



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

**OCA CIRCULAR NO. 377-2023**

**TO** : All Judges and Clerks of Court of the First and Second Level Courts

**SUBJECT** : Submission of Project Procurement Management Plans (PPMPs) for the Year 2025 and every year thereafter

In line with the objective of the Strategic Plan for Judicial Innovations: 2022-2025 (SPJI) to achieve efficiency in providing much needed supplies and other items for the operation of the courts nationwide, all Judges and Clerks of Court of the first and second level courts are now required to submit their **Project Procurement Management Plans (PPMPs)** to the Property Division, Office of the Administrative Services, Office of the Court Administrator (OAS, OCA) on or before the close of office hours of the *last Friday of January of every year*. Thus, for the allocation of the courts' per semester supply requirements for 2025, the PPMP should be submitted on or before 26 January 2024. A copy of the PPMP form is attached to this circular (please see Annex "A") and an electronic copy of the same may be downloaded from the OCA website at <https://oca.judiciary.gov.ph/employee-corner/>.

Please observe the following guidelines on the preparation and submission of the concerned courts' PPMPs:

1. The PPMPs shall be prepared by the Clerks of Court/Acting Clerks of Court and approved by the Presiding/Acting Judges in the court branches and single sala courts, and the Clerks of Courts and Executive Judges in the Offices of the Clerks of Courts.
2. To ensure that a sufficient budget for supplies/equipment and other materials is given to each court in 2025 and every year. Thereafter, indicate in the PPMP the **reasonable quantities** of the items that will be needed by the court annually. Relatively excessive quantities shall be modified accordingly.

3. For items not needed by the concerned office/court, please put “x” on the space provided for quantity.
4. The PPMPs may be submitted through electronic mail to the following electronic mail addresses:

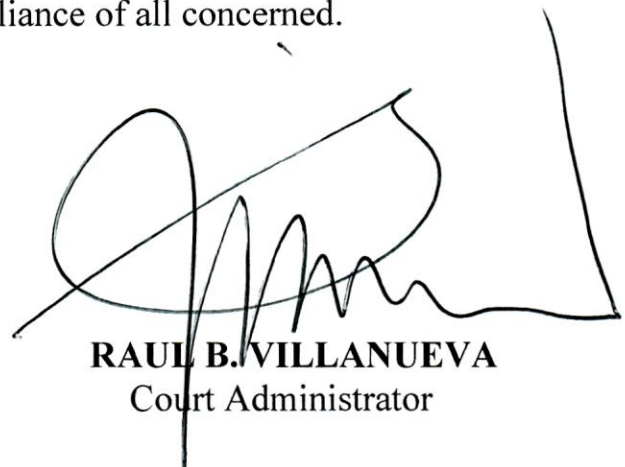
Regional Trial Courts (RTC) - Provinces	ppmprtprov.sc@judiciarv.gov.ph
Regional Trial Courts (RTC) - NCR	ppmprtcnrc.sc@judiciary.gov.ph
Family Courts	ppmpfc.sc@judiciary.gov.ph
Metropolitan Trial Courts (MeTC)	ppmpmetc.sc@judiciary.gov.ph
Municipal Trial Courts in Cities (MTCC)	ppmpmtcc.sc@judiciary.gov.ph
Municipal Trial Courts (MTC)	ppmpmtc.sc@judiciary.gov.ph
Municipal Circuit Trial Courts (MCTC)	ppmpmetc.sc@judiciary.gov.ph
Shari' a Courts (SDC & SCC)	ppmpsdccc.sc@judiciary.gov.ph
Maintenance and Other Operating Expenses	ppmpmooe.sc@judiciary.gov.ph

5. Please review carefully the PPMPs before submitting them. To expedite the consolidation of the PPMPs and avoid confusion due to the multiple submissions of PPMPs by the same court, the first PPMP submitted shall be treated as the final PPMP.
6. Only the PPMPs sent from the official email addresses of the courts to the electronic mail addresses in item no. 4 above shall be considered as the authorized PPMPs of the courts.
7. Please observe the proper file naming convention below for the orderly monitoring of the compliance and consolidation of the PPMPs:  
  
CourtType \_Region\_ Province \_Municipality or City \_ Branch No.  
  
*Example:* RTC\_RegionIII\_Bulacan\_MalolosCity\_Branch1
8. Please include in the subject of the email the proper format for monitoring of the submission and consolidation of the PPMPs:  
  
2025\_PPMP\_Court Type\_Region\_Province\_Municipality City\_Branch No.  
  
*Example:* 2025\_PPMP\_FC\_Region III\_Bulacan\_Malolos City\_Branch 3
9. Fill out the column for **Stock Position** with the office inventory on hand (the supply of goods available for use in the court at the time of submission of the PPMP).

10. In case copies of the PPMPs are also submitted directly to the OCA and other OCA offices, the PPMPs received by the Property Division, OAS, OCA from the court shall be considered the official submission of the court.
11. Please indicate an active contact number of the Clerk of Court, Branch Clerk of Court or the Office of the Clerk of Court in the space provided in the PPMP.
12. The PPMPs must be signed on the last page and initialed in every page by the Clerks of Courts and the Presiding Judges in the court branches and single sala courts, and the Clerks of Courts/Acting and Executive Judges in the Offices of the Clerks of Court.
13. The PPMPs **must be received by the Property Division, OAS, OCA on or before the close of office hours of the last Friday of January of every year** whether submitted by mail, courier or by electronic mail. The deadline is non-extendible as the PPMP is vital in preparing the Annual Procurement Plan for the Lower Courts.
14. Courts that fail to timely submit their PPMPs shall be entitled only to the basic supplies found in Annex "B" hereof.

For the guidance and strict compliance of all concerned.

28 November 2023



**RAUL B. VILLANUEVA**  
Court Administrator

















## 2025 Project Procurement Management Plan

F. Information & Communication Technology (ICT) Equipment																
F.	Information & Communication Technology (ICT) Equipment	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Desktop Computer	Unit														
2	Uninterrupted Power Supply	Unit														
3	Printer, 3-1 Laser printer	Unit														
4	Printer, Dot Matrix	Unit														
5	Laptop (for Judges only)	Unit														
6	External Hard Drive*	Unit														
7	USB/Flash Drive	Unit														
8	CD/DVD	Disc														

\* For PJ, BCoC and CoC-OCC only











2025 Project Procurement Management Plan

J. Airconditioning Unit																
J. Airconditioning Unit	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL	
1 1 HP Window Type	Unit															
2 2 HP Window Type	Unit															
3 2.5 HP High Wall (Split Type)	Unit															
4 2.5 HP Floor Mounted	Unit															

ACCOMPLISHED BY:

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

NOTED BY:

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_



**ESTIMATED PER SEMESTER ALLOCATION AND BUDGET OF SUPPLIES FOR LOWER COURTS  
NON-MOEE and MOEE WITHOUT PPMP 2025**

<b>A. Basic Office Supplies with Procurement Service</b>			
<b>A.</b>	<b>Basic Office Supplies with Procurement Service</b>	<b>UoM</b>	<b>Per branch</b>
1	Clip Backfold, 25mm	Box	1
2	Clip Backfold, 32mm	Box	1
3	Clip Backfold, 50mm	Box	1
4	Correction Tape	Piece	5
5	Envelope, documentary, legal	Box	3
6	Envelope, Expanding, Legal	Box	3
7	Envelope, Mailing	Box	5
8	Fastener	Box	2
9	Folder with Tab, A4	Pack	2
10	Folder with Tab, Legal Size	Pack	4
11	Glue	Jar	1
12	Looseleaf Cover	Bundle	1
13	Marker, Flourescent	Pack	1
14	Marker, Permanent	Piece	4
15	Notepad, Stick-on	Box	1
16	Pad Paper, Ruled	Pad	8
17	Paper Clip, 33mm	Box	1
18	Paper, Multipurpose, A4 size	Ream	40
19	Paper, Multipurpose, Legal size	Ream	80
20	Pencil, Lead with eraser	Box	1
21	Record Book, 500 Pages	Book	4
22	Rubber Band	Box	1
23	Sign Pen	Piece	4
24	Tape, Masking 48mm	Roll	4
25	Tape, Packaging 48mm	Roll	4
26	Tape, Transparent 24mm	Roll	4
27	Twine, Plastic	Roll	1

<b>B. Basic Office Supplies for Bidding</b>				
<b>B.</b>	<b>Basic Office Supplies for Bidding</b>	<b>UoM</b>	<b>Per branch</b>	
1	Expediente Cover (250sheets/Pack)	Pack	10	
2	Stitching Needle	Piece	5	
3	Thread, Cotton	Roll	10	
4	Ballpen (50pcs/Box)	Black	Box	1
		Blue	Box	1
		Red	Box	1
7	Ribbon for Manual Typewriter	Roll	4	
8	Colored Bond Paper, Legal	Green	Ream	8
		Yellow		8
		Blue		8
		Pink		8