

ATTENDANCE OF COURT OFFICIALS AND PERSONNEL IN TRAINING, SEMINARS, WORKSHOPS AND CONFERENCES CONDUCTED IN THE PHILIPPINES

SC ADMINISTRATIVE CIRCULAR NO. 11 -99, September 01, 1999

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The Office of the Chief Justice has been receiving requests from the officials and personnel of several offices of the Judiciary to attend training, seminars, conferences, or workshops on various subjects or topics.

Henceforth, attendance by court officials and personnel in training, seminars, workshops, or conferences to be held within the Philippines may be authorized only if these are sponsored or conducted by the Supreme Court itself, the Philippine Judicial Academy (PHILJA), associations or organizations of court officials or employees in coordination with the I PHILJA or the Institute of Judicial Administration (IJA), the Integrated Bar of the Philippines (IBP), the Civil Service

Commission (CSC) or other agencies of the Government, relevant professional organizations, or non-governmental organizations duly accredited by the CSC.

Unless specially authorized, only those holding permanent positions who have at least very satisfactory performance ratings during the latest rating period, and who have not attended a similar activity for the last two (2) years may be allowed to participate in such training, seminars, workshops or conferences.

In every case, the participants shall submit a report on their participation within five (5) days from the completion of the training, seminar, workshop, or conference, which shall be accompanied by a certification of successful completion or certificate of attendance by the sponsoring institution or organization. The report shall be submitted to the Office of the Chief Justice, copies furnished the Office of the Administrative Services of the Supreme Court for participants from the Supreme Court, the Presiding Justice of the Court of Appeals and the Presiding Justice of the Sandiganbayan for participants from the Court of Appeals and the Sandiganbayan, respectively, and the Office of the Court Administrator for participants from the lower courts.

This Administrative Circular takes effect upon its promulgation and shall be disseminated by the Clerk of Court of the Supreme Court and the Court Administrator. Copies thereof shall be furnished the Presiding Justice of the Court of Appeals, the Presiding Justice of the Sandiganbayan, and Chairman of the Civil Service Commission.

Promulgated this 1st day of September 1999.

(Sgd.)HILARIO G. DAVIDE, JR.

Chief Justice

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