

OCA CIRCULAR NO. 118-2004, September 29, 2004

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TO:

THE NATIONAL OFFICERS AND MEMBERS OF THE FIRST LEVEL COURTS ASSOCIATION OF THE PHILIPPINES (FLECCAP)

SUBJECT:

7[th] BIENNIAL NATIONAL CONVENTION ON APRIL 19-22, 2005 AT BAGUIO CITY

The First Level Clerks of Court Association of the Philippines (FLECCAP) will hold its 7[th] Biennial National Convention on April 19-22, 2005 in Baguio City .

All court personnel who are national officers and members of the FLECCAP interested in attending its 7th Biennial National Convention are authorized to attend the said convention on OFFICIAL TIME/OFFICIAL BUSINESS chargeable to local funds if authorized and available but subject to prior written authority from their Executive/Presiding Judges. Their attendance thereat shall not in any manner disrupt the court calendar.

The President of FLECCAP shall submit to this Office a complete report on the convention within ten (10) days after it is held, together with a certified list of participants.

September 29, 2004.

PRESBITERO J. VELASCO, JR.

Court Administrator

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