

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

OCA CIRCULAR NO. <u>132-20</u>05

TO

JUSTICES, JUDGES OF TRIAL COURTS, AND

LAWYERS OF THE SUPREME COURT

SUBJECT

COMPUTER ACQUISITION PROGRAM

Pursuant to Supreme Court Resolution No. 05-9-18-SC approving the Guidelines on the operation of the Computer Acquisition Program for Justices, Judges of Trial Courts and Lawyers of the Supreme Court, you can now avail of the said program for laptop computer acquisition.

Attached hereto are the application form and promissory note to be accomplished. Thereafter, send these documents to the Office of the undersigned.

For details on the said guidelines, please access the website of the Supreme Court at <u>www.supremecourt.gov.ph</u>.

For any inquiries, please call the Secretariat at 521-7071 or 525-1238 and look for Atty. Lord Allan Jay Q. Velasco, Committee Secretary.

Please be guided accordingly.

15 December 2005

PRESBITERO J. VELASCO, JR. Court Administrator

COMPUTER LOAN APPLICATION

1 x 1 I.D. **PICTURE** (For Justices, Judges and S.C. Lawyers)

The Committee for the Computer Acquisition Program for Justices, Judges of Trial Courts and Lawyers of the Supreme Court (CCAP) Office of the Court Administrator Manila

Computer Loan Specifications Brand: Company: Amount to be loaned Php *Amount should not exceed Php 36,000.00. Payment Plan: JDF* Salary Deduction *deductions shall be on a monthly basis not exceeding P1,000.00

Sir: I would like to apply for a computer loan in the amount of) exclusive of group life insurance premiums specified in the price list, payable in thirty six (36) equal monthly installments beginning on _ accordance with the stipulations contained in the herein promissory note.

I hereby guarantee that upon the filing of this application, I will not avail of any other loan that will bring my net take home pay to an amount lower than Three Thousand Pesos (P3,000.00).

SIGNATURE OVER PRINTED NAME Member's Data Do not fill up this portion

Position: No. of years in the judiciary: EDP NO. Status of Appointment: Permanent Co-Terminus Office: Caseload as of 2. Office Address: Court Mangement Office Home Address: Marital Status: Single Married Widow/er Leave Credits as of Birthdate: VLAge as of date of application: _ SLTelephone/Cel. No. Monthly Net Take Home Pay: Leave Division

(Pls. attach copy of latest Pay Slip)

Clearance as to no pending Criminal/Administrative Cases Docket and Clearance Division, Legal Office

Clearance as to loan/balance President, SCSLA

Clearance as to loan/balance President, SC-COOP *************************

Loan Prerequisites per the Court En Banc Resolution 05-9-18-SC dated 8 November 2005

- 1.) Minimum of P3,000 net take home pay (after all deductions have been considered, including monthly loan amortization)
- Three (3) years continuous service in the judiciary as reflected in the Service Record (except justices, judges and co-terminus attorneys)
- 3.) 59 years of age or less as of date of application (except justices, judges and co-terminus attorneys)
- 4.) No pending Administrative and/or Criminal Cases as of the date of application
 - a. Docket & Clearance Division, OCA (Office Clearance) or,
 - b. Administrative Services-Supreme Court
- 5.) Minimum of 30 days leave credits
- 6.) Five (5) copies of latest 1x 1 I.D. picture
- 7.) Five (5) copies of this Application Form

Approved per Committee Resolution Dated:

> JUSTICE PRESBITERO J. VELASCO, JR. Chairman

(for the CCAP)

PROMISSORY NOTE

	Manila, Philippines	
For value received, I hereby promise to pay the Supreme Court or order, the amount of Thirty Six Thousand (P36,000.00) Pesos (Philippine Currency) in thirty six (36) equal monthly installments of One Thousand Pesos (P1,000.00) thru deduction from my JDF allowance or if insufficient, from my salary. To accomplish said undertaking, I hereby authorize the CASHIER-FMBO (SC); CASHIER-FMO (OCA); FINANCE DIVISION-CA; FINANCE DIVISION-SB; or the FINANCE DIVISION-CTA to deduct from my JDF allowance or salary the required monthly installments due including the insurance premium.		
I hereby agree that in case of resignation, se remaining amortizations shall all become due and demand shall pay the same in cash. Should I fail to pay in cash, t taken from any monetary benefits, retirement gratuitie accrued or may accrue to me in the course of my employn	lable without need of demand and that I he amount due and demandable shall be s or terminal leave benefits that have	
In consideration of this loan, I hereby assign representative all monies and monetary benefits due or to GSIS and/or from any other government office or other sentire outstanding balance of this loan including charges a	be due me from the Supreme Court, the ources as may be sufficient to cover the	
I hereby authorize the concerned office to deduce all monies due me or to be due me and to remit said me authorized representative(s). This assignment is irrevocate the SC-CCAP remain(s) unpaid.	onies directly to the SC-CCAP thru its	
I hereby undertake to maintain at least thirty (30) leave credits until my obligation has been fully paid.	days of my earned vacation and/or sick	
I hereby promise and commit not to transfer, ass computer until full payment of the loan has been made.	sign or encumber the laptop or notebook	
In case it shall become necessary to collect this and/or in the event of court litigation, I hereby agree and of the amount due on the note as attorney's fees plus cotransaction shall be brought before the courts in the Citycourts.	undertake to pay twenty per cent (20%) sts of suit. Any case arising out of this	
	With My Marital Consent:	
Printed Name & Signature of Applicant	Signature over Printed Name of Spouse	
CO-MAKERS' UNDERTAKING		
In consideration of the above mentioned loan, WE, the undersigned, bind ourselves as co-makers		

__ jointly and severally to pay, in case of the principal's default, any

and all amounts that may be due hereinafter including all charges and attorney's fees in accordance with the terms and conditions of the above promissory note. In this connection, we

hereby assign in favor of the Supreme Court so much of our monies and monetary benefits due, or to be due us individually from our present offices, the Government Insurance System, and such other sources as may be sufficient to pay the above loan. We therefore authorize the office(s) concerned to deduct from all monies due us, individually, the necessary amounts and to remit said monies directly to the SC-CCAP thru its duly authorized representative(s). This authority to deduct and deed of assignment shall be irrevocable for as long as the above loan remains unpaid.

Names	Signatures	Net Take Home Pay
•		
Position/Office		
2 02110111 0 11110		
2.		
Position/Office		
	SIGNED IN THE PRESENCE	E OF:
REPUBLIC OF THE PHIL	IPPINES) S.S.	
CITY OF		
	Notary Public for and in the City	of, personally
appeared:		
Name	Competent Evidence Of Identity	Date/Place of Issue
	•	
1		
pages, including the page o	n which this acknowledgment is w	oing assignment consisting of two (2) written and they acknowledged to me
that the same is their free an	nd voluntary act and deed.	
WITNESS MY	HAND AND SEAL on this	day of a
•		
	NO	ΓARY PUBLIC/
		TERING OFFICER
Doc No; Page No;		
Book No;		