

CREATING THE TASK FORCE ON ELECTRONIC/DIGITAL IMAGING OF JUDICIAL DOCUMENTS AND RECORDS

SC ADMINISTRATIVE CIRCULAR NO. 45-2001, August 20, 2001

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WHEREAS, the Supreme Court is earnestly pursuing efforts for judicial reform;

WHEREAS, included among the areas for judicial reform is the Court's management of its documents, including its records and archives;

WHEREAS, various technologies on electronic or digital imaging of documents is available and can facilitate the management of said documents;

WHEREAS, there is a need to assess said technologies in light of present rules and statutes on documents in electronic format to evaluate the usefulness

WHEREFORE, there is hereby created a Task Force for the electronic/digital imaging of Court documents and records, which shall be known as the Task Force on Judicial Electronic/Digital Imaging (JEDI) and shall be composed of:

Task Force Head

Noel V. Luna

Management Information Systems Office (MISO)

Members

Atty. Edgar O. Aricheta

Asst. Chief of Office, Judicial Records Office

Atty. Romeo Salazar

Asst. Chief of Office, Office of Administrative Services

Mr. Jose G. Ang

Chief of Division, JRO-Judgment Division

Ms. Claudia D. Sena

Chief of Division, SC-OAS-Leave Division

Ms. Juanila A. Gonzalez

Chief of Division, Bar Confidant

Mr. Luis M. Garcia, Jr.

Asst. Chief of Division, SC-OAS-Personnel Division

Mr. Jaime Perez

Asst. Chief of Division, SC-OAS-Records Division

Mr. Rafael C. Azurin
Asst. Chief of Division, OCA-OAS-Records Division

Mr. Nathaniel Manikan Information Technology Officer 1, MISO

One MISO personnel to be recommended by Atty. Ivan John Uy

Secretary
Ms. Melissa Limlengco
MISO

The Committee shall have, among other responsibilities, the following duties:

- Evaluate available digital imaging equipment and systems;
- Identify the archiving needs of the Court;
- Identify which or what types of documents may be archived through digital imaging;
- Determine the need for and manner of disposal of digitally imaged documents;
- Draft the necessary guidelines affecting or related to the above tasks;
- Define terms of reference for the creation of computer applications or software, which the Task Force deems necessary, which respond to the peculiar needs of the concerned offices;
- Conduct other related activities towards the adoption by the Court of a system that will record in electronic format and store in a compact medium the Court's documents which qualify for such recording.

The Task Force may call on the assistance of other officials and personnel of the Court toward the completion of its tasks.

The Task Force Head shall be entitled to an expense allowance of P250 per meeting, which shall not, however, exceed P1,500 per month. The Task Force members and Secretary shall be entitled to an expense allowance of P200 per meeting, which shall not, however, exceed P1,200 per month. These expenditures shall be charged against the savings of the Court.

The Task Force shall complete its work on or before 30 March 2002.

This Administrative Circular shall take effect upon its issuance.

Issued this 20th day of August 2001.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

(Sgd.)JUSTICE JOSUE N. BELLOSILLO

(Sgd.)JUSTICE JOSE A.R. MELO

Chairman, Second Division

Chairman, Third Division

(Per A.M. No. 99-12-08-SC)

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