

OCA CIRCULAR NO. 48-2009, April 23, 2009

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TO:

All Judges and Personnel of the Lower Courts

SUBJECT:

Unauthorized Reproduction, Use and Wearing of Improvised Office Identification Card

The issuance of office identification card for judges and lower court personnel is meant to serve as official identification of lower court officials and employees. However, it has been observed that certain personnel are using identification cards which were unofficially reproduced. In fact, an incident was reported wherein an employee of the lower court was caught using an improvised identification card within the Supreme Court premises.

Pursuant thereto, all lower court officials and employees are hereby reminded to refrain from the reproduction, use and wearing of identification cards other than those duly issued by the Office of the Court Administrator.

Any violation thereof will be subjected to disciplinary action.

This circular shall take effect immediately.

April 23, 2009.

JOSE P. PEREZ

Court Administrator

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