

OCA CIRCULAR NO. 91-2009, August 04, 2009

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TO:

The Executive Judges and Clerks of Court, Branch Clerks of Court, Officers-In-Charge/ Accountable Officers of the first (1st) and second (2nd) level Courts.

SUBJECT:

Submission of Estimated Consumption of Office Supplies for Year 2010.

Please be informed that the office supplies allocation for the current year 2009 is now being readied.

For the year 2010 supplies allocation you are directed to fill up the attached form to indicate your estimated consumption. This shall be the basis for the distribution for your supplies. This scheme is being applied to determine the sufficient quantity of supplies allocation in each court. Items which are not needed by your Office/Court but included in the list please leave it blank. However, items which are needed but are not included in the list please attach a separate list of said item.

The duly accomplished form must be submitted to the Executive Judge within ten (10) days from receipt thereof. Thereafter, the Executive Judge shall transmit the same to the Property Division, Office of Administrative Services, Office of the Court Administrator not later than September 30, 2009 . This is necessary to prevent delay in submitting the consolidated quantity of items/supplies to the Procurement Planning Committee and the delivery of the office supplies to your respective courts.

Failure to submit the estimated consumption on the deadline, it is presumed that your Court has adequate stock for the fiscal year 2010, hence, no delivery shall be made.

For strict compliance.

August __4__, 2009.

JOSE P. PEREZ

Court Administrator

Estimated Consumption for the Year 2010

Contact No: _____

Quantity
Requested

Unit

ITEMS/DESCRIPTION

rms.

Bond Paper, 8 Y 2 x 13, 70 gsm., 500 shls./nn.

rms.

Bond Paper, 8 1/2 x 11, 70 gsm., 500 shls./rm.

rms.

Onion Skin Paper, 8 1/2 x 13, 28, gsm., 500 shls./nn.

rms.

Onion Skin Paper, 8 1/2 x 11, 28 gsm., 500 shls./im.

pcs.

Expediente Cover, 8 1/2 x 13, 155 gsm., Golden kraft

pds.

Yellow Ruled Bond Paper, 8 y 2 x 13, 54 gsm., 100- shls./pd.

rms.

Mimeograph Paper, 8 1/2 x 13, GW, 63 gsm., 480 shis./rm.

rms.

Mimeograph Paper, 8 1/2 x 11, GW, 63 gsm., 480 shls./im.

pcs.

Documentary Envelope, 10 x 15, Golden Kraft, 155 gsm.

bx.

Carbon Paper, 8 1/2 x 13, std., wt., 100 slits. /bx., plastic back

pcs.

File Folder, legal size, 14 pts.

bx.

Mailing Envelope, No. XX,

pcs.

Pencil, No. 1 & 2

pcs.

Ball Pen,

pcs.

Marking Pen,

pcs.

Typewriter Ribbon, nylon

pcs.

Eraser, Liquid, water base, 1/ 2 fl. Oz.

bx.

Staple Wire, copper

bx.

Paper Clip, gem type. 100 pcs./bx.

bx.

Paper Fastener, 50 sets/bx.,

btl.

Paper Paste, 7 oz.,

ens.

Cotton Thread, 200 gsm., 4 Ply

rls.

Needle, Stitching, 3 !/ 2

rls.

Transparent Tape, #500, 18mm x 50M

bks.

Record Book, 500 pages, No. 99

(NOTE: KINDLY ACCOMPLISH BY FILLING ALL BLANKS SPACES BELOW)

PREPARED BY: APPROVED/NOTED BY:

Printed Name & Designation

Presiding Judge

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