

OCA CIRCULAR NO. 128-2007, December 18, 2007

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TO:

ALL LOWER COURT PERSONNEL

SUBJECT:

SUBMISSION OF APPLICATION FOR STUDY LEAVE UNDER THE STUDY LEAVE PROGRAM

All lower court personnel who are interested of availing themselves of study leave benefits under the Study Leave Program are hereby reminded to file the required application forms and supporting documents with the Personnel Development Committee for the Lower Courts (PDC-LC) at least two (2) months prior to the start of the period of intended study leave. Those who intend to apply for study leave starting 01 April 2008 for the 2008 Bar Examinations should submit the required forms and documents not later than 31 January 2008.

Please note that clearances to be submitted by applicants should not be issued more than three (3) months prior to the start of the period of intended study leave.

For inquiries, you may call the PDC-LC Secretariat (Ms., Maria Rosario G. Trasmanas or Ms. Rhea S. Natulan) at Tel. no. 536-92-53.

18 December 2007. Untitled Document

ZENAIDA N. ELEPAÑO

Court Administrator

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