



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

**OCA CIRCULAR NO. 134-2005**

**TO : ALL JUSTICES, JUDGES OF TRIAL COURTS AND LAWYERS OF THE SUPREME COURT**

**SUBJECT : GUIDELINES ON THE OPERATION OF THE COMPUTER ACQUISITION PROGRAM FOR JUSTICES, JUDGES OF TRIAL COURTS AND LAWYERS OF THE SUPREME COURT**

The Supreme Court En Banc in its Resolution dated 8 November 2005 in **A.M. No. 05-9-18-SC**, *Re: Adopting a Computer Acquisition Program for Judges and Court Attorneys of the Supreme Court Setting Aside Fifty Million Pesos from the Twenty Percent of the JDF Allotted for Equipment and Facilities and for Other Purposes*, Resolved to **APPROVE** the following Guidelines on the Operation of the Computer Acquisition Program for Justices, Judges of Trial Courts and Lawyers of the Supreme Court, to wit:

**"GUIDELINES ON THE OPERATION OF THE COMPUTER ACQUISITION PROGRAM FOR JUSTICES, JUDGES OF THE TRIAL COURTS AND LAWYERS OF THE SUPREME COURT**

**I. OBJECTIVE**

To provide justices, judges of trial courts and lawyers of the Supreme Court the opportunity of acquiring a computer notebook to hasten the computer literacy program for the Judiciary. More importantly, since the decisions and circulars of the Supreme Court will be distributed principally through the E-Library (CD & Internet versions), judges and court attorneys have no alternative but to use the computer.

**II. CONCEPT**

Pursuant to Administrative Matter No. 05-9-18-SC dated September 20, 2005 (Adopting A Computer Acquisition Program for Justices, Judges of Trial Courts, and Lawyers of the Supreme Court; Setting Aside for the Purpose Fifty Million Pesos from the Twenty Percent of the Judiciary Development Fund (JDF) allotted for Equipment and Facilities and for Other Purposes), the Supreme Court will provide an interest-free loan for the acquisition of notebook computers to all qualified justices, judges of trial courts or lawyers of the Supreme Court on a repayment scheme of not more than 36 monthly instalments.

**III. FUNDS**

The amount of 50 Million Pesos, hereafter known as the Computer Literacy Fund, has been set aside from the 20% of the JDF allotted for equipment and

facilities, which amount may be increased from time to time as the need arises as determined by the Chief Justice.

#### **IV. COVERAGE**

These guidelines shall apply to applicant Justices of the Supreme Court, Court of Appeals, Sandiganbayan, Court of Tax Appeals, Judges of Trial Courts, including Shari'a Courts, and lawyers employed in the Supreme Court.

#### **V. QUALIFICATION REQUIREMENTS**

A. To qualify, the applicant must:

1. still be able to serve the Judiciary for at least three (3) years from the approval of the application, except (1) court attorneys holding co-terminous positions in which case the surety of the Supreme Court Savings and Loan Association, the Supreme Court Employees' Multi-Purpose Cooperative, or the Judiciary Savings and Loan Association shall be sufficient; (2) justices; and (3) judges;
2. have rendered at least three (3) years of continuous service in the Judiciary as reflected in the service record, except justices, judges, and court attorneys holding co-terminous positions;
3. not more than fifty-nine (59) years of age as of the date of application, except justices and judges;
4. no pending administrative or criminal case;
5. have a minimum 30 days of leave credits;
6. have met the minimum P3,000.00 net take home pay; and
7. have at least two (2) qualified co-makers or in lieu thereof, the surety of the Supreme Court Savings and Loan Association, the Supreme Court Employees' Multi-Purpose Cooperative, or the Judiciary Savings and Loan Association.

B. The co-makers must:

1. be employees of the Court;
2. hold a permanent appointment; and
3. occupy positions with at least the same salary grade as the borrower and preferably assigned in the same court/branch.

#### **VI. DUTIES AND RESPONSIBILITIES**

A. THE COMMITTEE FOR THE COMPUTER ACQUISITION PROGRAM FOR JUSTICES, JUDGES OF TRIAL COURTS AND LAWYERS OF THE SUPREME COURT (CCAP) shall:

1. assign staff to handle the administration and operation of the Program;
  2. negotiate and enter into contract or agreement with computer companies to sell, distribute and service computers under the Program at the lowest possible cost;
  3. arrange with reputable companies for group life insurance coverage for the protection of both borrowers and the CCAP;
  4. give out individual loans without interest in an amount not exceeding Thirty Six Thousand Pesos (P36,000.00) payable in 36 equal monthly instalments;
  5. see to it that all necessary documents relating to the loan as required by the rules and regulations are satisfied; and
  6. render necessary reports.
- B. THE CONTRACTOR/DISTRIBUTOR/SUPPLIER - The private company engaged by CCAP on an exclusive basis to deliver and service the computer units shall:
1. administer the non-policy aspects of the Program as agreed upon in a Memorandum of Agreement; and
  2. on an exclusive basis sell, deliver and service computer units granted to the borrowers;
- C. THE INSURANCE COMPANY – The private company engaged by the CCAP to handle the group life insurance shall:
1. provide the CCAP the forms for the initial coverage and claims;
  2. send initial and renewal certificates to applicants concerned copy furnished the CCAP;
  3. settle insurance claims of all members in the most expeditious way; and
  4. render necessary reports.
- D. THE CASHIER FMBO(SC); FMO(OCA); FINANCE DIVISION, CA; FINANCE DIVISION, SB; FINANCE DIVISION, CTA shall:
1. deduct from the salary of the justice, judge or lawyer-borrowers the required monthly instalment due to include insurance premium; and
  2. in case of resignation, separation, retirement or discharge, the remaining amortizations shall all become due and demandable. The same shall be paid in cash by the justice, judge or lawyer-borrower. Should the justice, judge or lawyer-borrower fail to pay in cash, the amount due and demandable shall be taken from any monetary benefits, retirement gratuities or terminal leave benefits that may accrue to them in the course of their

employment. No clearance shall be issued until after the obligation is settled.

E. THE JUSTICE, JUDGE OR LAWYER-BORROWER shall:

1. secure a life insurance with the insurance company duly accredited by the CCAP with a mortgage redemption clause in favor of the Supreme Court;
2. pay his obligation within the stipulated period;
3. use the computer in accordance with the objective of the program;
4. not to transfer, assign or encumber the computer without the approval of CCAP or until full payment of the loan has been made;
5. immediately report to CCAP in case of transfer, resignation, separation, retirement, discharge or dismissal from the service; and
6. secure a clearance from CCAP in case of resignation, transfer, separation, retirement, discharge or dismissal from the service.

VII. FILING AND PROCESSING OF APPLICATIONS/DELIVERY AND PAYMENT

A. Filing and Processing of Applications

Application forms together with all necessary documents (insurance application, promissory note and request for salary deduction) will be made available at the Property Division, Office of the Court Administrator.

The qualified justice, justice or court attorney desiring to acquire a computer under the program shall fill out the application form (CCAP Form 1-A). All duly accomplished application form and its enclosures shall be submitted to the Property Division, Office of the Court Administrator for processing and approval.

Upon approval of the loan, a Delivery Order will be forwarded to the concerned computer company for issuance of the computer unit. The borrower shall shoulder the cost of delivery or freightage, if any, as well as other incidental expenses. The said borrower shall also be responsible for the costs of maintenance and repair of the computer, if the same is not covered by or beyond the period of warranty.

B. Payment

The justice, judge or lawyer-borrower shall pay in cash the following:

1. Downpayment (difference between the cost/price of the computer and the amount of loan); and

2. Premium for the 1<sup>st</sup> year life insurance coverage.

The computer company will forward the Invoice of the computer together with the Delivery Order and payment for the 1<sup>st</sup> year insurance premium to the CCAP for payment of the computer issued to the justice, judge or lawyer-borrower.

The loan shall be amortized over a period of three (3) years. For this purpose, the justice, judge or lawyer-borrower must render a service obligation in the Judiciary for three (3) years immediately after receipt of the computer during which period the instalments shall be deducted monthly from the applicant's monthly additional cost of living allowance from the JDF; and if it is insufficient, it shall be deducted from the monthly salary.

Should the justice, judge or lawyer-borrower fail to render the required three-year service obligation through his own fault, negligence, unsatisfactory or poor performance or other causes within his control resulting in the non-payment of the full cost of the computer; or should the justice, judge or lawyer-borrower resign, transfer to an agency or office, voluntarily retire, or be separated/removed from the service, the entire unpaid balance shall become due and demandable.

#### VIII. INSURANCE CLAIM

All insurance claims shall be forwarded to the CCAP and the following documents shall be attached to the claim:

1. Death certificate (photocopy)
2. Doctor's or Medical certificate
3. Certificate of claimant
4. If the spouse is the beneficiary, photocopy of the marriage contract. If the beneficiary is a minor, affidavit of legal guardianship.

The CCAP will thereafter forward the claim together with the above requirements to the Insurance Company. Proceeds of the insurance will be first applied to the justice, judge or lawyer-borrower's outstanding loan balance and the excess amount will go to the beneficiaries. All insurance coverage shall cease upon full payment of the loan.

#### IX. COMMITTEE

A Committee for the Computer Acquisition Program for Justices, Judges of Trial Courts and Lawyers of the Supreme Court (CCAP) is created for the effective and efficient implementation of the Program. It is composed of the following:

- Chairperson - Hon. Presbitero J. Velasco, Jr.  
Court Administrator
- Vice-Chairperson - Atty. Ma. Luisa D. Villarama  
Clerk of Court
- Members - Christopher O. Lock  
Deputy Court Administrator  
  
Eden T. Candelaria  
Deputy Clerk of Court and  
Chief Administrative Officer
- Secretary - to be designated by the  
Chairperson after Consultation  
With the Vice-Chairperson and  
Members

APPROVED this 8<sup>th</sup> day of November 2005.”

28 December 2005.



**PRESBITERO J. VELASCO, JR.**  
Court Administrator

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