



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

OCA CIRCULAR NO. 345-2023-A

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

SUBJECT : 14TH 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 14th 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.

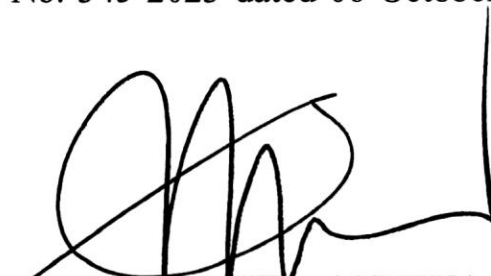
All concerned are hereby authorized to attend the convention on **OFFICIAL TIME**, provided that there is a prior permission from the Executive/Presiding Judge and measures are taken to ensure that there will be no disruption of the court calendar.

Pursuant to OCA Circular No. 157-2023 dated 12 April 2023 (*Re: Guidelines on the Holding of Association/Organization Activities*), the concerned officers and members of RTC COCAP are given an additional one (1) day for pre-convention/seminar preparation on 13 March 2024.

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 the conclusion thereof.

This Circular amends OCA Circular No. 345-2023 dated 06 October 2023.

11 March 2024



RAUL B. VILLANUEVA
Court Administrator