OCA CIRCULAR NO. 100-2003, August 06, 2003

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TO:

All Clerks of Court 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.

SUBJECTS:

Inventory of Detail or Reassignment of Lower Court Personnel

To ensure the proper monitoring and to maintain a file or inventory of the detail/reassignment of lower court employees, all Clerks of Court of the first and second level courts are hereby directed to furnish the Office of Administrative Services, Office of the Court Administrator (OAS-OCA) within fifteen (15) days from notice hereof, with a copy of the temporary detail/reassignment order of lower court personnel issued by their respective Executive Judges.

The Clerks of Court shall, henceforth, furnish the OAS-OCA with copy of future detail/reassignrnent order for monitoring of this office and for the 201 file.

For immediate compliance.

6 August 2003 Untitled Document

PRESBITERO J. VELASCO, JR.

Court Administrator

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