



Supreme Court of the Philippines  
Office of the Court Administrator  
Manila

**OCA CIRCULAR NO. 226-2015**

**TO :** All Judges, Clerks of Court, Branch Clerks of Court, and Officers-in-Charge of the First and Second Level Courts

**SUBJECT :** Submission of Project Procurement Management Plan (PPMP) for Year 2017

All Clerks of Court, Branch Clerks of Courts, and Officers-in-Charge of the first and second level courts are hereby **DIRECTED** to accomplish and submit **on or before 15 November 2015** the following attached forms: i) Detailed Office Process and Resource Analysis Sheet; and ii) Project Procurement Management Plan (PPMP), for the allocation of your respective court station's monthly supply requirements for 2017. The forms may also be downloaded from the OCA website at [oca.judiciary.gov.ph](http://oca.judiciary.gov.ph).

The accomplished forms shall be submitted to the Property Division, Office of the Administrative Services, Office of the Court Administrator, via mail courier or preferably through electronic mail to [OCAProperty@sc.judiciary.gov.ph](mailto:OCAProperty@sc.judiciary.gov.ph), for inclusion in the budget preparation for 2017.

The detailed office process and resource analysis is being undertaken to ensure that a sufficient quantity of supplies/equipment is allocated for each court. The quantity of the requested supplies shall be justified/supported by the resources (inputs) used in the office processes. For item/s not needed by your office/court, but listed in the PPMP form, please put "x" on the space provided. On the other hand, for item/s needed but are not found in the list, please identify the said item/s. In case your court requires necessary repairs, renovations, repainting and the like, please indicate these in your PPMP form, or in a separate sheet.

The accomplished forms shall be approved by the Presiding Judge or the Executive Judge for the Office of the Clerk of Court.

Failure to submit the duly accomplished Detailed Office Process and Resource Analysis Sheet and PPMP form **on or before 15 November 2015** would mean that only a minimum supply allocation will be provided to your court. Office equipment which has not been requested and included in the plan can not be provided. If no request for repairs and renovations is listed, it is presumed that your court's infrastructure is in good condition.

For strict compliance.

01 October 2015

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator



**DETAILED OFFICE PROCESS AND RESOURCE ANALYSIS SHEET**

**OFFICE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

SAMPLE

Detailed Process	Responsible Person	Activity/Action/Step	Staff Position	Frequency of action/Step	Instrument to execute action	RESOURCES (INPUTS)			REMARKS
						Equipment/ Furniture/ Fixture	Paper	Others	
1 Receiving	Receiving Section / Desk	Stamp received original copy and all annexes / attachments to case filed	Receiving Clerk	Once for every page	n/a	n/a	n/a	Stamp pad, ink, ballpen	
		Log receipt of original copy	Receiving Clerk	Once	Logbook / docket / desktop computer	Desktop Computer	n/a	Logbook	
2 Encoding	Receiving Section / Desk	Log in original copy		Once	Logbook	n/a	25 pages	Ballpen	
		Produce copies		Once for 1 case filed, multiply by the ___ no. Of pages	To file folder / file cabinet	Printer copier	___ no. of sheets	Ink, toner, ordinary file folder	
		Original copy to active file		Once	File folder / roll		___ no. of pages	Multi-pocket file folder	
3 Routing					1 copy file, 1 copy respondent				

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_





E. Furniture (pls. refer to attached technical specification)		
	UOM	Quantity
1	Senior Executive Table	Unit
2	Senior Executive Chair	Unit
3	Junior Executive Table	Unit
4	Junior Executive Chair	Unit
5	Clerical Table	Unit
6	Clerical Chair w/o armrest	Unit
7	Clerical Chair w/ armrest	Unit
8	Computer Table	Unit
9	Long Table	Unit
10	Gang Chair	Unit
11	Visitors Chair	Unit
12	Sofa	Unit
13	Stand Fan	Unit
14	Orbit Fan	Unit
15	Wall Fan	Unit
16	Storage Cabinet	Unit
17	Filing Cabinet (4 drawers)	Unit
18	Filing Cabinet (2 drawers)	Unit
19	Book shelf	Unit
20	Open Type Steel Rack	Unit
21	Card Catalog Cabinet	Unit
22	Index Card Cabinet	Unit
23	Safe File	Unit
24	Vault	Unit
25	Typing Table	Unit

F. Equipment		
	UOM	Quantity
1	Aircon	Unit
2	Desktop Computer	Unit
3	Printer	Unit
4	Manual Typewriter	Unit
5	Steno Machine	Unit
6	Duplo Machine	Unit
7	Biometric	Unit
8	Fax Machine	Unit

G. Law Books		Author
	Title/Edition/Year	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Completed by: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

Name and Signature \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

Technical Specification
Clerical Table
<p>Clerical Table; 25 mm thick, Medium Density Fiber board (MDF) laminated table top; scratch proof; with beige steel leg powder coated finished; with one (1) steel mobile drawer that has two (2) small drawers and one (1) file drawer; powder coated finished; color - beige; dimension; 120cm W x 70cm D x 74cm H</p>

Technical Specification
Clerical Chair without Armrest/ Computer Chair
<p>Medium backrest without armrest; high density molded foam; nylon base and twin casters; any standard black leatherette upholstery; bifma gaslift</p>

Technical Specification
Clerical Chair with Armrest
<p>Medium backrest with armrest; high density molded foam; nylon base and twin casters; any standard black leatherette upholstery; bifma gaslift</p>

Technical Specification
Computer Table
<p>Tower type computer table; metal frame; wood grain finished; with CPU holder; with twin caster with caster lock; over-all dimension - 79cm L x 66cm W x 130cm H.</p>

Technical Specification
Junior Executive Table
<p>Junior executive table; 25mm thick; Medium Density Fiber board (MDF); Laminated table top, scratch proof; with beige steel leg powder coated finished; with two (2) steel mobile drawer that has two (2) small drawer and one (1) file drawer; powder coated finished; color - beige; dimension 140cm W x 70cm D x 74cm H.</p>

Technical Specification
Typing Table
<p>Typing table; 25mm thick; Medium Density Fiber board (MDF) Table top; powder coated; finished light gray steel legs; with steel modesty front panel; with one (1) shelf for typing paper; dimension - 60cm L x 60cm W x 74cm H.</p>

Technical Specification
Sofa, 3 seater
Three (3) seater sofa in black leatherette; without armrest on both sides; wooden footings; outer dimension 164cm L x 80cm W x 80cm H.

Technical Specification
Senior Executive Chair
High back executive chair with armrest; with contoured back rest design; high density molded foam; 350mm nylon base and twin casters; any standard black leatherette upholstery; with tilting mechanism; bifma gaslift

Technical Specification
Junior Executive Chair
Medium back executive chair with armrest; with contoured back rest design; high density molded foam; 330mm nylon base and twin casters; any standard black leatherette upholstery; with tilting mechanism; bifma gaslift

Technical Specification
Senior Executive Table
Wooden laminated executive etable with center drawer and three (3) side drawers on one side and one (1) cabinet on the other side; drawers with central locking system with keys; wooden laminated panel legs; with two grommet holes on table top; with writing pad; dimension- 160cm W x 80cm D x 76cm H.

Technical Specification
Visitors Chair
Medium backrest without armrest; 4- legged guest in black frame; any standard leatherette upholstery.

Technical Specification
Gang Chair
3-seater heavy duty powder coated frame; polypropylene materials on seat and back rest; with perforated backrest design; color beam; color seat shell- blue.



<b>Technical Specification</b>
<b>Long Table</b>
25mm thick Medium Density Fiberboard (MDF) table top; Scratch proof, post-formed edging; with second layer shelf; 2-3 seater; folding steel leg in powder coated finished; with adjustable rubber footings; dimension- at least 180cm W x 60cm D x 74cm H.

<b>Technical Specification</b>
<b>Vertical Filing Cabinet with Safety Vault</b>
Steel vertical filing cabinet with top safet vault; top safety vault- inside door with one (1) dial and one(1) key; outside door with one (1) key; centralized locking system for the three (3) drawers; powder coated finished with anti-rust protection; gauge - #20; size - at least 52"H x 18"W x 24"D; color - gray. First drawer, insulated with perlite to safeguard records and valuables from 2 to 3 hours of fire. D = 22"; W = 15½"; H = 10" more or less. Distance from case to vault, at least 3½".

<b>Technical Specification</b>
<b>Open Type Steel Rack</b>
Open type steel rack with five (5) adjustable steel shelf; heavy duty; 100 kg. capacity/shelf; dimension- at least L=900cm ; W=45 cm and H=180cm

<b>Technical Specification</b>
<b>Vertical Filing Cabinet with four (4) Drawers</b>
Steel Vertical Cabinet with Four (4) Drawers; centralized locking system with two (2) keys; powder coated finished with anti-rust protection; gauge- #20, size- at least 52"H x 18"W x 24"D; color- light gray.

<b>Technical Specification</b>
<b>Vertical Filing Cabinet with Two (2) Drawers</b>
Steel vertical filing cabinet with two (2) drawers; centralized locking system with two (2) keys, powder coated finished with anti rust protection, gauge - #20, size - at least 29"H x 18"W x 24"D; color - light gray

<b>Technical Specification</b>
<b>Index Card Cabinet</b>
Steel index card cabinet; size - 5"x8", twelve (12) drawers; made from heavy duty Cold Rolled Sheet (CRS); Gauge- #20; centralized locking mechanism, with stand base; powder coated-finished with anti-rust protection.

<b>Technical Specification</b>
<b>Steel Storage Cabinet</b>
Steel Storage Cabinet; two (2) steel swing door type; five (5) adjustable shelves; powder coated finish with anti-rust protection; gauge - #20; size - at least 72"H x 35 ½"W x 18"D; color - light gray

<b>Technical Specification</b>
<b>Safe Vault</b>
single door; all fireproof; made from heavy duty Cold Rolled Sheet (CRS); GAUGE- #18 body and #14 door; insulated with perlite with 3 to 4 hours fire resistant; with imported combination lock provided with one dial and one key; painted with powder coated-finished with anti-rust protection; color- dark gray; outside dimension- at least 24"H x 17"W x 19 ½"D; inside dimension- at least 16½"H x 12"W x 12"D.

<b>Technical Specification</b>
<b>Catalog Cabinet</b>
Steel index card cabinet; sixe-3"x5"; twenty-four (24) drawers made from heavy duty Cold Rolled Sheet (CRS); Gauge- #20; centralized locking mechanism; with stand base; powder coated-finished with anti-rust protection.