

OCA CIRCULAR NO. 127-2009, September 18, 2009

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TO:

All Male Employees of the First and Second Level Courts in the National Capital Judicial Region (NOR)

SUBJECT:

Taking of Body Measurements for Office Uniforms for Calendar Year 2010

Please be informed that the Contract for the Supply and Delivery of male uniforms for employees of the Supreme Court, Presidential Electoral Tribunal and Lower Courts for calendar year 2010 was awarded to RIZAL'S CUSTOM TAILOR, 1623 P. Guevara Street, Sta. Cruz, Manila, Tel. 711-8497.

To ensure the orderly and proper monitoring of the taking of body measurements, representatives of the tailor shall take the body measurements of all male employees on the assigned dates per attached Schedule, subject to the following guidelines:

1.)

All employees must sign and indicate on the Master List-Record of Body Measurement-Taking the date when their measurements were taken by the official tailor.

2.)

Employees doing fieldwork, such as sheriffs and process servers, must make proper arrangements with their superiors to ensure that their measurements are taken.

3.)

Employees whose measurements were not taken during the scheduled dates are required to proceed to the shop of the tailor for the taking of their body measurements on or before October 15/ 2009. Failure to have their body measurement taken on such date without justifiable cause, is a ground for forfeiture of the clothing allowance.

4.)

Only measurements actually taken by the authorized representatives of the tailor will be accepted. Old measurements are not allowed.

5.)

Only employees who are in the service between July 1, 2009 to June 30, 2010 are entitled to office uniform for calendar year 2010.

EXCLUSIONS:

a.)

Employees who are compulsorily retiring on or before June 30, 2010 are not entitled to office uniforms/allowance for Calendar Year 2010, However, those Employees who are covered by the exclusion but whose names were inadvertently included in the Master List are required to inform the tailor of the fact and must refrain from having their body measurements taken.

b.)

Employees who are leaving the government service other than compulsory retirement (resignation, transfer, optional requirement) on or before June 30, 2010 are advised not to have their body measurements taken. Those who will avail of their office uniforms and later resign, transfer, optionally retire or are terminated from the service on or before June 30, 2010 shall be required to reimburse to the Court their uniform allowance.

c.) Item 5.b above also applies to employees with a gap in the service for six (6) months or more between July 1, 2009 and June 30, 2010 .

(6.) In no case may the office uniform allowance be converted into cash.

(7.)

For questions and clarification, please contact the Secretariat, Committee for Office Uniforms for the Supreme Court, Presidential Electoral Tribunal and Lower Courts c/o Ms. Ester Melody M. Sudario or Ms. Eden A. Otila, JSMD-CMO, OCA, Tel. No. 404-2731.

September 18, 2009.Untitled Document

JOSE P. PEREZ

Court Administrator

SCHEDULE OF MEASUREMENT TAKING

Date

Time

Courts

Oct. 2, 2009

9:00 a.m. - 4:30 p.m.

RTC, OCC, Manila

RTC, Branches 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14, Manila

RTC, Branches 15, 16, 17, 18, 19, 20, 21, 22, 23, 24 and 25, Manila

RTC, Branches 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36, Manila

RTC, Branches 37, 38, 39, 40, 41, 42, 43, 44, 45, 46 and 47, Manila

RTC, Branches 48, 49, 50, 51, 52, 53, 54, 55 and 173, Manila

Oct. 5-9, 2009

9:00 a.m. - 12:00 nn

MeTC, OCC, Manila

MeTC, Branches 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13, Manila

MeTC, Branches 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23, Manila

MeTC, Branches 24, 25, 26, 27, 28, 29 and 30, Manila

Oct. 7-9 & 12, 2009

9:00 a.m. - 4:30 p.m.

RTC, OCC, Quezon City

RTC, Branches 76, 77, 78, 79, 80, 81, 82, 83, 84 and 85, Quezon City

RTC, Branches 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 and 97, Quezon City

RTC, Branches 98, 99, 100, 101, 102, 103, 104 and 105, Quezon City

RTC, Branches 106, 107, 215, 216, 217, 218, 219 and 220, Quezon City

RTC, Branches 221, 222, 223, 224, 225, 226, 227 and 228, Quezon City

RTC, Branches 229 and 230, Quezon City

Oct. 13, 2009

9:00 a.m. - 3:00 p.m.

MeTC, OCC, Quezon City

MeTC, Branches 31, 32, 33, 34, 35, 36, 37, 38, and 39, Quezon City

MeTC, Branches 40, 41, 42 and 43, Quezon City

Oct. 14-15, 2009

9:00 a.m. - 4:30 p.m.

RTC, OCC, Makati City

RTC, Branches 56, 57, 58, 59, 60, 61, 62, 63, 64, 65 and 66, Makati City

RTC, Branches 132, 133, 134, 135, 136, 137, 138 and 139, Makati City

RTC, Branches 140, 141, 142, 143, 144, 145, 146 and 147, Makati City

RTC, Branches 148, 149 and 150, Makati City

Oct. 16, 2009

9:00 a.m. -12:00 nn

MeTC, OCC, Makati City

MeTC, Branches 61, 62, 63, 64, 65, 66 and 67, Makati City

Oct. 16, 2009

1:00 a.m. - 4:30 p.m.

RTC, OCC, Mandaluyong City

RTC, Branches 208, 209,210, 211, 212, 213 and 214, Mandaluyong City

Oct. 19, 2009

9:00 a.m. - 12:00 nn

MeTC, OCC, Mandaluyong City

MeTC, Branches 59 and 60, Mandaluyong City

Oct. 19, 2009

1:00 - 3:00 p.m.

3:00 - 4:30 p.m.

RTC ; San Juan

RTC, Branches 68, 160, 162 and 264

MeTC, OCC, San Juan

MeTC, Branches 57 and 58, San Juan

Oct. 20-21, 2009

9:00 a.m. - 4:30 p.m.

RTC, OCC, Pasig City

RTC, Branches 67, 71, 151, 152 and 154, Pasig City

RTC, Branches 155, 157, 158, 159 and 161, Pasig City

RTC, Branches 163, 164, 166, 167 and 261, Pasig City

RTC, Branches 265 and 268, Pasig City

Oct. 22, 2009

9:00 a.m. - 12:00 nn

MeTC, OCC, Pasig City

MeTC, Branches 68, 69, 70, 71 and 72, Pasig City

Oct. 22, 2009

1:00 - 4:30 p.m.

RTC, OCC, Marikina City

RTC, Branches 156, 165, 168, 263, 272, 273, 192 and 193, Marikina City

Oct. 23, 2009

9:00 a.m. - 12:00 nn

MeTC, OCC, Marikina City

MeTC, Branches 75 and 76, Marikina City

Oct. 23, 2009

1:00 - 4:30 p.m.

RTC, Branch 262, Pateros

MeTC, Branch 73, Pateros

Oct. 26, 2009

1:00 - 3:00 p.m.

3:00 - 4:30 p.m.

RTC, Taguig City

RTC, Branches 69, 70, 153, 163, 266, 267 and 271 Taguig City

MeTC, Branch 74, Taguig

Oct. 27, 2009

9:00 a.m. - 2:00 p.m.

2:00-4:30 p.m.

RTC, OCC, Paranaque City

RTC, Branches 194, 195, 196, 274, 257, 258, 259 and 260, Paranaque City MeTC, OCC. Paranaque City

MeTC, Branches 77 and 78 : Paranaque City

Oct. 28, 2009

9:00 a.m. - 2:00 p.m.

3:00-4:30 p.m.

RTC, OCC, Las Pinas City RTC, Branches 253, 254, 255, 275, 197 and 198, Las Pinas City RTC, Branches 199, 200, 201 and 202, Las Pinas City MeTC, Branch 79, Las Pinas City

Oct. 29, 2009

9:00 a.m. - 2:00 p.m.

2:00-4:30 p.m.

RTC, OCC, Muntinlupa City

RTC, Branches 256, 276, 203, 204, 205, 206 and 207, Muntinlupa City

MeTC, Branch 80, Muntinlupa City

Oct. 30 & Nov. 3, 2009

9:00 a.m. - 12:00 nn.

RTC, OCC, Pasay City

RTC, Branches 108, 109, 110, 111, 112, 113 and 114, Pasay City;

RTC, Branches 115, 116, 117, 118, 119 and 231, Pasay City

Nov. 3, 2009

1:00-4:30 p.m.

MeTC, OCC, Pasay City

MeTC, Branches 44, 45, 46, 47 and 48, Pasay City

Nov. 4, 2009

9:00-4:30 p.m.

RTC, OCC, Caloocan City

RTC, Branches 120, 121, 122, 123, 124 and 125, Caloocan City

RTC, Branches 126, 127, 128, 129, 130, 131 and 232, Caloocan City

Nov. 5, 2009

9:00 a.m. - 12:00 nn.

MeTC, OCC, Caloocan City

MeTC, Branches 49, 50, 51, 52 and 53, Caloocan City

Nov. 5, 2009

1:00-4:30 p.m.

RTC, OCC, Malabon City

RTC, Branches 72, 73, 74, 169 and 170, Malabon City

Nov. 6, 2009

9:00 a.m. - 10:30 a.m.

MeTC, OCC, Malabon City

MeTC, Branches 55 and 56, Malabon City

Nov. 6, 2009

11:00 - 12:00 nn

MeTC, Branch 54, Navotas

Nov. 6, 2009

1:00 - 3:30 p.m.

RTC, OCC Valenzuela City

RTC, Branches 75, 171 and 172, Valenzuela City

Nov. 6, 2009

3:30 - 4:30 p.m.

MeTC, OCC, Valenzuela City

MeTC, Branches 81 and 82, Valenzuela City

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