

SC ADMINISTRATIVE CIRCULAR NO. 15-2002, March 21, 2002

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TO : JUDGES, CLERKS OF COURT, BRANCH CLERKS OF COURT, INTERPRETERS & DOCKET CLERKS FOR CIVIL AND CRIMINAL CASES OF FIRST AND SECOND LEVEL TRIAL COURTS (REGION II)

RE : ATTENDANCE IN THE JUDICIAL CAREER ENHANCEMENT PROGRAM (LEVEL 2) UNDER THE AUSPICES OF THE PHILIPPINE JUDICIAL ACADEMY

For a more effective delivery of public service, and for the promotion of career growth among officials and personnel of the Judiciary, all Judges, Clerks of Court, Branch Clerks of Court, Interpreters & Docket Clerks handling civil and criminal cases of First and Second Level Trial Courts are enjoined to attend and participate in the Judicial Career Enhancement Program (Level 2) under the auspices of the Philippine Judicial Academy (PHILJA), to be held from 10 to 12 April 2002 (Wednesday to Friday) at the Ivory Lodge, Tuguegarao City.

Participation of Interpreters in the said Seminar is up to 12:00 NN of April 10 only, while attendance of Docket Clerks handling civil and criminal cases starts at 1:00 P.M. of the same day. Judges are directed to leave a skeletal force in their respective courts during the Seminar.

Attendance in this Seminar shall be MANDATORY and on OFFICIAL BUSINESS, with all expenses for travel chargeable to the funds provided by Memorandum Order No. 05-2001 dated 16 February 2001 and subject to the existing accounting and auditing rules.

Judges are hereby reminded of the requirement that in order to claim reimbursement of travel expenses from the Supreme Court, they must submit a sworn statement that they did not receive any travel subsidy from the local government. This applies to the Clerks of Court as well.

All communications relating to the Program shall be addressed to Hon. Ameurfina M. Herrera, PHILJA Chancellor, 3rd Floor, Supreme Court (Taft Avenue building), Padre Faura, Manila.

21 March 2002.

(Sgd.)HILARIO G. DAVIDE, JR.

Chief Justice

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