



Republic of the Philippines  
Supreme Court  
Philippine Judicial Academy

September 18, 2017

Dear

The Philippine Judicial Academy (PHILJA) will conduct a three-and-a-half day live-in Orientation Seminar-Workshop for Newly Appointed Clerks of Court for First and Second Level Courts on **November 21 to 24, 2017 at the PHILJA Training Center, Tagaytay City**. The program aims to familiarize the newly appointed clerks of court of their administrative and adjudicative support functions.

Check in time starts at 2:00 p.m. of November 20, 2017 and the check-out time is up to 2:00 p.m. of November 24, 2017. Participants arriving earlier than the designated check-in time on November 19 (Sunday) or later than the check-out time on November 24 (Friday) will shoulder the additional cost of accommodation. Registration for the seminar starts at 8:00 a.m. of November 21, 2017 (Tuesday).

The organizers have reserved rooms on a triple sharing arrangement. Participants are requested to observe room assignments strictly. The organizers cannot guarantee room preference. Sports facilities are available for use after day sessions. No accompanying persons will be allowed except for justifiable reasons which should be communicated in advance to the PHILJA for proper room reservation. The participants concerned will have to shoulder the costs of their companion's meals and accommodation.

Incidental expenses (e.g. telephone call, laundry, consumption from the mini-bar and the like) will be charged to the personal account of the participant. Meals of the participants (i.e., breakfast, am snacks, lunch, pm snacks and dinner) will be shouldered by PHILJA. Dinner on November 20, 2017 will also be provided.

Attendance of participants in this activity shall be mandatory and on official business. Absence in any lecture, or interrupted attendance, will disqualify a participant from receiving the Certificate of Completion and will be reported to the Office of the Court Administrator for purposes of demerit in the participant's official record. Transportation expenses to and from station to seminar site are reimbursable at a later date after submission of itinerary of travel form with the necessary original receipts attached. Copies of the circular authorizing the attendance will be distributed on site. Business attire is required. Bring calculator for use during seminar. Shuttle bus will be available on November 20, at 12:00 pm, Supreme Court Building along Taft Avenue, Manila. Disregard this notice if you have previously attended an orientation seminar for newly appointed Clerks of Court.

Please acknowledge receipt of this letter and confirm your attendance on or before November 7, 2017 with Ms. Nennette G. Zaldivar at telephone number 02-5529531. Otherwise, your name will be deleted from the official list of participants. In the event that you cannot attend this activity for any valid reason, please address your letter of explanation to Justice Adolfo S. Azcuna, Chancellor, PHILJA thru the undersigned.

Sincerely yours,

Justice **ROMEO J. CALLEJO, Sr.**  
Vice-Chancellor

JCV/nz