



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

OCA CIRCULAR NO. 55-2010

TO : ALL JUDGES 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 : INVENTORY OF COMPUTERS

In connection with the efforts of the Supreme Court to raise the level of efficiency in the first and second level courts, you are hereby directed to conduct an inventory of all computers, printers and computer paraphernalia in your station.

The inventory report shall be submitted within ten (10) days from notice; and shall include the number of computers and computer paraphernalia issued to your court, and whether they were issued by the Supreme Court or by a local government unit. Please see attached form for the complete list of required data.

Compliance of this directive may be submitted in this e-mail address: www.oca@sc.judiciary.gov.ph, or by customary mail.

26 April 2010.


JOSE MIDAS P. MARQUEZ
Court Administrator

INVENTORY OF COMPUTERS AND PRINTERS

(As of _____)

Court/Branch: _____

Province: _____

NO. OF UNIT	MODEL	PROPERTY/SERIAL NUMBER	SOURCE OF UNIT*	STATUS**	REMARKS

* State whether issued by the Judiciary, donated by a Local Government Unit or from any other source/s.

** State whether in working or non-working condition

Branch Clerk of Court

Presiding/Acting Presiding Judge