



Supreme Court of the Philippines  
Office of the Court Administrator  
Manila

OCA CIRCULAR NO. 134-2014

TO : All Judges, Clerks of Court, Branch Clerks of Court, and Officer-In-Charge of the First and Second Level Courts

SUBJECT : Submission of Project Procurement Management Plan (PPMP) for Year 2016

All Clerks of Court, Branch Clerks of Courts, and Officers-In-Charge of the first and second level courts are hereby **DIRECTED** to complete and submit the attached **Project Procurement Management Plan (PPMP) Form** for the allocation of your supplies for 2016 which is also available for download at [oca.judiciary.gov.ph](http://oca.judiciary.gov.ph). This process is being undertaken to ensure that a sufficient quantity of supplies/equipment is allocated for each court. Indicate therein the **quantity requirement** and **current stock position** of the office supplies listed in the form as this shall be part of the basis in the distribution of your supplies. For item/s not needed by your office/court, please leave them blank. On the other hand, for item/s needed but are not found in the list, please attach a separate list thereof. In case your court needs necessary repairs, renovations, repainting and the like, please also indicate these in your PPMP Form, or in a separate sheet.

The PPMP Form shall be accomplished immediately and thereafter forwarded for review to the Presiding Judge (or the Executive Judge for the Office of the Clerk of Court).

The completed PPMP Form shall then be submitted to the Property Division, Office of the Administrative Services, Office of the Court Administrator, **on or before 15 November 2014**. It may be transmitted via regular mail, door to door courier services or through the following electronic mail address: i) [OCAProperty@sc.judiciary.gov.ph](mailto:OCAProperty@sc.judiciary.gov.ph) or ii) [tblibed@sc.judiciary.gov.ph](mailto:tblibed@sc.judiciary.gov.ph). This is to facilitate the immediate submission of the consolidated lower court office supplies requirement and/or necessary repairs and renovations needed to the Procurement Planning Committee (PPC) and ultimately to the Bids and Awards Committee for Goods and Services and Office of the Halls of Justice, respectively, and thus avoid delay in the delivery thereof to your respective courts.

Failure to submit the duly accomplished forms within the deadline would mean that **no delivery shall be made to your court** as it is presumed that you have adequate stocks/supplies for the fiscal year 2016. Likewise, if no request for repairs and renovations is listed, it is presumed that your court is in good condition.

For strict compliance.

October 28, 2014

  
JOSE MIDAS P. MARQUEZ  
Court Administrator