

Annex “A” - Distribution List for New Photocopying Machines

No.	Office	QTY as per Volume (BLACK)		QTY as per Volume (COLORED)		Finisher			Remarks
		Medium	High	Medium	High	Stapling	2-Hole Punch	3-Hole Punch	
1	Office of Chief Justice Diosdado M. Peralta				Y	Y	Y	Y	With an automatic booklet maker / paper folding / stapling
2	OCJ Lawyer’s Room	Y							
3	OCJ Lawyer’s Room	Y							
4	Office of Senior AJ Estela Perlas-Bernabe	Y							
5	Office of AJ Marvic Mario Victor Leonen	Y							
6	Office of AJ Alfredo Benjamin Caguioa	Y							
7	Office of AJ Alexander Gesmundo	Y							
8	Office of AJ Jose Reyes, Jr.	Y							
9	Office of AJ Ramon Paul Hernando	Y							
10	Office of AJ Rosmari Carandang	Y							
11	Office of AJ Amy Lazaro-Javier	Y							
12	Office of AJ Henri Jean-Paul Inting	Y							
13	Office of AJ Rodil Zalameda	Y							
14	Office of AJ Mario Lopez	Y							
15	Office of AJ Edgardo Delos Santos	Y							
16	Office of AJ Samuel Gaerlan	Y							
17	Office of AJ Priscilla Baltazar-Padilla	Y							
18	Office of Court Administrator Jose Midas Marquez	Y							
19	Office of DCA Raul Villanueva	Y							
20	Office of DCA Jenny Lind Aldecoa-Delorino	Y							
21	Office of DCA Leo Tolentino Madrazo	Y							

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22	Office of ACA Maria Regina Ignacio	Y							
23	Office of ACA Lilian Barribal-Co	Y							
24	Commission on Audit (COA)	Y							
25	FMBO, Accounting Division		Y						
26	FMBO, Budget Division		Y						
27	FMBO, Cashier	Y							
28	FMBO, Check Disbursement	Y							
29	Internal Audit Service – Operations Division	Y							
30	Judicial and Bar Council		Y						
31	Judicial and Bar Council – Right Side		Y						
32	Judicial and Bar Council – Left Side		Y						
33	Judicial Records Office (JRO)		Y						
34	JRO, Judgment Division		Y						
35	Library Services			Y		Y	Y	Y	
36	Mandatory Continuing Legal Education Office	Y							Located at IBP Bldg. Ortigas, Pasig City
37	Mgmt Info System Office (MISO) - Centennial			Y		Y	Y	Y	
38	MISO Technical		Y						
39	Medical Clinic	Y							
40	OCA – Accounting Division								
41	OCA – Administrative Services		Y						
42	OCA – Administrative Services		Y						
43	OCA – Budget Division		Y						
44	OCA – Cash Division	Y							
45	OCA – Check Disbursement								
46	OCA – Court Management Office (CMO)	Y							
47	OCA – Court Management Office (CMO)	Y							
48	OCA – CMO, Fiscal Monitoring Division								

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49	OCA – CMO, Statistical Reports Division	Y							
50	OCA – Employee Welfare and Benefits Division		Y						
51	OCA – Financial Management Office	Y							
52	OCA – Financial Management Office	Y							
53	OCA – Leave Division	Y							
54	OCA – Legal Office		Y						
55	OCA – Office on the Halls of Justice (OHOJ)		Y						
56	OCA – Personnel, MTC		Y						
57	OCA – Property Division	Y							
58	OCA – Records Division	Y							
59	OCA – Records Division	Y							With scanning ability
60	Office of the Bar Confidant (OBC)		Y			Y	Y	Y	With an automatic booklet maker / paper folding / stapling
61	Office of the Chief Attorney (OCAt)	Y							
62	Office of the Clerk of Court <i>en banc</i>		Y			Y	Y	Y	
63	Office of the Clerk of Court <i>en banc</i>		Y			Y	Y	Y	
64	Office of the Clerk of Court, 1 st Division		Y			Y	Y	Y	
65	Office of the Clerk of Court, 1 st Division		Y						
66	Office of the Clerk of Court, 2 nd Division		Y			Y	Y	Y	
67	Office of the Clerk of Court, 2 nd Division		Y						
68	Office of the Clerk of Court, 3 rd Division		Y			Y	Y	Y	
69	Office of the Clerk of Court, 3 rd Division		Y			Y	Y	Y	
70	Office of the Reporter		Y			Y	Y	Y	
71	Office of the Reporter, Audit Division	Y							With scanning ability
72	Office of the Reporter, Audit Division	Y							With scanning ability

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73	Office of the Reporter, Audit Division	Y							With scanning ability
74	PHILJA – 3 rd Floor, Centennial Bldg.	Y		Y					
75	PHILJA – 3 rd Floor, Centennial Bldg.			Y					
76	PHILJA – SC-CA Multipurpose Bldg.		Y			Y			With an automatic booklet maker / paper folding / stapling
77	PHILJA – SC-CA Multipurpose Bldg.		Y			Y			
78	PHILJA Training Center (Tagaytay)		Y						
79	Presidential Electoral Tribunal (PET)		Y						
80	Presidential Electoral Tribunal (PET)		Y						
81	Printing Office		Y						With an automatic booklet maker / paper folding / stapling
82	Printing Services				Y	Y	Y	Y	With an automatic booklet maker / paper folding / stapling
83	Printing Services				Y				With an automatic booklet maker / paper folding / stapling
84	Program Management Office (PMO)				Y	Y	Y	Y	With an automatic booklet maker / paper folding / stapling
85	Public Information Office				Y	Y	Y	Y	
86	Public Information Office		Y						
87	RTC Branch 221 (Ampatuan Case)	Y							
88	SC – Office on Administrative Services (SC-OAS) (Personnel)				Y	Y	Y	Y	
89	SC – Office on Administrative Services (SC-OAS) (Records)				Y	Y	Y	Y	
90	SC-OAS, Property Division		Y						
91	Security Division	Y							
92	Society for Judicial Excellence	Y							
93	Supreme Court Baguio	Y							
94	Supreme Court Baguio	Y							

*** Nothing Follows ***