

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

## OCA CIRCULAR NO. 99-2005

TO : ALL JUDGES OF THE 1<sup>ST</sup> AND 2<sup>nd</sup> LEVEL COURTS

**SUBJECT: SURVEY ON IT EQUIPMENTS** 

In line with the ongoing IT project in the Supreme Court, there is a need to conduct a quick survey on the actual or physical IT inventory in the lower courts.

In view thereof, you are hereby directed to accomplish the attached form within ten (10) days from receipt hereof.

For your guidance and strict compliance.

30 September 2005.

PRESBITERO J. VELASCO, JR. Court Administrator

TCB/cecil doc.cir- ibp quezon prov

MISO IT\_Frm1

## IT EQUIPMENT SURVEY FORM-I EQUIPMENT PROVIDED BY THE SUPREME COURT

Court	•			
Branch	:			
tation	:			
omplete Address(No./St./Flr./ dg., Town, Province)	:		19 (19 (19 (19 (19 (19 (19 (19 (19 (19 (	
ontact No. (Office /Mobile)	:			
ote: Please type or print legibly. This f	orm can he reproduced. Please mo	uil or send hack to N	AISO	
IT Equipment Description	Property Number/ Serial Number	Date Acqui		
	· · · · · · · · · · · · · · · · · · ·			
		,		
	-			
		1,5		
	Pro	epared by:		
ertified true and correct:			Printed name over signature	
inted name over signature of Judge/Clerk of	Court/OIC	Date:		
ddress: Mezzanine Floor, SC Centennial B Supreme Court of the Philippines Padre Faura Street, Ermita, Manila	-		Tel. No: 02-552-9622 Fax Nos. : 02-552-9624 02-525-8178	



Supreme Court of the Philippines

## IT EQUIPMENT SURVEY FORM-II EQUIPMENT PROVIDED BY OTHER AGENCIES

Court	•					
Branch	:					
Station Complete Address(No./St./Flr./Bldg., Town, Province)	:					
Contact No. (Office /Mobile)		THE STATE OF THE S				
Note: Please type or print legibly. This f	form can be reproduced. Please mo	ail or send back to MISO.				
IT Equipment Description	Property Number/ Serial Number	Date Acquired	Remarks (Working, Not Working, For Disposal, Pending Delivery, Other Remarks)			
·						
`						
Certified true and correct:	Pr	epared by:	nted name over signature			
Date:						
Printed name over signature of Judge/Clerk of Court/OIC						

Address: Mezzanine Floor, SC Centennial Building Supreme Court of the Philippines Padre Faura Street, Ermita, Manila

Tel. No: 02-552-9622 Fax Nos. : 02-552-9624 02-525-8178