OCA CIRCULAR NO. 69-2011, May 26, 2011

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TO :

CONCERNED OFFICIALS AND COURT EMPLOYEES OF METROPOLITAN TRIAL COURT OF MANILA

SUBJECT:

GSIS PRE-RETIREMENT COUNSELING SEMINAR ON MAY 27, 2011 FROM 8:00 AM TO 12:00 NN AT THE MULTI-PURPOSE HALL, LEVEL 3 OF THE GSIS HEAD OFFICE IN PASAY CITY

The Government Service Insurance System (GSIS) will be conducting the GSIS Pre-Retirement Counseling Seminar on May 27, 2011 from 8:00 AM to 12:00 NN at the Multi-Purpose Hall, Level 3 of the GSIS Head Office in Pasay City.

All concerned are hereby authorized to attend the seminar on OFFICIAL TIME, provided that there is prior written permission from the Executive Judge/Presiding Judge and there shall be no disruption of the .court calendar.

Judge Sarah Alma M. Lim, Executive Judge, MeTC, Manila shall submit to the Court Management Office, OCA, a report regarding the attendance of officials and court personnel in the seminar within ten (10) days from the conclusion of the said event.

May 26, 2011.

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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