SC ADMINISTRATIVE CIRCULAR NO. 35-2002, August 08, 2002

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TO : JUDGES AND SELECTED COURT PERSONNEL OF FIRST AND SECOND LEVEL TRIAL COURTS (REGION DC)

RE : ATTENDANCE IN THE REGIONAL JUDICIAL CAREER ENHANCEMENT PROGRAM (LEVEL 2) UNDER THE AUSPICES OF THE PHILIPPINE JUDICIAL ACADEMY

For a more effective delivery of public service, and for the promotion of career growth among officials and personnel of the Judiciary, all Judges, Clerks of Court, Branch Clerks of Court, Interpreters, & Docket Clerks handling civil and criminal cases of First and Second Level Trial Courts of Region IX, are enjoined to attend and participate in the Regional Judicial Career Enhancement Program (Level 2) under the auspices of the Philippine Judicial Academy (PHILJA), to be held from August 20 to 23, 2002 (Tuesday to Friday) at the Garden Orchid Hotel, Zamboanga City.

Sessions and attendance of Docket Clerks handling civil and criminal cases will start only on August 21, 2002 (Wednesday) at 1:00 PM. Before that time, there will neither be accommodation nor subsistence provisions for them.

Legal Researchers, Stenographers, and Sheriffs selected by OCA are likewise directed to attend only the "Court Administration Management and Dynamics Session: TQM-TCPS" on the last day, August 23, 2002 (Friday). They may obtain local government assistance to cover their travel expenses.

Judges are directed to leave a skeletal force in their respective courts during the Regional Seminar.

Attendance in this Seminar shall be MANDATORY and on OFFICIAL BUSINESS, with expenses for travel for those entitled, chargeable to the funds provided by Memorandum Order No. 10-2002, dated March 23, 2002, and subject to existing accounting and auditing rules.

Judges and Clerks of Court are hereby reminded of the requirement that in order to claim reimbursement of travel expenses from the Supreme Court, they must submit a sworn statement that they did not receive any travel subsidy from the local government.

Court employees participating only on the last day on August 23, as selected by OCA, will not be entitled to reimbursement of travel expenses.

All communications relating to this Program shall be addressed to Hon. Ameurfina M. Herrera, PHILJA Chancellor, 3rd Floor Centennial Bldg., Supreme Court (Taft Avenue building), Padre Faura, Manila.

August 8, 2002.

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(Sgd.)HILARIO G. DAVIDE, JR

Chief Justice

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