

OCA CIRCULAR NO. 119-2005, November 21, 2005

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TO:

THE OFFICERS AND MEMBERS OF THE BOARD OF TRUSTEES OF THE REGIONAL TRIAL COURT CLERKS OF COURT ASSOCIATION OF THE PHILIPPINES (COCAP)

SUBJECT:

QUARTERLY BOARD MEETING AND OATH TAKING ON DECEMBER 1-2, 2005, OCA CONFERENCE ROOM, SUPREME COURT, MANILA

The officers and members of the Board of Trustees of the Regional Trial Court Clerks of Court Association of the Philippines (COCAP) will hold their quarterly Board Meeting and Oath Taking before the Honorable Chief Justice Hilario G. Davide, Jr. on December 1 and 2, 2005, respectively, at the Supreme Court Old Building, Manila.

All court personnel who are officers and members of the Board of Trustees of the COCAP are authorized to attend the Board Meeting and Oath Taking on OFFICIAL TIME/OFFICIAL BUSINESS chargeable to local funds if authorized and available but subject to prior written authority from then- Executive/ Presiding Judges. Their attendance thereat shall not in any manner disrupt the court calendar.

The President of the COCAP shall submit to this Office a complete report on the board meeting and oath taking within ten (10) days after it is held, together with a certified list of participants.

November 21, 2005.

PRESBITERO J. VELASCO, JR.

Court Administrator

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