



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

**OCA CIRCULAR NO. 123-2010**

**DETAIL OF EMPLOYEES TO THE  
GENERAL SERVICES UNITS OF RCAO-3 AND RCAO-11**

WHEREAS, the establishment of the Regional Court Administration Office (RCAO) in Angeles City, Pampanga and in the City of Davao, to provide administrative and financial management and support services to the first and second level courts in the 3<sup>rd</sup> Judicial Region (Central Luzon) and in the 11<sup>th</sup> Judicial Region (Southern Mindanao), respectively, was approved by the Supreme Court in an En Banc Resolution dated 14 April 2009 in A.M. No. 09-3-22-SC, and provided for by Administrative Order No. 135-2009 dated 8 October 2009;

WHEREAS, the RCAO Oversight Unit has resolved to initially decentralize the procurement of office supplies and materials, services, equipment and utilities to RCAO-3 and RCAO-11;

WHEREAS, the Regional Procurement Planning Committee (RPPC) has been created and constituted to achieve effectiveness, efficiency and economy in the procurement of office supplies and materials, services, equipment and utilities for the judicial region;

WHEREFORE, the following are hereby detailed to the General Services Units (GSU) of the RCAO-3 and RCAO-11 to provide administrative and support services in view of the initial decentralization of procurement functions.

The following are hereby designated to the GSU with their corresponding positions:

<i>RCAO-3 General Services Unit</i>		
	Present Position	Designation
1. Atty. Vicente S. Fernandez, Jr.	Clerk of Court, RTC Angeles City	Chief, GSU
2. Ms. Vernie Ann Cruz	Clerk III, RTC Branch 59, Angeles City	Supply Officer
3. Ms. Salome Y. Guerrero	Interpreter, RTC Branch 59, Angeles City	Buyer

<i>RCAO-11 General Services Unit</i>		
	Present Position	Designation
1. Ms. Verina F. Yap	Chief Judicial Staff Officer, OCA-CMO	Chief, GSU
2. Ms. Jean Marie Guinang	Clerk III, RTC Branch 8, Davao City	Supply Officer
3. Mr. Joel I. Pila	Utility Worker I, RTC Branch 8, Davao City	Buyer

The designation of these personnel to the GSU shall be on a full-time basis and they shall be entitled to a monthly expense allowance not exceeding 20% of the amount of their current basic salaries, which shall be charged against the JRP-GOP counterpart fund for grants.

Issued this 7<sup>th</sup> day of September 2010.

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator

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Office of the Chief Justice  
Office of the Associate Justices  
Office of the Court Administrator  
Offices of the Deputy Court Administrators  
Offices of the Assistant Court Administrators  
Court Management Office, OCA  
Legal Office, OCA

Office of Administrative Services, OCA  
Financial Management Services, OCA

Public Information Office  
Program Management Office  
Office of Administrative Services  
Fiscal Management and Budget Office  
Library Services  
The Officer-in-Charge, RCAO-7, Lapu-lapu City  
The Executive Judges and the Clerks of Court in the  
3<sup>rd</sup> and 11<sup>th</sup> Judicial Regions  
The Official Gazette, National Printing Office,  
Diliman, Quezon City