



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**OCA CIRCULAR NO. 112-2012**

**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

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator