OCA CIRCULAR NO. 117-2004, September 29, 2004

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TO:

THE NATIONAL OFFICERS AND MEMBERS OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES (JACOPHIL)

SUBJECT:

NCJR ASSEMBLY ON NOVEMBER 5, 2004 AT MANILA

The Judiciary Association of Clerks of the Philippines (JACOPHIL)- NCJR will hold its assembly to elect three (3) NCJR representatives to the National Board on November 5, 2004 (8:00 A.M.-5:00 P.M.) at the Regional Trial Court Library, City Hall, Manila .

All court personnel who are officers and members of the JACOPHIL-NCJR who are interested in attending this assembly are authorized to attend the same on OFFICIAL TIME/OFFICIAL BUSINESS chargeable to local funds if authorized and available but subject to prior written authority from their Executive/Presiding Judges. Their attendance thereat shall not in any manner disrupt the court calendar.

The President of JACOPHIL shall submit to this Office a complete report on the assembly within ten (10) days after it is held, together with a certified list of participants.

September 29, 2004

PRESBITERO J. VELASCO, JR.

Court Administrator

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