

OCA CIRCULAR NO. 80-2018, April 25, 2018

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TO:

ALL JUDGES AND CONCERNED COURT PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS IN THE NATIONAL CAPITAL JUDICIAL REGION AND REGIONS III, IV-A, AND VII

SUBJECT :

CREATION OF BACKUP ELECTRONIC FILES AND DISPOSAL OF VARIOUS INFORMATION TECHNOLOGY (IT) EQUIPMENT

In view of the lease agreement entered into by the Supreme Court covering various IT equipment and the supply and delivery of related consumables in lieu of the regular procurement for the lower courts in the NCJR, Regions III, IV-A, and VII, [1] you are hereby DIRECTED TO:

1. Create data backups of all pertinent electronic files and programs in your existing desktop computers, prior to the installation of the leased computers in you respective courts and offices, to facilitate the efficient migration of data from your existing computers to the leased computers;
2. Include all existing IT equipment which are five (5) years old or more in your inventory of unserviceable equipment for disposal. All IT equipment which are less than five (5) years old shall be retained; and
3. Inform the service provider, Integrated Computer Systems, Inc., which will deliver and install the leased IT equipment, which of your existing computers are to be provided with a wireless adapter or dongle[2] to allow connectivity to wireless printers.

The Integrated Computer Systems, Inc., shall give the courts one week's notice prior to the delivery schedule to ensure that all concerned are in attendance to receive and witness the installation of the leased IT equipment.

The lease shall be for a period of three (3) years. At the end of the lease period, the end users, i.e., judges and concerned court personnel, shall be given the option to purchase said equipment.

For your information and strict compliance.

25 April 2018

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

[1] Pursuant to the 5 December 2017 Resolution of the en bane in A.M. No. 17-11-15-SC (Re: Award of the Contract for the lease of Various IT. Equipment for the Supreme Court and the Lower Courts, and Supply and Delivery of Related Consumables).

[2] A device that can be plugged into a USB port to enable wireless access from a computer to an external Wi-Fi device or printer.

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