OCA CIRCULAR NO. 71-2008, July 29, 2008

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TO:

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

SUBJECT:

Submission of Estimated Consumption of Office Supplies for Year 2009.

Please be informed that the office supplies allocation for the current year 2008 is now being readied.

For the year 2009 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, 2008 . 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 2009, hence, no delivery shall be made.

For strict compliance.

July __29__, 2008.Untitled Document

JOSE P. PEREZ

Court Administrator

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