



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

OCA CIRCULAR NO. 121-2012

**TO: All Concerned Personnel of the Regional Trial Court
and the Metropolitan Trial Court of Quezon City**

**SUBJECT: Commencement of the Scanning of Court Records
(A.O. No. 103-2011)**

A. The following members of the Scanning Committee for the Disposal of Court Records are required to be present for the whole duration of the scanning process:

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

B. Scanning of court records must proceed at exactly 8:00 A.M.

C. The scanners and the staff of the different trial court branches who will assist in the scanning procedure are hereby excused from wearing office uniforms, considering the inconvenience that will be brought about by the scanning process.

8 November 2012


JOSE MIDAS P. MARQUEZ
Court Administrator