

OCA CIRCULAR NO. 39-2007, April 23, 2007

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TO:

The Executive Judges and Clerks of Court, Branch Clerks of Court, Officers-in-Charge/Accountable Officers of the first (1st) and second (2nd) level Courts.

SUBJECT:

Submission of Estimated Consumption of Office Supplies for Year 2008.

It has come to our attention that there is either undersupply or oversupply of office supplies delivered/shipped to your court for a certain period which causes the inaccurate quantity of stocks at your end.

To determine the sufficient quantity of supplies allocation in each court, you are directed to fill up the attached form to indicate your estimated consumption for the year 2008. This" shall be the basis for the distribution of your office supplies.

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 June 30, 2007 . This is necessary to prevent delay in 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 2008, hence, no delivery shall be made.

April __23__, 2007.Untitled Document

CHRISTOPER O. LOCK

Court Administrator

Estimated Consumption for the Year 2008

Contact No. _____

Quantity
Requested

Unit

ITEMS/DESCRIPTION

rms.

Bond Paper, 8 1/2 x 13, 70 gsm., 500 shts./rm.

rms.

Bond Paper, 8 1/2 x 11, 70 gsm., 500 shts./rm.

rms.

Onion Skin Paper, 8 1/2 x 13, 28, gsm., 500 shts./rm.

rms.

Onion Skin Paper, 8 1/2 x 11, 28 gsm., 500 shts./rm.

pcs.

Expediente Cover, 8 1/2 x 13, 155 gsm., Golden Kraft

pds.

Yellow Ruled Bond Paper, 8 1/2 x 13, 54 gsm., 100 shts./pd.

rms.

Mimeograph Paper, 8 1/2 x 13, GW, 63 gsm., 480 shts./rm.

rms.

Mimeograph Paper, 8 1/2 x 11, GW, 63 gsm., 480 shts./rm.

pcs.

Documentary Envelope, 10 x 15, Golden Kraft, 155 gsm.

bxs.

Carbon Paper, 8 1/2 x 13, std., wt., 100 shts./bx., plastic back

pcs.

File Folder, legal size, 14 pts.

bxs.

Mailing Envelope, No. XX,

pcs.

Pencil, No. 1 & 2

pcs.

Ball Pen,

pcs.

M'arking Pen,

pcs.

Typewriter Ribbon, nylon

pcs.

Eraser, Liquid, wafer base, 1/2 fl. Oz.

bxs.

Staple Wire, copper

bxs.

Paper Clip, gem type, 100 pcs./bx.

bx.

Paper Fastener, 50 sets/bx.

btls.

Paper Paste, 7 oz.,

cns.

Cotton Thread, 200 gsm., 4 Ply'

pcs.

Needle, Stitching, 3 1/2

rls.

Transparent Tape, #500, 18mm x 50M

bks.

Record Book, 500 pages, No. 99

(NOTE: KINDLY ACCOMPLISH BY FILLING ALL BLANKS SPACES BELOW)

PREPARED BY:

APPROVED/NOTED BY:

Printed Name & Designation

Presiding Judge

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