



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

**20**

05 November 2009

MEMORANDUM CIRCULAR NO. \_\_\_\_\_


**TO :** All Officials and Employees in the Department Proper  
Including Prosecutors and Support Staff in the  
Regional and City Prosecution Offices

**SUBJECT :** Availment of SMART Cellphone with Laptop

In the interest of the service and pursuant to the offer made by SMART for the Department to acquire a cellular phone unit Samsung E1070 and Neo B1230 laptop with a consumable load of P800.00 which is locked in for a period of 30 months payable thru payroll deduction, you may now file your application herein enclosed and submit the same to the Office of the Director III, Administrative Service not later than **15 November 2009** thru telefax number 526-7645 or email address : [justiceliza@yahoo.com](mailto:justiceliza@yahoo.com).

Hereto attached are the information/guidelines for ready reference.

For appropriate action.

  
**AGNES VST DEVANADERA**  
Acting Secretary



Department of Justice  
AID-09-0003344

Encls.: As stated.

## Guidelines on the acquisition of cellular phone with laptop

### I. OBJECTIVE

To provide DOJ officials, prosecutors, lawyers and staff the opportunity to acquire a cellular phone unit (Samsung E1070) and NEO (B1230) laptop to hasten effective means of communication within the department, and for better work efficiency.

### II. CONCEPT

The Department of Justice will provide for the acquisition of cellular phones together with a laptop to all qualified officials, prosecutors, lawyers and staff. With the Smart Plan 800, you get a Samsung E1070 cellular phone and a NEO B1230 notebook with a consumable load of P800.00 which is locked in for a period of 30 months. After which, both cellular phone and laptop are yours permanently. Payments will be thru deduction from your respective salaries/emoluments or other benefits by authorizing the OSJEMPC to settle the financial obligation to Smart.

### III. QUALIFICATION REQUIREMENTS

To qualify, the applicant must have the following :

1. Minimum of P3,000 net take home pay after all authorized deduction shall have been made; and
2. Holder of a permanent appointment.

### IV. DUTIES AND RESPONSIBILITIES

The DOJ officials, prosecutors, lawyers and staff availing shall :

1. pay one-month advance payment of P800.00, deductible at the end of the contract;
2. pay his obligation within the stipulated period;
3. authorized the Office of the Secretary of Justice Employees' Multi-Purpose Cooperative (OSJEMPCI) to deduct from their respective salaries the required monthly installment and one month advance payment. In case the net take home pay is not sufficient to cover the advance payment, the applicant has to pay directly to the OSJEMPCI;
4. not transfer membership of the said unit until the locked in period has been completed;
5. be responsible for the costs of maintenance and repair of the laptop computer, if the same is not covered by or beyond the period of the warranty; and
6. immediately report and secure clearance in case of resignation, transfer, separation, retirement, discharge or dismissal from the service and you may opt to continue and directly pay the Smart, otherwise, the entire unpaid balance of the locked in period becomes due and demandable. Failure to pay in cash, the amount due and demandable shall be taken from any monetary benefits, retirement gratuities or terminal leave benefits that may accrue in the course of their employment. No clearance shall be issued until after the obligation is settled.

APPLICATION FORM

A. Name : \_\_\_\_\_

B. Home Address : \_\_\_\_\_

C. Contact Numbers : (landline) \_\_\_\_\_ (cellfone) \_\_\_\_\_

D. Position : \_\_\_\_\_ Place of Assignment : \_\_\_\_\_

E. Authorization :

I hereby authorized the Office of the Secretary of Justice Employees' Multi-Purpose Cooperative (OSJEMPCI) to deduct from my monthly salary the corresponding amount to cover payment for the SMART Postpaid Plan 800 made available to the Department of Justice within a 30-month contract period including the excess fees charged to my account, if any, subject to the terms and conditions as agreed upon in a Memorandum of Agreement.

CONFORME :

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature over Printed Name

**Do not Fill up :**

**Recommended Action :**

- Approved
- Disapproved
- Returned for Additional Requirements

\_\_\_\_\_  
Authorized Signatory