



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

OCA CIRCULAR NO. 128-2012

**TO: All Concerned Personnel of the Regional Trial Courts
and the Metropolitan Trial Courts of Quezon City**

**SUBJECT: Users' Acceptance Training for the Quezon City
eCourt Program**

The following are required to attend the series of trainings on **November 28, November 29, December 3, and December 4, 2012** at the Judges' Lounge of the Quezon City Hall of Justice, regarding the use of the eCourt software to 1) identify possible program errors; 2) check the software's adaptability to everyday operations of trial courts; and 3) check the compliance of the software with the System Requirement Specifications:

28 November 2012, Wednesday

- 8:30am to 12:00pm - OCC – RTC Staff composed of
Atty. Perlita Ele
Atty. Gregorio Tallud
Mr. Richard Zurbano (*Assessor*)
Mr. Emmanuel Pineda (*Cashier*)
Ms. Marilyn Balmes (*Verifier*)
Mr. Merlin Pangilinan (*Raffle*)
Mr. Renato Molin (*Docket*)
- 1:00pm to 4:00pm - OCC – MeTC Staff composed of
Ms. Gemma Besinio
Ms. Wilma Abdullah (*Assessor*)
Ms. Malou Competente (*Cashier*)
Ms. Carmelita Orlanda (*Verifier*)
Ms. Ma. Lourdes Abando (*Raffle*)
Ms. Fe Anquilo (*Docket*)

The Presiding Judges, Branch Clerks of Court, Criminal Docket Clerks, Civil Docket Clerks, staff in charge of managing the calendar, and staff in charge of drafting court orders of the following courts:

29 November 2012, Thursday

8:30am to 12:00pm - RTC Branches 85 and 78
1:00pm to 4:00pm - MeTC Branches 32 and 38

3 December 2012, Monday

1:00pm to 4:00pm - RTC Branches 89 and 94 (*Family Courts*)

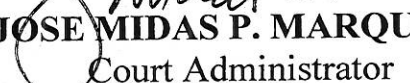
4 December 2012, Tuesday

8:30am to 12:00pm - RTC Branches 90 and 93 (*Commercial Courts*)
1:00pm to 4:00pm - RTC Branch 227 (*Drugs Court*)
RTC Branch 101 (*Environment Court*)

Each participant must bring records of decided cases (one civil case and one criminal case, or a total of two *rollos*) to the training.

Attendance is mandatory. Absences should be explained to the Office of the Court Administrator within twenty-four (24) hours.

27 November 2012


JOSE MIDAS P. MARQUEZ
Court Administrator