



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

OCA CIRCULAR NO. 117-2012

WHEREAS, pursuant to A.O. No. 103-2011, the Quezon City trial courts have disposed of their unnecessary court records and papers;

WHEREAS, for cases closed and terminated for at least seven years on the cut-off date, certain residual papers were required to be retained for electronic scanning and storage in a central data bank;

WHEREAS, the scanning and storage phase of the Records Disposal Pilot Program of the Supreme Court may now be implemented through the infrastructure laid down by the Court with the American Bar Association Rule of Law Initiative.

NOW, THEREFORE, for and in consideration of the foregoing premises, and further to the provisions of A.O. No. 103-2011, the Second Phase of the Records Disposal Pilot Program in the Quezon City Courts shall now be implemented.

A. A Scanning Committee is hereby created for training in document preparation, scanning and storage of residual records, composed of:

1. Atty. Gregorio Tallud, *Assistant Clerk of Court, RTC*;
2. Mr. Sancho Madulid, *Process Server, RTC-OCC*;
3. Mr. Rogelio Aguldelo, *Utility Worker, RTC-OCC*;
4. Mr. Alain Alfonso, *Utility Worker, RTC-OCC*;
5. Mr. Ramses Minay, *Utility Worker, RTC-OCC*;
6. Mr. Romeo Sugcang, *Utility Worker, RTC-OCC*;
7. Mr. Glenn Clement V. Kapunan, *Supply Officer III, MeTC-QC*
8. Mr. Tony Furing, *Process Server, MeTC-OCC*;
9. Mr. Desiderio Tesioma, *Process Server, MeTC-OCC*; and
10. Mr. Adrian M. Mondragon, *Utility Worker, MeTC-OCC*

Atty. Tallud is hereby designated as the Overall System Administrator for the technical aspect of the scanning and storage phase of the program.

The Scanning Committee shall be in charge of the actual scanning of the present residual records as well as those to be generated through the continuing implementation of this program.

B. The residual records turned over to the Office of the Executive Judge shall be re-distributed to the respective courts.

- 1) Each court shall ensure that the data indicated in their respective Lists of Residual Records for Disposal, Form No. 1, accomplished during the First Phase of the Records Disposal Program, are encoded in a soft copy by the designated encoders per court.
- 2) Upon receipt of the residual records, each court must start the grooming of its documents, in accordance with the training to be given by the contractor, through the designated groomers per court.
- 3) An orientation shall be conducted by the contractor of court personnel regarding the grooming, scanning and encoding processes.

C. The scanning of residual records shall follow the schedule drawn up by the Vice Chairperson of the Committee on Records Disposal and the Offices of the Clerks of Court of the Regional Trial Court and the Metropolitan Trial Court of Quezon City, to commence on November 5, 2012.

For the duration of the scanning per court, as encoding is simultaneously to be accomplished, the affected court may reset its hearings if its staff complement will not be enough to attend to court sessions. The parties shall be informed beforehand of any resetting.

D. Once scanning is complete and the data bank completed, all requests for certifications regarding cases disposed of pursuant to A.O. No. 103-2011 shall be filed with and acted on only by the respective Offices of the Clerk of Court of the Regional Trial Court and the Metropolitan Trial Court, which shall be the main custodian of the electronic files.

E. All Judges and court personnel in the Quezon City trial courts are enjoined to lend full cooperation to achieve the objectives of A.O. No. 103-2011 and this Circular.

This Circular shall take effect immediately upon its issuance.

5 November 2012


JOSE MIDAS P. MARQUEZ
Court Administrator