

SC CIRCULAR NO. 18-95, April 17, 1995

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OFFICE OF THE COURT ADMINISTRATOR

TO :

ALL CLERKS OF COURT

SUBJECT:

SEMINAR-WORKSHOP ON "THE MANAGEMENT AND DISPOSITION OF COURT RECORDS" TO BE HELD ON APRIL 22, 1995, AT THE MANILA HOTEL, LUNETA PARK, MANILA

The LEGAL STUDIES INSTITUTE OF THE PHILIPPINES, thru Ms. Tiffany Amon (Tel. Nos. 631-32-38 and 634-38-03), will conduct a whole-day seminar-workshop entitled "The Management and Disposition of Court Records" to be held on April 22, 1995 (Saturday) starting at 9:00 a.m. to 5:00 p.m. at the Manila Hotel, Luneta Park, Manila.

Court officials and employees tasked with the management and disposition of court records have been invited to this seminar. Registration fee is P1,800.00.

Attendance of interested court personnel is authorized on OFFICIAL TIME/OFFICIAL BUSINESS chargeable to local funds if authorized and available. Otherwise, some shall be charged for the account of the participation with no expense to the Supreme Court.

April 17, 1995.

(SGD.) ERNANI CRUZ PANO

Court Administrator

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