

## SC CIRCULAR NO. 6, May 27, 1986

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### ADMINISTRATIVE SUPERVISION OF COURTS

#### TO :

ALL JUDGES OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A DISTRICT COURTS AND SHARI'A CIRCUIT COURTS

SUBJECT: Attendance at the U.P. Law Center Seminars

Conformably to the policy enunciated in Memorandum Circular No. 19, dated August 17, 1979, issued by retired Chief Justice Enrique M. Fernando, all judges may avail of the opportunity to attend seminars conducted by the U. P. Law Center at or near their official stations subject to the following conditions:

- That their attendance will be on official time only, and no claims for travel expenses or per diems will be allowed;
- That before attending such seminars, the judges concerned, through the Executive Judge, should first secure the permission of the Court Administrator of the Supreme Court and inform, at least ten (10) days in advance, the litigants and their counsel of the resetting of the hearing of cases coinciding with the seminar scheduled;
- That no postponement is allowed where cases of detention prisoners are set for hearing;
- That judges may attend such seminars commencing on THURSDAY and ending on SATURDAY, but limited to only one such seminar a year, conducted in the particular province or region where the judges are stationed;
- That in multiple-sala courts, a raffle shall be conducted to assure that one judge will be on duty during the seminar to carry out the regular functions of the court;
- That where there is only one sala, the judge concerned, prior to attending the seminar, should make all the necessary arrangements relative to the regular business of his court; and
- That every judge should, through the Executive Judge, make an individual report of his attendance at such seminar to the Court Administrator of the Supreme Court.

The amount of the seminar registration fees which judges attending the seminar may apply for reimbursement is hereby fixed at One Hundred (P100.00) Pesos.

The Office of the Court Administrator shall note the names of Judges awarded Certificates of Completion after their attendance therein as certified by the U. P. Law Center.

This Circular takes effect immediately. Memorandum Circular No. 19, dated August 17, 1979, is hereby

superseded.

May 27, 1986.

(Sgd.) CLAUDIO TEEHANKEE

Chief Justice

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