



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

OCA CIRCULAR NO. 91-2024

**TO: ALL CONCERNED JUDGES, COURT FINANCIAL AIDES,
CONTRACTUAL COURT STENOGRAPHERS, AND COURT
DECONGESTION OFFICERS IN THE FIRST AND SECOND
LEVEL COURTS**

**RE: A.M. NO. 24-02-23-SC (Re: ATTENDANCE OF CONTRACTUAL
EMPLOYEES OF THE FIRST-AND SECOND-LEVEL COURTS
IN CONVENTIONS, TRAININGS, AND SEMINARS ON
OFFICIAL TIME)**


The Office of the Court Administrator (OCA) recognizes the vital role of contractual employees in the day-to-day operations of the courts and to fill gaps in manpower. Thus, they should be afforded with opportunities to increase work productivity, improve their skills, and encourage their professional development.

The Supreme Court *en banc*, in its Resolution dated 27 February 2024 in A.M. No. 24-02-23-SC (*Re: Attendance of Contractual Employees of the First- and Second-Level Courts in Conventions, Trainings, and Seminars on Official Time*), resolved, upon the recommendation of the OCA, to allow contractual employees of the first- and second-level courts, as supported by their respective judges, to attend **ON OFFICIAL TIME** relevant conventions, trainings, seminars, and other activities scheduled in 2024 and onwards unless otherwise directed by the Court.

This privilege shall apply as well to conventions, trainings, seminars, and other activities that may have already been organized by the various employees' associations.

For information and guidance.

3 April 2024



RAUL B. VILLANUEVA
Court Administrator