

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.*

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*, 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 WIDAS P. MARQUEZ

Court Administrator,

DETAILED OFFICE PROCESS AND RESOURCE ANALYSIS SHEET

E-mail Address:	Signature over Printed Name Mobile No.:	Prepared by Clerk of Court:								ħ	Detailed Process	CONTACT NUMBER/S:		EXACT COURT ADDRESS Number:	COURT:
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DETAILED OFFICE PROCESS AND RESOURCE ANALYSIS SHEET

OFFICE:

1 Receiving Encoding DATE: Routing Signature: **Detailed Process** Prepared by: Receiving Section / Stamp received original

Desk copy and all annexes / Receiving Section / Desk Responsible Person attachments to case filed Original copy to active file Activity/Action/Step Log receipt of original Log in original copy Produce copies Receiving Clerk Receiving Clerk Staff Position filed, multiply by To file folder / file Once for every Frequency of action/ Step Once for 1 case the __ no. Of pages 0nce 0nce 0nce SAMPLE Signature: Logbook / docket / desktop computer Instrument to execute action 1 copy file , 1 copy File folder / roll respondent Noted by: Logbook cabinet n/a Furniture/Fixture **Desktop Computer** Printer copier Equipment/ n/a n/a RESOURCES (INPUTS) no. of sheets 25 pages Paper _ no. of pages n/a n/a SUPPLIES Ink, toner, ordinary file folder Multi-pocket file Stamp pad, ink, ballpen Logbook Ballpen 0thers REMARKS

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Designation:

PROJECT PROCUREMENT MANAGEMENT PLAN FOR _________LOWER COURTS

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

F. Equ	. Equipment	MOU	Quantity
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2	Desktop Computer	Unit ·	
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4	Manual Typewriter	Unit	
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Technical Specification Clerical Table

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

Technical Specification Computer Table

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.

Technical Specification

Clerical Chair without Armrest/ Computer Chair

Medium backrest without armrest; high density molded foam; nylon base and twir casters; any standard black leatherette upholstery; bifma gaslift

Junior Executive Table

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.

Technical Specification

Clerical Chair with Armrest

Medium backrest with armrest; high density molded foam; nylon base and twin casters; any standard black leatherette upholstery; bifma gaslift

Technical Specification Typing Table

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

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 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.

Techinical 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 Visitors Chair

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

Technical Specification Junior Execuitve 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 Gang Chair

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

Technical Specification Long Table

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.

Technical Specification Vertical Filing Cabinet with Safety Vault

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".

Technical Specification

Open Type Steel Rack

Open type steel rack with five (5) adjustable steel shelf; heavy duty; 100 kg. capacity/shelf; dimensionat least L=900cm; W=45 cm and H=180cm

Technical Specification

Vertical Filing Cabinet with four (4) Drawers

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.

Technical Specification

Vertical Filing Cabinet with Two (2) Drawers

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

Technical Specification

Index Card Cabinet

Steel index card cabinet; size - 5"X8"; twelve (12) drawers; made from heavy duty Cold Rolled Sheet (CRS); Gauge- #20; centralized lovking mechanism; with stand base; powder coated-finished with anti-rust protection.

Technical Specification

Steel Storage Cabinet

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

Technical Specification

Safe Vault

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-finshed 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.

Technical Specification

Catalog Cabinet

Steel index card cabinet; sixe-3"x5"; twenty-four (24) drawers made from heavy duty Cold Rolled Sheet (CRS); Gauge-#20; centralized lovking mechanism; with stand base; powder coated-finished with anti-rust protection.