



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.

LOWER COURTS

Judicial Region			Bldg. name and No.		
Court			Street		
Station			Barangay/Zone		
Caseload			City/Municipality		
Branch			Province		
Special Court Designation					
(e.g., Family, drug, commercial court)					
			Contact Nos.	Landline	
			Mobile		
			Email address		
			Name of EJ/PJ/APJ		

A-1 Procurement Through PS-DBM

[illegible]

A-2 Bidding/Shopping

[illegible]

E. Furniture (Pls. refer to attached technical specification)		
1	Senior Executive Table (For Judge)	Unit
2	Senior Executive Chair (For Judge)	Unit
3	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. Equipment		
1	Manual Typewriter	Unit
2	Biometric	Unit
3	Fax Machine	Unit
4	Aircon	Unit
5	Steno Machine	Unit
6	Duplo Machine	Unit
7	Computer	Unit
8	Printer	Unit

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

Prepared By: _____
Position: _____
Date: _____

Name and Signature _____

Reviewed by: _____
Position: _____
Date: _____

Name and Signature _____

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

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".	
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Technical Specification	
Open Type Steel Rack	
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	

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.	

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-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.	

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 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 executiv 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; dlimension- 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; polypropohelene materials on seat and back rest; with perforated backrest design; color beam; color seat shell- blue.

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 twin casters; any standard black leatherette upholstery; bifma gaslift

Technical Specification
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.