



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

OCA CIRCULAR NO. 30-2012

TO : All Employees of the First and Second Level Courts in the National Capital Judicial Region (NCJR)

SUBJECT : Taking of Body Measurements for Office Uniforms for Calendar Year 2012

Please be informed that the Contracts for the Supply and Delivery of uniforms for both male and female employees of the Lower Courts in the National Capital Judicial Region (NCJR) for calendar year 2012 were awarded to Risla Collection Inc., 3402 Cityland Pasong Tamo Tower, Don Chino Roces Ave., Pio Del Pilar, Makati City, Tel. Nos. 812-9091 and 757-3869.

To ensure the orderly and proper monitoring of the taking of body measurements, representatives of Risla Collection, Inc. shall take the body measurements of all (male and female) employees on the assigned dates per attached Schedule, subject to the following guidelines:

- 1.) All employees must sign and indicate on the Master List-Record of Body Measurement-Taking the date when their measurements were taken by the official tailor/modiste.
- 2.) Employees doing fieldwork, such as sheriffs and process servers, must make proper arrangements with their superiors to ensure that their measurements are taken.
- 3.) For female employees, in order to ensure that accurate body measurements are taken, you are advised not to wear denims.
- 4.) Employees whose measurements were not taken during the scheduled dates are required to proceed to the shop of the tailor/modiste for the taking of their body measurements **on or before May 18, 2012**. Failure to have their body measurements taken on such date without justifiable cause, is a ground for forfeiture of the office uniform/uniform allowance.
- 5.) Only measurements actually taken by the authorized representatives of the tailor/modiste will be accepted. Old measurements are not allowed.
- 6.) **Only employees who are in the service as of July 1, 2011 and are continuously in the service up to June 30, 2012 are entitled to office uniforms for calendar year 2012.**

EXCLUSIONS:

- a.) Employees who are compulsorily retiring on or before June 30, 2012 **are not entitled to office uniforms/uniform allowance for Calendar Year 2012**. However, those employees who are covered by the exclusion but whose names were inadvertently included in the Master List are required to inform the tailor/modiste

of the fact and must refrain from having their body measurements taken.

- b.) Employees who are leaving the government service other than compulsory retirement (resignation, transfer, optional retirement) on or before June 30, 2012 are advised not to have their body measurements taken. Those who will avail of the office uniforms and later resign, transfer, optionally retire or are terminated from the service on or before June 30, 2012 shall reimburse to the Court the cost of the office uniform.
- c.) Item 6.b above also applies to employees with a gap in the service for six (6) months or more between July 1, 2011 and June 30, 2012.
- 7.) Employees who are appointed as Clerks of Court in the First and Second Level Courts, including those in the Offices of the Clerks of Court shall wear Barong Tagalog. Designated Acting Clerks of Court/Officers-in-Charge shall wear polo barong.
- 8.) **In no case shall the office uniform be converted into cash.**
- 9.) For questions and clarification, please contact the Secretariat, Committee for Office Uniforms for the Supreme Court, Presidential Electoral Tribunal and Lower Courts c/o Ms. Ester Melody M. Sudario or Ms. Eden A. Otila, JSMD-CMO, OCA, Tel. No. 404-2731.

April 10, 2012


JOSE MIDAS P. MARQUEZ
Court Administrator

Copy furnished:

The Clerk of Court, OCC, RTC, Manila
The Clerk of Court, OCC, RTC, Quezon City
The Clerk of Court, OCC, RTC, Pasay City
The Clerk of Court, OCC, RTC, Kalookan City
The Clerk of Court, OCC, RTC, Makati City
The Clerk of Court, OCC, RTC, Pasig City
The Clerk of Court, OCC, RTC, Malabon City
The Clerk of Court, OCC, RTC, Marikina City
The Clerk of Court, OCC, RTC, Mandaluyong City
The Clerk of Court, OCC, RTC, Parañaque City
The Clerk of Court, OCC, RTC, Las Piñas City
The Clerk of Court, OCC, RTC, Muntinlupa City
The Clerk of Court, OCC, RTC, Valenzuela City
The Clerk of Court, OCC, MeTC, Manila
The Clerk of Court, OCC, MeTC, Quezon City
The Clerk of Court, OCC, MeTC, Pasay City
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The Clerk of Court, OCC, MeTC, Valenzuela City
The Clerk of Court, OCC, MeTC, San Juan City
The Clerk of Court, MeTC, Las Piñas City
The Clerk of Court, MeTC, Muntinlupa City
The Clerk of Court, MeTC, Taguig City
The Clerk of Court, MeTC, Pateros
The Clerk of Court, MeTC, Navotas

SCHEDULE OF MEASUREMENT TAKING (LC-NCJR)

DATE	TIME	COURTS
April 2-12, 2012	9:00 a.m. - 4:30 p.m. (Manila City Hall)	RTC, OCC, Manila RTC, Branches 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 16, 17 and 18, Manila RTC, Branches 19, 20, 21, 23, 24, 25, 26, 27, 28, 29, 30 and 32, Manila RTC, Branches 33, 34, 35, 38, 40, 41, 42, 43, 44, 45, 46 and 47, Manila RTC, Branches 48, 49, 50, 51, 52, 53, 54, 55 and 173, Manila MeTC, Branches 5, 10, 13, 29 and 30, Manila
April 13-16, 2012	9:00 a.m. - 4:30 p.m. (Old NAWASA Bldg) (Park View Plaza)	RTC, Branches 12, 14, 15, 22, 31 and 39, Manila MeTC, OCC, Manila MeTC, Branches 3, 6, 7, 9, 11, 12 and 14, Manila MeTC, Branches 15, 16, 17, 18, 21, 24 and 26, Manila MeTC, Branches 1, 2, 4, 8, 19, 20, 22, 23, 25, 27 and 28, Manila
April 17-20, 2012	9:00 a.m. - 4:30 p.m.	RTC, OCC, Quezon City RTC, Branches 76, 77, 78, 79, 80, 81, 82, 83, 84 and 85, Quezon City RTC, Branches 86, 87, 88, 89, 91, 92, 93, 94, 95, 96 and 97, Quezon City RTC, Branches 98, 99, 100, 101, 102, 103, 104 and 105, Quezon City RTC, Branches 106, 107, 215, 216, 217, 218, 219 and 220, Quezon City RTC, Branches 221, 222, 223, 224, 225, 226, 227 and 228, Quezon City RTC, Branches 229 and 230, Quezon City
April 23, 2012	9:00 a.m. - 4:30 p.m.	MeTC, OCC, Quezon City MeTC, Branches 31, 32, 33, 34, 35, 36, 37, 38, and 39, Quezon City MeTC, Branches 40, 41, 42 and 43, Quezon City
April 24-25, 2012	9:00 a.m. - 4:30 p.m.	RTC, OCC, Makati City RTC, Branches 56, 57, 58, 59, 60, 61, 62, 63, 64, 65 and 66, Makati City RTC, Branches 132, 133, 134, 135, 136, 137, 138 and 139, Makati City RTC, Branches 140, 141, 142, 143, 144, 145, 146 and 147, Makati City RTC, Branches 148, 149 and 150, Makati City
April 26, 2012	9:00 a.m. - 12:00 nn	MeTC, OCC, Makati City MeTC, Branches 61, 62, 63, 64, 65, 66 and 67, Makati City
	1:00-4:30 p.m.	RTC, OCC, Mandaluyong City RTC, Branches 208, 209, 210, 211, 212, 213 and 214, Mandaluyong City
April 27, 2012	9:00 a.m. - 12:00 nn	MeTC, OCC, Mandaluyong City MeTC, Branches 59 and 60, Mandaluyong City
	1:00-3:00 p.m.	RTC, San Juan RTC, Branches 68, 160, 162 and 264
	3:00-4:30 p.m.	MeTC, OCC, San Juan MeTC, Branches 57 and 58, San Juan
April 30, 2012	9:00 a.m. - 12:00 nn	RTC, OCC, Marikina City RTC, Branches 156, 165, 168, 192, 193, 263, 272 and 273, Marikina City
	1:00-4:30 p.m.	MeTC, OCC, Marikina City MeTC, Branches 75 and 76, Marikina City
May 2-3, 2012	9:00 a.m. - 4:30 p.m.	RTC, OCC, Pasig City RTC, Branches 67, 71, 151, 152, 154, 155, 156, 157 and 158, Pasig City RTC, Branches 159, 161, 164, 166, 167, 261, 265 and 268, Pasig City

May 4, 2012	9:00 a.m. - 12:00 nn	MeTC, OCC, Pasig City MeTC, Branches 68, 69, 70, 71 and 72, Pasig City
	1:00-4:30 p.m.	RTC, Branch 262, Pateros MeTC, Branch 73, Pateros
May 7, 2012	9:00 a.m. - 12:00 nn	RTC, Taguig City RTC, Branches 69, 70, 153, 163, 266, 267 and 271, Taguig City
	1:00-3:00 p.m.	MeTC, Branch 74, Taguig
May 8, 2012	9:00 a.m. - 2:00 p.m.	RTC, OCC, Parañaque City RTC, Branches 194, 195, 196, 274, 257, 258, 259 and 260, Parañaque City
	2:00-4:30 p.m.	MeTC, OCC, Parañaque City MeTC, Branches 77 and 78, Parañaque City
May 9, 2012	9:00 a.m. - 3:00 p.m.	RTC, OCC, Las Piñas City RTC, Branches 253, 254, 255, 275, 197 and 198, Las Piñas City RTC, Branches 199, 200, 201 and 202, Las Piñas City
	3:00-4:30 p.m.	MeTC, Branch 79, Las Piñas City
May 10, 2012	9:00 a.m. - 2:00 p.m.	RTC, OCC, Muntinlupa City RTC, Branches 256, 276, 203, 204, 205, 206 and 207, Muntinlupa City
	2:00-4:30 p.m.	MeTC, Branch 80, Muntinlupa City
May 11-14, 2012	9:00 a.m. - 12:00 nn	RTC, OCC, Pasay City RTC, Branches 108, 109, 110, 111, 112, 113 and 114, Pasay City RTC, Branches 115, 116, 117, 118, 119 and 231, Pasay City
	1:00-4:30 p.m.	MeTC, OCC, Pasay City MeTC, Branches 44, 45, 46, 47 and 48, Pasay City
May 15, 2012	9:00 a.m. - 12:00 nn	RTC, OCC, Caloocan City RTC, Branches 120, 121, 122, 123, 124 and 125, Caloocan City RTC, Branches 126, 127, 128, 129, 130, 131 and 232, Caloocan City
	1:00-4:30 p.m.	MeTC, OCC, Caloocan City MeTC, Branches 49, 50, 51, 52 and 53, Caloocan City
May 16, 2012	9:00 a.m. - 12:00 nn	RTC, OCC, Malabon City RTC, Branches 72, 73, 74, 169 and 170, Malabon City
	1:00-3:00 p.m.	MeTC, OCC, Malabon City MeTC, Branches 55 and 56, Malabon City
	3:00-4:30 p.m.	MeTC, Branch 54, Navotas
May 17, 2012	9:00 a.m. - 12:00 nn	RTC, OCC, Valenzuela City RTC, Branches 75, 171, 172, 269 and 270, Valenzuela City
	1:00-3:00 p.m.	MeTC, OCC, Valenzuela City MeTC, Branches 81 and 82, Valenzuela City