

OCA CIRCULAR NO. 91-2011 D, July 12, 2011

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TO:

ALL RTC AND METC PRESIDING AND ACTING PRESIDING JUDGES, CLERKS OF COURT, ASSISTANT CLERKS OF COURT, BRANCH CLERKS OF COURT, CIVIL AND CRIMINAL DOCKET CLERKS-IN-CHARGE OF QUEZON CITY

SUBJECT:

BRIEFING ON DISPOSAL OF COURT RECORDS (A.O. NO. 103-2011)

You are required to attend the briefing on 14 July 2011 at the Judges' Lounge, QC-RTC, regarding the conduct of the "Records Disposal Period" pursuant to A.O. No. 103-2011, according to the following schedule:

Presiding and Acting Presiding Judges and Clerks of Court and Assistant Clerks of Court:

Branch Clerks of Court, Civil and

2:00pm-4:00pm

Criminal Docket Clerks-in-Charge :

9:00am-11:00am

Attendance is mandatory. Absences should be explained to the undersigned within twenty-four (24) hours.

12 July 2011.

(SGD.)JOSE MIDAS P. MARQUEZ

Court Administrator

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