

CIRCULAR NO. 31-98, May 26, 1998

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OFFICE OF THE COURT OF ADMINISTRATOR

TO : ALL JUDGES AND EMPLOYEES OF THE LOWER COURTS

SUBJECT: GUIDELINES IMPLEMENTING A.0.392

In line with the mandate of Administrative Order No. 392 enjoining "all departments, bureaus, government-owned and/or controlled corporations, government financial institutions, local government units and other agencies to promote and encourage participation in the Philippine Centennial Exposition 1998 or Expo Pilipino, including its 'Expo Pilipino Family Day' Program", all lower court employees are hereby granted the privilege of visiting the Expo Pilipino on official time, at any time between June 6, 1998 to June 15, 1999, subject to the following guidelines:

- The leave of absence of lower court employees shall be scheduled to avoid depletion of work force and in order to avoid impairment in the delivery of public service;
- All applications for leave should be filed seven (7) days in advance to enable the head of office to make the necessary arrangements or schedule pursuant to number 1 hereof;
- Priority in scheduling the leave shall be given to those who have filed their respective applications first;
- Employees taking this special leave should visit the Expo Pilipino at Clark and shall be required to submit their respective admission tickets;
- A monthly report shall be submitted by each Clerk of Court to the Hon. Court Administrator, through the Officer-In-Charge of the Office of Administrative Services, regarding the following data:
 - a. How many of their respective staff members have gone on leave to visit the Expo; and
 - b. The specific dates when these employees took their respective leave of absence.
- The admission tickets of those employees who took this special leave shall be attached to the report which should be submitted within the first five (5) days following the month covered by said report; and
- Details of the "Expo Pilipino Family Day Program" shall be provided by the Office of Administrative Services, OCA, as soon as these become available.

The provisions of the Civil Service Commission's (CSC) Memorandum Circular (MC) No. 17, s. 1998, dated 12 May 1998, are hereby adopted to form an integral part of these guidelines.

In this regard, the Financial Management Office (FMO) is hereby directed to make a study as regards the feasibility of implementing paragraph Number 2 of MC No. 17, s. 1998, which provides as follows:

"At the discretion of the head of office, expenses for visits to the Expo may be fully or partially subsidized by an office or agency subject to usual accounting and auditing rules."

The FMO is further directed to act on this matter with dispatch and to submit its recommendation as soon possible.

For the information and guidance of all, copies of Administrative Order No. 392 and CSC Memorandum Circular No. 17, s. 1998, are attached hereto and marked as Annexes "A" and "B", respectively.

May __26__, 1998.

(SGD.) ALFREDO L. BENIPAYO

Court Administrator

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