



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

OCA CIRCULAR NO. 50-2010

- TO:** ALL Clerks of Court, Branch Clerks of Court, Officers-In-Charge & All Accountable Officers of the Regional Trial Courts, Shari'a District Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts, Municipal Circuit Trial Courts and Shari'a Circuit Courts.
- SUBJECT:** Submission of Estimated Consumption of Office Supplies for **Year 2011**.

You are hereby informed that the office supplies allocation for 2010 is now being prepared for distribution.


For the year 2011, you are directed to indicate in the attached form of Estimated Consumption the quantity of your requirement of the listed office supplies. This shall be the basis for the distribution for your supplies. The actual quantity you indicated therein shall be your office supplies allocation for the whole year of 2011. This process is being undertaken to ensure that a sufficient quantity of supplies is allocated in each court. **For item/s not needed by your office/court, please leave them blank. On the other hand, for item/s needed but are not found in the list, please attach a separate list thereof.**

The form should be accomplished outright and **must** be submitted to the **Executive Judge** within ten (10) days from receipt thereof. The Executive Judge shall in turn transmit the same to the Property Division, OAS, OCA **not later than July 15, 2010**. This is to facilitate the immediate submission to the Procurement Planning Committee and ultimately to the Bids and Award Committee for Goods and Services the consolidated lower court office supplies requirement, thus, delay in the delivery thereof to your respective courts will be prevented.

Your failure to submit the duly accomplished form within the deadline set would mean that **no delivery shall be made to your court** as it is presumed that you have adequate stocks/supplies for the fiscal year 2011,

For strict compliance.

April 23, 2010.


JOSE MIDAS P. MARQUEZ
Court Administrator



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Estimated Consumption for the Year 2011

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.,
_____	btl.	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