OCA CIRCULAR NO. 67-2009, June 04, 2009

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TO:

ALL CONCERNED

SUBJECT:

SEMINAR-WORKSHOP ON R.A. 9470 AND BASIC RECORDS AND ARCHIVES MANAGEMENT ON JUNE 9-11, 2009 IN TAGAYTAY CITY

The National Archives of the Philippines (NAP) will conduct the seminar-workshop on R.A. 9470 and Basic Records and Archives Management on June 9-11, 2009 at Tagaytay Country Hotel, Olivarez Plaza , E. Aguinaldo Highway , Tagaytay City .

Relative thereto, the following personnel are hereby authorized to be in Tagaytay City on June 9-11, 2009 to attend the said seminar-workshop, to wit:

- JOSUE P. SANDOVAL, Clerk III (RTC-OCC, Cabanatuan City); and

- ARNULFO G. REYES, Clerk III (RTC-OCC, Cabanatuan City)

The attendance of the above-named personnel shall be on OFFICIAL TIME/OFFICIAL BUSINESS, chargeable to local funds if authorized and available provided that there is prior written permission from the Executive Judge/Presiding Judge and there shall be no disruption of the court calendar.

Messrs. Sandoval and Reyes, shall submit a report to the Court Management Office, OCA within ten (10) days from the date of completion of the seminar-workshop.

June__4__, 2009. Untitled Document

JOSE P. PEREZ

Court Administrator

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