

REQUIRING LEGAL OFFICERS TO REPORT ON COURT CASES OR QUASI-JUDICIAL CASES OF THE DEPARTMENT

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To enable this Office to keep track and update the status of cases handled before any court of justice, quasi-judicial/administrative body or committee, it is directed that in every appearance or attendance therein, the Legal Officer/employee shall submit to the Assistant Secretary for Legal Service/Head of Office concerned a brief written report on what transpired during the hearing/conference.

If the Legal Officer/employee fails to submit such report, his appearance therein shall be considered unauthorized and shall be deducted from his leave credits as undertime or leave of absence, as the case may be.

Compliance herewith is enjoined.

Adopted: 27 June 1991

(SGD.) JOSE P. DE JESUS
Secretary

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