



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

OCA CIRCULAR NO. 39-2007

TO: The Executive Judges and Clerks of Court, Branch Clerks of Court, Officers-In-Charge/Accountable Officers of the first (1st) and second (2nd) level Courts.

SUBJECT: Submission of Estimated Consumption of Office Supplies for **Year 2008**.

It has come to our attention that there is either undersupply or oversupply of office supplies delivered/shipped to your court for a certain period which causes the inaccurate quantity of stocks at your end.

To determine the sufficient quantity of supplies allocation in each court, you are directed to fill up the attached form to indicate your estimated consumption for the year 2008. This shall be the basis for the distribution of your office supplies.

The duly accomplished form must be submitted to the **Executive Judge** within ten (10) days from receipt thereof. Thereafter, the Executive Judge shall transmit the same to the Property Division, Office of Administrative Services, Office of the Court Administrator **not later than June 30, 2007**. This is necessary to prevent delay in the delivery of the office supplies to your respective courts.

Failure to submit the estimated consumption on the deadline, it is presumed that your Court has adequate stock for the **fiscal year 2008**, hence, no delivery shall be made.

For strict compliance.

April 23, 2007.

CHRISTOPHER O. LOCK
Court Administrator



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Estimated Consumption for the Year 2008

Contact No.: _____

Quantity Requested	Unit	ITEMS/DESCRIPTION
_____	rms.	Bond Paper, 8 ½ x 13, 70 gsm., 500 shts./rm.
_____	rms.	Bond Paper, 8 ½ x 11, 70 gsm., 500 shts./rm.
_____	rms.	Onion Skin Paper, 8 ½ x 13, 28, gsm., 500 shts./rm.
_____	rms.	Onion Skin Paper, 8 ½ x 11, 28 gsm., 500 shts./rm.
_____	pcs.	Expediente Cover, 8 ½ x 13, 155 gsm., Golden Kraft
_____	pds.	Yellow Ruled Bond Paper, 8 ½ x 13, 54 gsm., 100 shts./pd.
_____	rms.	Mimeograph Paper, 8 ½ x 13, GW, 63 gsm., 480 shts./rm.
_____	rms.	Mimeograph Paper, 8 ½ x 11, GW, 63 gsm., 480 shts./rm.
_____	pcs.	Documentary Envelope, 10 x 15, Golden Kraft, 155 gsm.
_____	bx.	Carbon Paper, 8 ½ x 13, std., wt., 100 shts./bx., plastic back
_____	pcs.	File Folder, legal size, 14 pts.
_____	bx.	Mailing Envelope, No. XX,
_____	pcs.	Pencil, No. 1 & 2
_____	pcs.	Ball Pen,
_____	pcs.	Marking Pen,
_____	pcs.	Typewriter Ribbon, nylon
_____	pcs.	Eraser, Liquid, water base, ½ fl. Oz.
_____	bx.	Staple Wire, copper
_____	bx.	Paper Clip, gem type, 100 pcs./bx.
_____	bx.	Paper Fastener, 50 sets/bx.,
_____	btls.	Paper Paste, 7 oz.,
_____	cns.	Cotton Thread, 200 gsm., 4 Ply
_____	pcs.	Needle, Stitching, 3 ½
_____	rls.	Transparent Tape, #500, 18mm x 50M
_____	bks.	Record Book, 500 pages, No. 99

(NOTE: KINDLY ACCOMPLISH BY FILLING ALL BLANKS SPACES BELOW)

PREPARED BY:

APPROVED/NOTED BY:

Print Name & Designation

Presiding Judge