OCA CIRCULAR NO. 44-2019, March 21, 2019

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TO : THE CONCERNED OFFICERS AND MEMBERS OF THE PHILIPPINE ASSOCIATION OF COURT EMPLOYEES, NATIONAL CAPITAL JUDICIAL REGION (PACE-NCJR)

SUBJECT :

1ST NCJR SUMMIT ON 15-16 JULY 2O19 AT THE MAKATI SESSION HALL, NEW MAKATI CITY HALL

The Philippine Association of Court Employees, National Capital Judicial Region (PACE-NCJR) will hold its 1 st NCJR Summit on 15-16 July 2019 at the 22 nd Floor, Makati Session Hall, New Makati City Hall, for its officers and members holding the following positions:

1. Local Elected PACE-NCJR Officer;
2. Administrative Officer;
3. Cash Clerk;
4. Cashier;
5. Human Resource Management Officer ;
6. Human Resource Assistant;
7. Data Encoder;
8. Statistician;
9. Supply Officer; and
10. Records Officer.

All concerned are hereby authorized to attend the summit on OFFICIAL TIME/BUSINESS, chargeable to local funds if authorized and available, provided that there is prior permission from the Executive Judge/Presiding Judge and measures taken to ensure no disruption of the court calendar.

The authority shall be for two (2) days only, including travel time.

Mr. Edmund Sanchez De Javing, PACE President, shall submit to the Court Management Office, Office of the Court Administrator, a report on the activity with the complete list of the attendees within ten (10) days from the conclusion thereof.

21 March 2019

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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