

OCA CIRCULAR NO. 91-2011 A, July 12, 2011

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TO:

ALL RTC AND METC PRESIDING AND ACTING PRESIDING JUDGES, CLERKS OF COURT, ASSISTANT CLERKS OF COURT, BRANCH CLERKS OF COURT, CIVIL AND CRIMINAL DOCKET CLERKS-IN-CHARGE OF MANILA CITY

SUBJECT:

BRIEFING ON DISPOSAL OF COURT RECORDS (A.O. NO. 103-2011)

You are required to attend the briefing on 14 July 2011 at the Bulwagan ng Katipunan, Manila City Hall, regarding the conduct of the "Records Disposal Period" pursuant to A.O. No. 103-2011, according to the following schedule:

Presiding and Acting Presiding Judges and Clerks of Court and Assistant Clerks of Court:

Branch Clerks of Court, Civil and

10:00am-12:00nn

Criminal Docket Clerks-in-Charge :

1:00pm-3:00pm

Attendance is mandatory. Absences should be explained to the undersigned within twenty-four (24) hours.

12 July 2011.

(SGD.)JOSE MIDAS P. MARQUEZ
Court Administrator

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