

OCA CIRCULAR NO. 121 -2012, November 08, 2012

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TO : All Concerned Personnel of the Regional Trial Court and the Metropolitan Trial Court of Quezon City

SUBJECT :

Commencement of the Scanning of Court Records (A.O. No. 103-2011)

A. The following members of the Scanning Committee for the Disposal of Court Records are required to be present for the whole duration of the scanning process:

1. Mr. Rogelio Aguldalo, Utility Worker, RTC-OCC;
2. Mr. Sancho Madulid, Process Server, RTC-OCC;
3. Mr. Alain Alfonso, Utility Worker, RTC-OCC;
4. Mr. Ramses Minay, Utility Worker, RTC-OCC;
5. Mr. Romeo Sugcang, Utility Worker, RTC-OCC;
6. Mr. Glenn Clement V. Kapunan, Supply Officer III, MeTC-QC
7. Mr. Tony Furing, Process Server, MeTC-OCC;
8. Mr. Desiderio Tesioma, Process Server, MeTC-OCC; and
9. Mr. Adrian M. Mondragon, Utility Worker, MeTC-OCC

B. Scanning of court records must proceed at exactly 8:00 A.M.

C. The scanners and the staff of the different trial court branches who will assist in the scanning procedure are hereby excused from wearing office uniforms, considering the inconvenience that will be brought about by the scanning process.

8 November 2012

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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