

OCA CIRCULAR NO. 190-2015, August 17, 2015

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TO :

ALL JUDGES, CLERKS OF COURTS, BRANCH CLERKS OF COURT, AND OFFICERS-IN-CHARGE OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT :

SUBMISSION OF INVENTORY OF EXISTING COMPUTERS AND PRINTERS

For the year 2016, the Supreme Court, in its effort to provide the lower courts with the ideal number of computers and printers, will embark on a lease program of computers and printers for the lower courts including laptops for the judges.

In order to determine the total number of computers and printers to be leased and to account for the IT requirement of every branch of court in the lease contract, all Clerks of Court, Branch Clerks of Courts, and Officers-In-Charge of the first and second level courts are DIRECTED to accomplish accurately and completely the attached form of Inventory of Information Technology (IT) Equipment . The properly accomplished form shall be submitted on or before 15 September 2015 to the Property Division, Office of the Administrative Services (OAS), Office of the Court Administrator (OCA), via electronic mail (e-mail) to the following e-mail addresses and in the following format, viz:

Court: Send to:

Regional Trial Court - National Capital Judicial Region (NCJR) rtc_ncjr.ict.oca@hotmail.com

Regional Trial Court - Provinces rtc_prov.ict.oca@hotmail.com

Shari'a Courts (Shari'a District Courts and Shari'a Circuit Courts) sdc_scc.ict.oca@hotmail.com

Metropolitan Trial Courts metc.ict.oca@gmail.com

Municipal Trial Courts in Cities mtcc_prov.ict.oca@hotmail.com

Municipal Trial Court mtc.ict.oca@gmail.com

Municipal Circuit Trial Court mctc.ict.oca@gmail.com

Format:

To: (court's designated e-mail address)

From: (sender)

Subject: Inventory of IT Equipment, Court, Branch and Station

(Required basic information in the body of the e-mail)

Name of Sender : _____

Position : _____

Court Station : _____

Contact Numbers : (mobile and landline with area code)

Attachment:

Inventory of IT Equipment

Accomplished forms submitted through mail couriers must likewise be sent on or before 15 September 2015 in order that the concerned court's need for computers, printers, and laptops will be taken into account in the lease contract.

The Inventory of Information Technology (IT) Equipment form may also be downloaded from the OCA website at oca.judiciary.gov.ph.

The accomplished form shall be reviewed and noted by the Presiding Judge or the Executive Judge for the Office of the Clerk of Court.

The courts that fail to submit the Inventory of Information Technology (IT) Equipment form on or before 15 September 2015 shall not be included in the IT lease program and will not be issued any computer, printer, or laptop for the year 2016.

For strict compliance.

12 August 2015

(SGD.) JOSE MIDAS P. MARQUEZ

Court Administrator

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