



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

OCA CIRCULAR NO. 132-2005

TO : JUSTICES, JUDGES OF TRIAL COURTS, AND
LAWYERS OF THE SUPREME COURT

SUBJECT : COMPUTER ACQUISITION PROGRAM

Pursuant to Supreme Court Resolution No. 05-9-18-SC approving the Guidelines on the operation of the Computer Acquisition Program for Justices, Judges of Trial Courts and Lawyers of the Supreme Court, you can now avail of the said program for laptop computer acquisition.

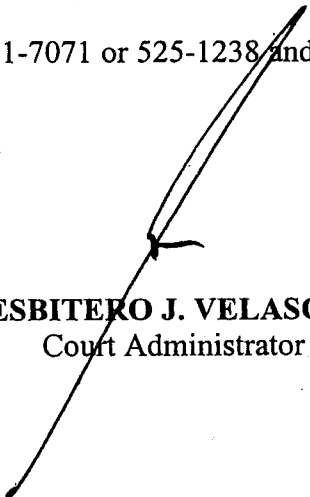
Attached hereto are the application form and promissory note to be accomplished. Thereafter, send these documents to the Office of the undersigned.

For details on the said guidelines, please access the website of the Supreme Court at www.supremecourt.gov.ph.

For any inquiries, please call the Secretariat at 521-7071 or 525-1238 and look for Atty. Lord Allan Jay Q. Velasco, Committee Secretary.

Please be guided accordingly.

15 December 2005


PRESBITERO J. VELASCO, JR.
Court Administrator

PROMISSORY NOTE

_____, 20____

Manila, Philippines

For value received, I hereby promise to pay the Supreme Court or order, the amount of Thirty Six Thousand (P36,000.00) Pesos (Philippine Currency) in thirty six (36) equal monthly installments of One Thousand Pesos (P1,000.00) thru deduction from my JDF allowance or if insufficient, from my salary. To accomplish said undertaking, I hereby authorize the CASHIER-FMBO (SC); CASHIER-FMO (OCA); FINANCE DIVISION-CA; FINANCE DIVISION-SB; or the FINANCE DIVISION-CTA to deduct from my JDF allowance or salary the required monthly installments due including the insurance premium.

I hereby agree that in case of resignation, separation, retirement or discharge, the remaining amortizations shall all become due and demandable without need of demand and that I shall pay the same in cash. Should I fail to pay in cash, the amount due and demandable shall be taken from any monetary benefits, retirement gratuities or terminal leave benefits that have accrued or may accrue to me in the course of my employment.

In consideration of this loan, I hereby assign in favor of the Supreme Court or its representative all monies and monetary benefits due or to be due me from the Supreme Court, the GSIS and/or from any other government office or other sources as may be sufficient to cover the entire outstanding balance of this loan including charges and attorney's fees.

I hereby authorize the concerned office to deduct the aforementioned obligation(s) from all monies due me or to be due me and to remit said monies directly to the SC-CCAP thru its authorized representative(s). This assignment is irrevocable for as long as my obligation(s) with the SC-CCAP remain(s) unpaid.

I hereby undertake to maintain at least thirty (30) days of my earned vacation and/or sick leave credits until my obligation has been fully paid.

I hereby promise and commit not to transfer, assign or encumber the laptop or notebook computer until full payment of the loan has been made.

In case it shall become necessary to collect this note by and through an attorney-at-law and/or in the event of court litigation, I hereby agree and undertake to pay twenty per cent (20%) of the amount due on the note as attorney's fees plus costs of suit. Any case arising out of this transaction shall be brought before the courts in the City of Manila to the exclusion of all other courts.

With My Marital Consent:

Printed Name & Signature of Applicant

Signature over Printed Name of Spouse

CO-MAKERS' UNDERTAKING

In consideration of the above mentioned loan, WE, the undersigned, bind ourselves as co-makers of _____ jointly and severally to pay, in case of the principal's default, any and all amounts that may be due hereinafter including all charges and attorney's fees in accordance with the terms and conditions of the above promissory note. In this connection, we

hereby assign in favor of the Supreme Court so much of our monies and monetary benefits due, or to be due us individually from our present offices, the Government Insurance System, and such other sources as may be sufficient to pay the above loan. We therefore authorize the office(s) concerned to deduct from all monies due us, individually, the necessary amounts and to remit said monies directly to the SC-CCAP thru its duly authorized representative(s). This authority to deduct and deed of assignment shall be irrevocable for as long as the above loan remains unpaid.

Names	Signatures	Net Take Home Pay
1. _____	_____	_____
_____ Position/Office		
2. _____	_____	_____
_____ Position/Office		

SIGNED IN THE PRESENCE OF:

REPUBLIC OF THE PHILIPPINES) S.S.
CITY OF _____)

BEFORE ME, a Notary Public for and in the City of _____, personally appeared:

Name	Competent Evidence Of Identity	Date/Place of Issue
_____	_____	_____
_____	_____	_____

known to me to be the same persons who executed the foregoing assignment consisting of two (2) pages, including the page on which this acknowledgment is written and they acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on this _____ day of _____ at _____.

**NOTARY PUBLIC/
ADMINISTERING OFFICER**

Doc No. _____;
Page No. _____;
Book No. _____;
Series of 200__.