

AUTHORIZING THE PARTICIPATION OF SELECTED OFFICIALS AND EMPLOYEES OF THE SUPREME COURT ON THE WORKSHOP ON DATA GENERATION AND UTILIZATION

ADMINISTRATIVE CIRCULAR NO. 13 - 2006, February 13, 2006

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WHEREAS, the Supreme Court Committee on Library, Records Management, Legal Research and Printing discussed the issues related to data generation and utilization in view of the discrepancy in caseload data pointed out by the Honorable Chief Justice Artemio V. Panganiban during the APJR Strategic Planning Workshop for 2006. The issues discussed included the discrepancies in caseload data in the Supreme Court particularly on the inflow and outflow of cases, the uniformity of the forms being used in tracking cases, and the definition of terms used by the Offices.

WHEREAS, the members of the Committee, consisting of the heads of the Offices of the Clerk of Court, the Division Clerks of Court, OCA-Court Management Office, Library Service and MISO, were directed by the Honorable Chairperson of the Committee on Library, Justice Antonio T. Carpio, to: 1) identify the problem areas in the generation of caseload data; 2) address the discrepancies in the recording of the Supreme Court's caseload; 3) propose solutions to the identified problems; and 4) submit a report to the Honorable Chairperson of the Committee on Library.

WHEREAS, the members of the Committee conducted several consultations with the employees of the concerned Offices to identify the issues and determine how to address them in order to deliver accurate and reliable data which is an essential part of efficient operations and enhance correct decision making in the administration of justice.

WHEREAS, the members of the Committee agreed to conduct a Workshop on Data Generation and Utilization to:

- a. Draft the standard procedures/guidelines for both manual and automated recording and report generation. The procedures/guidelines will include the definition of terms and performance indicators used in the reports, reportorial requirements, procedures for reporting, procedures for recording (codes/identification/ classification to be used), and standard report forms.
- b. Identify issues related to the Case Administration System and propose strategies to address these issues.

NOW, THEREFORE, the Court hereby authorizes the conduct of a Workshop on Data Generation and Utilization on February 23-24, 2006, from 8:30 A.M. to 4:00 P.M., at the Training Center, Supreme Court Centennial Building. The following Supreme Court officers and personnel are authorized to attend the workshop:

1. Atty. Felipa B. Anama Office of the Clerk of Court
2. Atty. Lani Papa-Gombio Office of the Clerk of Court
3. Ms. Mary Angeline V. de Jesus Office of the Clerk of Court
4. Ms. Jenny Lou B. Cheng Office of the Clerk of Court

5.

Atty. Enriqueta E. Vidal

First Division

6.

Atty. Edgar O. Aricheta

First Division

7.

Ms. Jo-ann G. Nulud

First Division

8.

Ms. Evelyn C. Lim

First Division

9.

Ms. Ma. Olivia O. Roma

First Division

10.

Ms. Alicia A. Imperial

First Division

11.

Atty. Ludichi Y. Nunag

Second Division

12.

Atty. Ma. Luisa L. Laurea

Second Division

13.

Atty. Marie Antonette Oreta

Second Division

14.

Ms. Ismaeita C. Plaza

Second Division

15.

Ms. Auralyn V. Veloso

Second Division

16.

Mr. Juanito M. Redo, Jr.

Second Division

17.

Mr. Rolando N. Yacat

Second Division

18.

Atty. Lucita A. Soriano

Third Division

19.

Atty. Wiifredo Lapitan

Third Division

20.

Mr. Alex Montinola

Third Division

21.

Mr. Jose Dante Guerrero

Third Division

22.

Ms. Gemma de Castro

Third Division

23.

Mr. Reynold Pielago

Third Division

24.

Atty. Ma. Cristina B. Layusa

Office of the Bar Confidant

25.

Atty. Rosita M. Requillas-Lopez

Office of the Bar Confidant

26.

Ms. Selinita G. Fernando

Office of the Bar Confidant

27.

Ms. Elvira De Leon-Yacat

Office of the Bar Confidant

28.

Mr. Julius G. Salonga

Office of the Bar Confidant

29.

Atty. Marjorie B. Javier

OCA-Legal Office

30.

Mr. Rodolfo Casupanan

OCA-Legal Office

31.

Ms. Marnie E. Lintag

OCA-Legal Office

32.

Ms. Sonia Resoso

OCA-Legal Office

33.

Ms. Maria Eloisa Heredia

OCA-Legal Office

34.

Atty. Felix B. Rodriguez

Judicial Records Office

35.

Mrs. Morena C. Sevilla

Judicial Records Office

36.

Mr. Diosdado Samson

Judicial Records Office

37.

Ms. Evelyn V. Jaranilla

Judicial Records Office

38.

Ms. Grace Bayot

Judicial Records Office

39.

Mr. Eddie Magpantay

Court Management Office

40.

Mr. Exequiel Rojas

Court Management Office

41.

Ms. Susan Luber

Court Management Office

42.

Ms. Petrita C. Arguelles

MISO

43.

Mr. Joselito N. Enriquez

MISO

44.

Mr. Edwin S. Ligot

MISO

45.

Mr. Jovito M. Salonga

MISO

46.

Ms. Milagros S. Ong

Library Services

47.

Ms. Evelyn Toledo-Dumdum

Program Management Office

48.

Mr. Edilberto A. Davis

Program Management Office

49.

Ms. Susana N. Gavino

Program Management Office

50.

Engr. Vernon C. Bayuga

Program Management Office

All costs related to this activity will be charged to the JRSP-GOP counterpart funds. Attendance in the Workshop is on official time.

Issued this 13 th day of February 2006.

(Sgd)ARTEMIO V. PANGANIBAN

Chief Justice

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Office of the Clerk of Court En Banc

First Division

Second Division

Third Division

Office of the Bar Confidant

Judicial Records Office

OCA-Legal Office

OCA-Court Management Office

MISO

Library Services

Program Management Office

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Philippine Judicial Academy
Judicial and Bar Council
EDP, MISO
Legal Office, OCA
Court Management Office, OCA
Office of Administrative Services, OCA
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