



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

OCA CIRCULAR NO. 17-2014

**TO : ALL JUDGES AND CLERKS OF COURT OF THE
FIRST AND SECOND LEVEL COURTS**

**SUBJECT : COMPLETE ADDRESSES/LOCATIONS AND OTHER
CONTACT INFORMATION OF THE LOWER COURTS**

The Office of the Chief Justice has secured the assistance of an information communication technology consultant to review the implementation of the Enterprise Information Systems Plan (EISP) of the Judiciary. Part of the consultant's scope of work is to come up with a cost estimate of the full implementation of the EISP which include providing interconnectivity for all courts. In order to get a cost estimate of the planned interconnection, relevant information are needed such as the complete addresses/locations of all the lower courts.

In this connection, all judges and clerks of court of the first and second level courts are hereby **DIRECTED** to submit the following information:

- (1) the complete addresses/locations (i.e. up to street level) of your respective courts/offices;
- (2) the landline telephone number of your respective courts/offices and/or your respective mobile numbers; and
- (3) your respective e-mail addresses.

Submission of the required information to the Court Management Office, Office of the Court Administrator (via courier or email address cmo_oca@mail.judiciary.gov.ph), within five (5) days from receipt of this circular, is **MANDATORY**.

January 27, 2014


JOSE MIDAS P. MARQUEZ
Court Administrator