OCA CIRCULAR NO. 16-2013, February 07, 2013

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TO : ALL OFFICERS AND MEMBERS OF THE COURT STENOGRAPHIC REPORTERS ASSOCIATION OF THE PHILIPPINES (COSTRAPHIL), INC., SOUTHERN TAGALOG CHAPTER (REGION 4A AND 4B)

SUBJECT:

4TH SOUTHERN TAGALOG REGIONAL ASSEMBLY AND ELECTION OF OFFICERS

The officers and members of the Court Stenographic Reporters Association of the Philippines (COSTRAPHIL), Inc., Southern Tagalog Chapter (Region 4A and 4B) will hold their 4 lh Southern Tagalog Regional Assembly and Election of Officers on May 23 and 24, 2013 in San Jose, Occidental Mindoro.

All concerned are hereby authorized to attend the said regional assembly and election of officers on OFFICIAL TIME/OFFICIAL BUSINESS, chargeable to local funds if authorized and available, provided that there is a prior permission from the Executive Judge/Presiding Judge and there shall be no disruption of the court calendar.

Mr. Cesar C. Calpo, President, COSTRAPHIL Southern Tagalog Chapter, shall submit a report regarding the conduct of the assembly and election of officers (including the complete list of the court personnel who attended the activities) to the Court Management Office, Office of the Court Administrator, within ten (10) days from the conclusion thereof.

February 7 , 2013

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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