAP)**

**SUBJECT : 14<sup>TH</sup> NATIONAL CONVENTION ON 14-15 MARCH 2024 IN MANILA**

The Regional Trial Court - Clerks of Court Association of the Philippines (RTC-COCAP) will hold its 14<sup>th</sup> National Convention with the theme: *“Embracing Digital Adaptation: Streamlining Case Management and Administration”* to be held on 14-15 March 2024 at the Century Park Hotel Grand Ballroom, Manila.

All concerned are hereby authorized to attend the convention on **OFFICIAL TIME**, provided that there is a prior permission from the Executive/Presiding Judge and measures are taken to ensure that there will be no disruption of the court calendar.

Atty. Charrie M. Santos, RTC – COCAP Interim National President, shall submit to the Court Management Office, Office of the Court Administrator, through <https://forms.office.com/r/Vhi6q8SKX7> **only**, the **electronic copy** of the report on the conduct of the convention, with the complete list of all the attendees, within ten (10) days from its conclusion.

06 October 2023

  
**RAUL B. VILLANUEVA**  
Court Administrator