Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 80-2025

TO : THE OFFICERS AND MEMBERS OF THE REGIONAL TRIAL COURT CLERKS OF COURT ASSOCIATION OF THE PHILIPPINES (RTC COCAP)

SUBJECT : 15TH BIENNIAL NATIONAL CONVENTION ON MARCH 12-13, 2026 IN MALAY, AKLAN

The Regional Trial Court Clerks of Court Association of the Philippines (RTC COCAP) will hold its 15th Biennial National Convention with the theme: *"SPJI-Driven COCAP: Strengthening Leadership while Promoting Wellness"* to be held on March 12-13, 2026 at the Boracay New Coast Convention Center (BNCC), Malay, Aklan.

All concerned officers and members are hereby authorized to attend the activity on OFFICIAL TIME and/or OFFICIAL BUSINESS[1], provided that there is a prior permission from their respective Executive/Presiding Judge and measures are taken to ensure that there will be no disruption of the court calendar.

Pursuant to OCA Circular No. 157-2023 dated 12 April 2023 (*Re: Guidelines on the Holding of Association/Organization Activities*), the concerned officers and members of RTC COCAP are given an additional one (1) day for pre-convention/seminar preparation and travel time on March 11, 2026.

Atty. Charrie M. Santos, RTC COCAP National President, shall submit to the Court Management Office, Office of the Court Administrator, through https://forms.office.com/r/Vhi6q8SKX7 **only**, the **electronic copy** of the report on the conduct of the convention, with the complete list of all the attendees, within ten (10) days from the conclusion thereof.

March 28, 2025

RAUL B. VILLANUEVA
Court Administrator

MMA/ACJ/FAC/my/cir.rtccocap.binatlconv.3-12to13-2026

[1] Any expense that may be incurred by the RTC COCAP officers and members will not be chargeable to the Court.