

OCA CIRCULAR NO. 222-2016, October 20, 2016

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TO :

THE OFFICERS AND MEMBERS OF THE COURT STENOGRAPHERS ASSOCIATION OF THE PHILIPPINES (COSTRAPHIL), INC.

SUBJECT :

8th NATIONAL CONVENTION AND ELECTION OF NATIONAL OFFICERS ON 24 TO 26 MAY 2017 IN LEGAZPI CITY

The Court Stenographers Association of the Philippines (COSTRAPHIL), Inc. will hold its 8th National Convention and Election of National Officers on 24 to 26 May 2017 in Legazpi City.

All concerned are hereby authorized to attend the convention and election of national officers on OFFICIAL TIME/BUSINESS, chargeable to local funds if authorized and available, provided that there is a prior permission from the Executive Judge/Presiding Judge and that there shall be no disruption of the court calendar.

The authority shall be for three (3) days only including travel time.

Ms. Belinda G. Go, National President of COSTRAPHIL, shall submit a report on the convention and election of national officers with complete list of all court personnel who attended it to the Court Management Office, Office of the Court Administrator within ten (10) days from the conclusion thereof.

20 October 2016

(SGD.) RAUL BAUTISTA VILLANUEVA

Deputy Court Administrator

and

Officer-in-Charge

Office of the Court Administrator

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