



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

OCA CIRCULAR NO. 21-2012

**DETAIL OF EMPLOYEES TO THE
GENERAL SERVICES UNIT OF RCAO-7**

WHEREAS, in OCA Circular No. 134-2011 dated September 16, 2011, the detail of the officials and personnel of the Regional Trial Court Administration Office, 7th Judicial Region (RCAO-7) was extended until December 31, 2011;

WHEREAS, OCA Circular No. 147-2011 dated October 20, 2011 was issued directing the winding-up of all administrative and financial transactions in RCAO-7;

WHEREAS, in Administrative Order No. 04-2012 dated January 10, 2012, the detail of the officials and personnel of the RCAO-7 was again extended until January 31, 2012 in order to complete the submission of reports, records and documents to the Office of the Court Administrator;

WHEREAS, after the final termination and closure of RCAO-7, the designated officials and personnel of RCAO-7 will return to their respective court station;

WHEREAS, to be at par with the Regional Court Administration Offices in the 3rd and 11th Judicial Regions (RCAO-3 and RCAO-11), the RCAO Oversight Unit has resolved to retain the General Services Unit (GSU) in RCAO-7 and to designate three (3) court personnel with the same mandate as RCAO-3 and RCAO-11, which was approved by the Supreme Court on March 1, 2012;

WHEREFORE, the following are hereby retained and continued to be detailed to the General Services Unit (GSU) in RCAO-7 with their corresponding positions:

RCAO-7 General Services Unit

	Present Position	Designation
1. Ms. Dolores P. Lagrimas	Court Legal Researcher II, RTC, Branch 27, Lapu-lapu City	Chief, General Services Unit
2. Guendolyn C. Sison	Clerk III, OCC, RTC, Cebu City	Supply Officer
3. Don Felix A. Ganado III	Interpreter III, RTC, Branch 62, Oslob, Cebu	Buyer

The designation or detail of these personnel to the GSU shall be on 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 grants.

March 16, 2012.


JOSE MIDAS P. MARQUEZ
Court Administrator