

OCA CIRCULAR NO. 112-2012, October 24, 2012

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

SUBJECT :

Orientation on Disposal of Court Records (A.O. No. 103-2011)

The following are required to attend the orientation regarding the scanning and storage of residual records on 25 October 2012, 9:00A.M. - 11:00A.M., at the Judges' Lounge of the Quezon City Hall of Justice:

1. All Branch Clerks of Court of the RTCs and the MeTCs of Quezon City;
2. Atty. Gregorio Tallud, Assistant Clerk of Court, RTC;
3. Mr. Rogelio Aguldelo, Utility Worker, RTC-OCC;
4. Mr. Sancho Madulid, Process Server, RTC-OCC;
5. Mr. Alain Alfonso, Utility Worker, RTC-OCC;
6. Mr. Ramses Minay, Utility Worker, RTC-OCC;
7. Mr. Romeo Sugcang, Utility Worker, RTC-OCC;
8. Mr. Glenn Clement Kapunan, Supply Officer III, MeTC-QC
9. Mr. Tony Furing, Process Server, MeTC-OCC;
10. Mr. Desiderio Tesioma, Process Server, MeTC-OCC; and
11. Mr. Adrian Mondragon, Utility Worker, MeTC-OCC

Attendance is mandatory. Absences should be explained to the undersigned within twenty-four (24) hours.

24 October 2012

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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