

OCA CIRCULAR NO. 21-2013, February 08, 2013

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TO : ALL JUDGES AND CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT:

COURT RESOLUTION DATED 15 JANUARY 2013 IN A.M. NO. 01-4-10-SC

In the 15 January 2013 Resolution of the Honorable Court En Banc, in A.M. No. 01-4-10-SC (Re: Revised Policies and Guidelines in Human Resource Development Programs, as Amended: Proposed Limitation on the Availment of Study Leave Program), the Court Resolved, upon the recommendation of the Personnel Development Committee, to APPROVE the further modification or amendment of Section 10 of the Revised Policies and Guidelines in Human Resource Development Programs, as Amended, to read as follows:

"Sec. 10. Study Leave Program. - This Program grants qualified personnel the privilege of time off from work with pay for a period not exceeding (a) six (6) months in their preparation for the bar or board examinations or (b) four (4) months for completion of master's degree; provided, however, that availment of study leave to take the bar or board examinations shall be limited to a maximum of two (2) times for the duration of his/her employment in the judiciary". (Amendment emphasized)

For your information, guidance and strict compliance.

February 8, 2013

(SGD.) JOSE MIDAS P. MARQUEZ

Court Administrator

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