

## SC ADMINISTRATIVE CIRCULAR NO. 3-2003, January 20, 2003

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### TO

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JUDGES AND SELECTED COURT PERSONNEL OF FIRST AND SECOND LEVEL TRIAL COURTS  
(REGION XII)

### SUBJECT

:

ATTENDANCE IN THE REGIONAL JUDICIAL CAREER ENHANCEMENT PROGRAM (LEVEL 2)  
UNDER THE AUSPICES OF THE PHILIPPINE JUDICIAL ACADEMY

For a more effective delivery of public service and for the promotion of career growth among officials and personnel of the Judiciary, all Judges, Clerks of Court, Branch Clerks of Court, Interpreters 86 Docket Clerks handling civil and criminal cases of first and second level trial courts of Region XII are enjoined to attend and participate in the Regional Judicial Career Enhancement Program (Level 2) under the auspices of the Philippine Judicial Academy (PHILJA), to be held from 28 to 31 January 2003 (Tuesday to Friday) at Dynasty Hotel, Cagayan De Oro City.

Sessions and attendance of Docket Clerks handling civil and criminal cases will start only on 29 January 2003 (Wednesday) at 1:00 p.m. Before that time, there will neither be accommodation nor subsistence provisions for them.

Legal Researchers, Stenographers, and Sheriffs are likewise directed to attend only the "Court Administration Management and Dynamics Session: TQM-TCPS" and the Dialogue with the Court Administrator on 31 January 2003 (Friday). They may obtain local government assistance to cover their travel expenses.

Judges are directed to leave a skeletal force in their respective courts during the Seminar.

Attendance in this Seminar shall be MANDATORY and on OFFICIAL BUSINESS, with expenses for travel chargeable to the funds provided by Memorandum Order No. 03-2003, dated 3 January 2003, and subject to the existing accounting and auditing rules.

Participants are hereby reminded of the requirement that in order to claim reimbursement of travel expenses from the Supreme Court, they must submit a sworn statement that they did not receive any travel subsidy from the local government.

Court employees participating on the last day, 31 January 2003 (Friday), as selected by OCA, will not be entitled

to reimbursement of their travel expenses.

All communication relating to the Program shall be addressed to Hon. Ameurfina M. Herrera, PHILJA Chancellor, 3rd Floor, Centennial Building, Supreme Court (Taft Avenue building), Padre Faura, Manila.

Issued this 20th day of January 2003.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

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