



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

OCA CIRCULAR NO. 134-2018

**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)

To ensure sufficiency of supplies for each court every year, all Clerks of Court and Officers-in-Charge of the first and second level courts are **REMINDED** to submit their respective properly accomplished Project Procurement Management Plans (PPMP) to the Property Division, Office of Administrative Services, Office of the Court Administrator, on or before the 15<sup>th</sup> day of September of every year.

In accomplishing 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 in a separate sheet.

The accomplished PPMP forms should be approved by the Presiding or Acting Presiding Judge of the branch or the Executive Judge for the Office of the Clerk of Court.

For strict compliance.

27 June 2018

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator