

DETAIL OF EMPLOYEES TO THE GENERAL SERVICES UNITS OF RCAO-3 AND RCAO-11

OCA CIRCULAR NO. 123-2010, September 07, 2010

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WHEREAS, the establishment of the Regional Court Administration Office (RCAO) in Angeles City, Pampanga and in the City of Davao, to provide administrative and financial management and support services to the first and second level courts in the 3rd Judicial Region (Central Luzon) and in the 11th Judicial Region (Southern Mindanao), respectively, was approved by the Supreme Court in an En Bane Resolution dated 14 April 2009 in A.M. No. 09-3-22-S.C, and provided for by Administrative Order No. 135-2009 dated 8 October 2009;

WHEREAS, the RCAO Oversight Unit has resolved to initially decentralize the procurement of office supplies and materials, services, equipment and utilities to RCAO-3 and RCAO-11;

WHEREAS, the Regional Procurement Planning Committee (RPPC) has been created and constituted to achieve effectiveness, efficiency and economy in the procurement of office supplies and materials, services, equipment and utilities for the judicial region;

WHEREFORE, the following are hereby detailed to the General Services Units (GSU) of the RCAO-3 and RCAO-11 to provide administrative and support services in view of the initial decentralization of procurement functions.

The following are hereby designated to the GSU with their corresponding positions:

RCAO-3 General Services Unit

Present Position

Designation

1. Atty. Vicente S. Fernandez, Jr.

Clerk of Court, RTC Angeles City

Chief, GSU

2. Ms. Vemie Ann Cruz

Clerk III, RTC Branch 59, Angeles City

Supply Officer

3. Ms. Salome Y. Guerrero

Interpreter, RTC Branch 59, Angeles City

Buyer

RCAO-11 General Services Unit

Present Position

Designation

1. Ms. Verina F. Yap

Chief Judicial Staff Officer, OCA-CMO

Chief, GSU

2. Ms. Jean Marie Guinang

Clerk III, RTC Branch 8, Davao City

Supply Officer

3. Mr. Joel I. Pila

Utility Worker I, RTC Branch 8, Davao City

Buyer

The designation of these personnel to the GSU shall be on a full-time basis and they shall be entitled to a monthly expense allowance not exceeding 20% of the amount of their current basic salaries, which shall be charged against the JRP-GOP counterpart fund for grants.

Issued this 7th day of September 2010.

(SGD.)JOSE MIDAS P. MARQUEZ

Court Administrator

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