



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

OCA CIRCULAR NO. 190-2015

TO : ALL JUDGES, CLERKS OF COURTS, BRANCH CLERKS OF COURT, AND OFFICERS-IN-CHARGE OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : SUBMISSION OF INVENTORY OF EXISTING COMPUTERS AND PRINTERS

For the year 2016, the Supreme Court, in its effort to provide the lower courts with the ideal number of computers and printers, will embark on a lease program of computers and printers for the lower courts including laptops for the judges.

In order to determine the total number of computers and printers to be leased and to account for the IT requirement of every branch of court in the lease contract, all Clerks of Court, Branch Clerks of Courts, and Officers-In-Charge of the first and second level courts are **DIRECTED** to accomplish accurately and completely the attached form of *Inventory of Information Technology (IT) Equipment*. The properly accomplished form shall be submitted **on or before 15 September 2015** to the Property Division, Office of the Administrative Services (OAS), Office of the Court Administrator (OCA), **via electronic mail (e-mail)** to the following e-mail addresses and in the following format, viz:

<u>Court:</u>	<u>Send to:</u>
Regional Trial Court - National Capital Judicial Region (NCJR)	rtc_ncjr.ict.oca@hotmail.com
Regional Trial Court - Provinces	rtc_prov.ict.oca@hotmail.com
Shari'a Courts (Shari'a District Courts and Shari'a Circuit Courts)	sdc_scc.ict.oca@hotmail.com
Metropolitan Trial Courts	metc.ict.oca@gmail.com
Municipal Trial Courts in Cities	mtcc_prov.ict.oca@hotmail.com
Municipal Trial Court	mtc.ict.oca@gmail.com
Municipal Circuit Trial Court	mctc.ict.oca@gmail.com

Format:

To : (court's designated e-mail address)
From : (sender)
Subject : Inventory of IT Equipment, Court, Branch and Station

(Required basic information in the body of the e-mail)

Name of Sender : _____
Position : _____
Court Station : _____
Contact Numbers : *(mobile and landline with area code)*

Attachment :

Inventory of IT Equipment

Accomplished forms submitted through mail couriers must likewise be sent **on or before 15 September 2015** in order that the concerned court's need for computers, printers, and laptops will be taken into account in the lease contract.

The *Inventory of Information Technology (IT) Equipment* form may also be downloaded from the OCA website at oca.judiciary.gov.ph.

The accomplished form shall be reviewed and noted by the Presiding Judge or the Executive Judge for the Office of the Clerk of Court.

The courts that fail to submit the *Inventory of Information Technology (IT) Equipment* form **on or before 15 September 2015** shall not be included in the IT lease program and will not be issued any computer, printer, or laptop for the year 2016.

For strict compliance.

17 August 2015


JOSE MIDAS P. MARQUEZ
Court Administrator

**INVENTORY OF INFORMATION TECHNOLOGY (IT) EQUIPMENT
WITHIN THE COURTS AS OF _____ 2015**

COURT : _____ BRANCH: _____ STATION: _____
 EXACT COURT ADDRESS: Number: _____ Building: _____ Barangay: _____
 Municipality: _____ City: _____ Street: _____ Province: _____
 CONTACT NUMBER/S : _____

Description of Items	Issued by the Supreme Court		Issued by LGU		Donated by Other Agencies		Total Quantity		Remarks
	Serviceable	Unserviceable	Serviceable	Unserviceable	Serviceable	Unserviceable	Serviceable	Unserviceable	
Desktop Computer									
Laptop/Notebook									
Dot Matrix Printer									
Laser Printer									
Inkjet Printer									

Prepared by Clerk of Court: _____ Reviewed and Noted by Presiding Judge/Executive Judge (for the Office of the Clerk of Court): _____

Signature over Printed Name _____
 Mobile No. _____
 E-mail Address: _____

Signature over Printed Name _____
 Mobile No. _____
 E-mail Address: _____

NOTE : PLEASE FILL IN ALL THE REQUIRED INFORMATION TO FACILITATE DELIVERY OF COMPUTERS, PRINTERS, AND LAPTOPS TO YOUR COURT.

IMPORTANT INSTRUCTIONS: IN FILLING THE BOX UNDER THE COLUMN:

ISSUED BY THE SUPREME COURT: Please write under the appropriate column the year the equipment was issued and the property number and not just the number of units or quantity. This will include equipment donated by other agencies and is already transferred to the Court and tagged with a Court issued property number.

If the computer or printer was issued for E-COURT, E-CASHIERING/E-PAYMENT PROJECT, OR SMALL CLAIM PURPOSES, please state beside the property number.

ISSUED BY THE LGU: Please write the year the equipment was acquired and number of units under the appropriate column.

DONATED BY OTHER AGENCIES: Please write the year the equipment was acquired, the number of units, and name of donor agency under the appropriate column.

IN ALL CASES, PLEASE IDENTIFY THE BRAND OF THE PRINTER -- for identification and allocation, if applicable, of the corresponding consumable (toner cartridge or ribbon).

EXAMPLE:

Description of Items	Issued by the Supreme Court		Issued by LGU		Donated by Other Agencies		Total Quantity		Remarks
	Serviceable	Unserviceable	Serviceable	Unserviceable	Serviceable	Unserviceable	Serviceable	Unserviceable	
Desktop Computer	2013: JDF-2013-2783-437 JDF-2013-2894-488 2014: USAID-14-046A-5 2015: SC-OCA-15-99-2 (E-Cashiering)		2014 - 1 unit 2015 - 2 units			2010- 1 unit (World Bank)	7	1	
Laptop/Notebook		2007: JDF-2007-779-11 (LENOVO)					0	1	
Dot Matrix Printer	2011: JDF-2011-1474-3 (EPSON LQ 300+II) 2013: JDF-2013-2333-66 (LQ 310) JDF-2013-2996-43 (LQ 310) 2015: SC-OCA-15-11-3 (EPSON 300 - E-Cashiering)	2010: JDF-2010-1967-123 (EPSON LQ 300+II)					4	1	
Laser Printer	2014: USAID-14-922-1 (HP Laser Jet 90) 2015: JDF-2015-2156-1629 (Brother DCP- L2540DW)				2014, 1 unit (World Bank - HP Office Jet Pro 200)		3	0	
Inkjet Printer							0	0	

COMPLETE ADDRESS: PLEASE INDICATE THE COMPLETE ADDRESS OF YOUR COURT UP TO THE STREET LEVEL, IF POSSIBLE. PLEASE INDICATE THE BARANGAY WHERE YOU ARE LOCATED. WE NEED THIS INFORMATION FOR THE PROCUREMENT OF INTERNET CONNECTIVITY FOR ALL COURTS, WHICH IS TARGETED FOR 2016.

NOTE: INCOMPLETE INFORMATION MAY RESULT IN THE EXCLUSION OF YOUR REQUIREMENTS FROM THE PLANNED PROCUREMENT TO UPGRADE THE COURT'S INFORMATION TECHNOLOGY EQUIPMENT (eq. replacement of dot matrix printers with laser printers).