



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

OCA CIRCULAR NO. 80-2018

**TO: ALL JUDGES AND CONCERNED COURT PERSONNEL
OF THE FIRST AND SECOND LEVEL COURTS IN THE
NATIONAL CAPITAL JUDICIAL REGION AND
REGIONS III, IV-A, AND VII**

**SUBJECT: CREATION OF BACKUP ELECTRONIC FILES AND
DISPOSAL OF VARIOUS INFORMATION TECHNOLOGY
(IT) EQUIPMENT**

In view of the lease agreement entered into by the Supreme Court covering various IT equipment and the supply and delivery of related consumables in lieu of the regular procurement for the lower courts in the NCJR, Regions III, IV-A, and VII,¹ you are hereby DIRECTED TO:

1. Create data backups of all pertinent electronic files and programs in your existing desktop computers, prior to the installation of the leased computers in your respective courts and offices, to facilitate the efficient migration of data from your existing computers to the leased computers;
2. Include all existing IT equipment which are five (5) years old or more in your inventory of unserviceable equipment for disposal. All IT equipment which are less than five (5) years old shall be retained; and
3. Inform the service provider, Integrated Computer Systems, Inc., which will deliver and install the leased IT equipment, which of your existing computers are to be provided with a wireless adapter or dongle² to allow connectivity to wireless printers.

¹ Pursuant to the 5 December 2017 Resolution of the *en banc* in A.M. No. 17-11-15-SC (*Re: Award of the Contract for the Lease of Various I.T. Equipment for the Supreme Court and the Lower Courts, and Supply and Delivery of Related Consumables*).

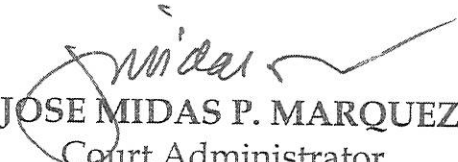
² A device that can be plugged into a USB port to enable wireless access from a computer to an external Wi-Fi device or printer.

The Integrated Computer Systems, Inc., shall give the courts one week's notice prior to the delivery schedule to ensure that all concerned are in attendance to receive and witness the installation of the leased IT equipment.

The lease shall be for a period of three (3) years. At the end of the lease period, the end users, *i.e.*, judges and concerned court personnel, shall be given the option to purchase said equipment.

For your information and strict compliance.

25 April 2018


JOSE MIDAS P. MARQUEZ
Court Administrator