

Republic of the Philippines Supreme Court Office of the Court Administrator Manila

OCA CIRCULAR NO. 83-2017

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 Plans

(PPMPs) for Year 2018

To ensure that sufficient budget for supplies for calendar year 2018 is given to each court station based on its actual needs, all Clerks of Court and Officers-in-Charge of the first and second level courts are hereby **DIRECTED** to submit their respective properly accomplished Project Procurement Management Plans (PPMP) which will reflect their monthly supplies requirement for 2018.

The corresponding budget for the requested supplies shall form part of the basis in determining the amount of each court station's Maintenance and Other Operating Expenses (MOOE)¹ budget for 2018, relative to the proposed downloading/direct release of the MOOE budget to the lower courts.

In the accomplishment of the PPMP form, the quantity of every item listed therein must be indicated correctly, taking into consideration the respective units of measurement. For items 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 items on a separate sheet.

As to the office equipment² identified/included in the accomplished PPMP form, a written request for its procurement must still be submitted by the concerned court station to the Property Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA), when the actual need for such equipment arises.

The accomplished PPMP forms shall be approved by the Presiding or Acting Judge of the branch or the Executive Judge for the Office of the Clerk of Court and must be received by the Property Division, OAS, OCA, on or before 30 June 2017.

For strict compliance.

31 March 2017

JOSE MIDAS P. MARQUEZ
Court Administrator

¹ Maintenance and Other Operating Expenses (MOOE) refers to expenditures to support the operations of government agencies such as expenses for supplies and materials xxx.

² These are fixed assets funded by capital expenditures. Capital outlays refer to appropriations for goods and services, the benefits of which extend beyond the fiscal year and which add to the assets of the Government xxx.

PROJECT PROCUREMENT MANAGEMENT PLAN FORM FOR 2018 **LOWER COURTS**

Judicial Region				Bldg. name and No.	and No.				ı	Contact Nos.	Landline		
Station				Barangay/Zone	Zone								
Caseload				City/Municipality	ipality					Email		Email address	address
Branch		in the second		Province									
Special Court Designation		æ								Name of EJ/PJ/APJ	>	/PJ/APJ	/PJ/APJ
(e.g. Family, drug, commercial court)											l		
					4-1 Procure	A-1 Procurement Through PS-DBM	gh PS-DBM						
A. Basic Office Supplies	MOU	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		0ct	Oct Nov
1 Correction Tape	Piece												
2 Carbon Film, Legal size	Вох												
3 Envelope Documentary (500pcs/Box)	Вох												
4 Envelope , Mailing (500pcs/Box)	Box												
5 Fastener, Metal	Box												
6 Folder, Legal size (100pcs/Pack)	Pack			•									
7 Glue	Jar .												
8 Paper, Multi-purpose, 216mm x 330mm	Ream										- 8		
9 Paper Clip, Jumbo	Box			•						,			
10 Paper, Ruled pad	Pad										- 8		
11 Pen, Sign, gel type	Piece										41.5		
12 Pen, Marking, permanent	Piece ·										1		
13 Pencil, Lead, with eraser (12Pcs/Box)	Вох												
14 Record Book	Piece												
15 Rubber band	Box												
16 Staple wire, copper	Box												
17 Tape, Transparent	Roll												
18 Twine, plastic	Roll												
19 Stamp Pad # 2	Pad										1		
20 Stamp Pad ink	Bottle										1000	i i	
21 Cutter knife	Piece										1		
22 Cutter Blade	Unit										1		
23 Scissor	Unit												
24 Staple Wire Remover	Unit												

A. Basic Office Supplies

Expediente Cover (250sheets/Pack)

UOM Pack

Jan

Feb

Mar

Apr

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Total

A-2 Bidding/Shopping May

2 Stitching Needle
3 Thread, Cotton
4 Ballpen, Blue (50pcs/Box)

Piece Roll Box

Mimeograph, Paper, Legal Ribbon for Manual Typewriter

Ream Roll Ream

Onion Skin, Paper, Legal

Items	Items needed but not included in the form
Qnty.	Item

3. Sm	B. Small Office Device	rice	MOU	Quantity
ы	Stapler, Ordinary	nary	Unit	
2	Puncher		Unit	
ω	Stapler, Big		Unit	
4	Receiving Machine	achine	Unit	
л	Numbering	6 Digits	Unit	
L	Machine	8 Digits	Unit	
6	Dry Seal		Unit	
7	Gavel and Mallet	allet .	Unit	
∞	Emergency Light	ight	Unit	
9	Dater		Unit	
10	Calculator, Solar	olar	Unit	
11	Calculator w/ paper tape	paper tape	Unit	
12	Flash Drive		Unit	
13	Digital Voice Recorder set	Recorder set	Unit	
14	External Hard Drive	Drive	Unit	

	3460	Canon LBP 34		
		Brother 878	Fax	7
	LC57	BK Brother LO		
	Pad	Sticker	00000	(
	Roll	Ribbon	Barcode .	ת
	Cart	JX210P		
	Cart	LBP3460	Canon	σ
	Cart	PG40		
	Cart	1020		
	Cart	3005		
	Cart	26A		4
	Cart	Q7551A	E D	_
	Cart	P110635A		
	Cart	CF 280XC		
	Cart	MLT D1015		
	Cart	ML 2550	Samsung	ω
	Cart	ML 4050N		
	Cart	TN2380/2060		
	Cart	TN3350	טומומ	,
	Drumkit	DR3290	Brother	J
	Cart	TN 2060		
	Cart	LQ310		
	Cart	FX2175		
	Cart	LQ300	EPSON	ы
	Cart	FX2180		
	Cart	LX300		
Quantity	MOU	Model	Brand	
	rs and Fax)	Consumables (Printers and Fax)	C. Consur	

	D. Other	er Supplies		Quantity	
	1	Official Receipt (General Form)			
	2	Official Receipt (ePayment)	ent)		
		Civil Docket Book	250pp		
	ω	CIALL DOCKET DOOK	500pp		
	4	Criminal Docket Book	250pp 500pp		
	5	Fiduciary Cash Book 200pp	gd		
			G.F.		
	6	Judiciary Cash Book	J.D.F.		
			S.F.		
	7	Bundy Card, Foldcote			
	8	Catalog Card w/hole			
	9	Philippine Flag	Indoor		
	10	Supreme Court Flag			
			3x5		
	11	Index Card	4x6		
		٠	5x8		
	12	Ink, Steno			
			S .		•
	12	Indicial Gown	M		
10 1	ţ	adicial COWIT		10.	14
			XL		
	14	Thermal Paper			
	15	Stenotype Pads			
	16	Calculator Ribbon			
	18	Tally Ribbon (T6218)			
	19	Tally, Dascom Ribbon (112	125)		
	20	Steel Belt, Horii 255			
	21	Detainee's Notebook			
	22	Rewritable DVD			
	23	Registry Return Receipt			

MOOE: basic office supplies, small office devices, consumables (printers and facsimile), other supplies and furniture Capital Outlay: equipment UOM: Unit of measurement

E. rurn	E. Furniture (Pls. refer to attached technical specification)	MOO	Quantity
Н	Senior Executive Table (For Judge)	Unit	
2	Senior Executive Chair (For Judge)	Unit	
ω	Junior Executive Table (For CoC)	Unit	
4	Junior Executive Chair (For CoC)	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 (3 seaters)	Unit	
11	Visitors Chair	Unit	
12	Sofa	Unit	
13	Filing Cabinet (4 drawers)	Unit	
14	Filing Cabinet (2 drawers)	Unit	
15	Card Catalog Cabinet	Unit	
16	Index Card Cabinet	Unit	
17	Typing Table	Unit	
18	Monoblock Chair	Unit	
19	Stand Fan	Unit	
20	Orbit Fan	Unit	
21	Wall Fan	Unit	
22	Storage Cabinet	Unit	
23	Vault	Unit	
24	Book shelf	Unit	
25	Open Type Steel Rack	Unit	
26	Safe File	Unit	

F. Eq	F. Equipment	MOU	Quantity
1	Manual Typewriter	Unit	
2	Biometric	Unit	
з	Fax Machine	Unit	
4	Aircon	Unit	
5	Steno Machine	Unit	
6	Duplo Machine	Unit	
7	Computer	Unit	
∞	Printer	Unit	

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

			87	
Position:	Reviewed by:	Date:	Position:	Prepared By:
Name and Signature	No.		walle aim affinemen	Name and Cimpature
		Reviewed by: Name and Signature Position:		

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 antirust protection.

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.

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 table 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 blue.

Technical Specification

Clerical Table

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

Technical Specification

Computer Table

wood grain finished; with CPU holder; with dimension - 79cm L x 66cm W x 130cm H. Tower type computer table; metal frame; twin caster with caster lock; over-all

Technical Specification

Clerical Chair without Armrest/ Computer Chair

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

Technical Specification Junior Executive Table

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

Clerical Chair with Armrest

Technical Specification

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

Technical Specification Typing Table

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