

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	ppmprtcprov.sc@judiciarv.gov.ph
Regional Trial Courts (RTC) - NCR	ppmprtcncr.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)	ppmpmctc.sc@judiciary.gov.ph
Shari' a Courts (SDC & SCC)	ppmpsdcscc.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



Court	:		 			Clerk of Court	:	
Branch	:					Official Contact No.	:	
City / Municipality	:					Official Email Ad	:	
Province	:					No. of Staff	:	
Region	:					Caseload	:	
Presiding Judge	:					Court Designation	:	
VU NOOFR L			 _					
With MOOE Budget	Yes	No						

				A	.Basic Offic	e Supplies	with Proc	irement Se	ervice							
А.	Basic Office Supplies available with Procurement Service-DBM	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Battery (for DVR)	Unit														
2	Carbon Film - A4	Box														
3	Carbon Film - Legal Size	Box														
4	Clip Backfold, 25mm	Box														
5	Clip Backfold, 32mm	Box														
6	Clip Backfold, 50mm	Box														
7	Correction Tape	Piece														
8	Cutter Blade	Tube														
9	Cutter Knife	Piece														
10	Envelope, documentary, legal	Box														
11	Envelope, Expanding, Legal	Box														
12	Envelope, Mailing	Box														
13	Fastener	Box														
14	Folder with Tab, A4	Pack														
15	Folder with Tab, Legal Size	Pack														
16	Folder, Press Board, Legal size (100pc/pack)	pack										•				
17	Glue	Jar														
18	Looseleaf Cover	Bundle														
19	Marker, Flourescent	Pack														
20	Marker, Permanent	Piece														

	Basic Office Supplies available with Procurement Service-DBM	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
21	Marker, Whiteboard	Piece														
22	Notepad, Stick-on	Box						1								
23	Pad Paper, Ruled	Pad														
24	Paper Clip, 33mm	Box														
25	Paper, Multipurpose, A4 size, 80gsm	Ream														
26	Paper, Multipurpose, Legal size, 80gsm	Ream														
27	Pencil, Lead with eraser	Box														
28	Pencil Eraser	Piece														
29	Record Book, 500 Pages	Book														
30	Rubber Band	Box														
31	Scissors	Piece														
32	Sign Pen	Piece														
33	Stamp Pad Ink	Bottle														
34	Stamp Pad Felt	Pad														
35	Staple Wire, Standard	Box														
36	Stapler wire for heavy duty stapler	Box														
37	Staple Wire Remover	Piece														
38	Steno Pads (Stenotype Pads) (notebook for stenographers)	Pad														
39	Tape Dispenser, Table top	Piece														
40	Tape, Masking 48mm	Roll														
41	Tape, Packaging 48mm	Roll														
42	Tape, Transparent 24mm	Roll														
43	Twine, Plastic	Roll														
44	Waste Basket	Unit														
45	Cartolina	Roll														
46	Clearbook	Book														
47	Plastic Cover / Acetate	Roll														
48	Ruler	Piece														
49	Thermal Paper	Roll														

						B. Ba	sic Office S	Supplies for	·Bidding								
В.	Basic Office Supplies	for Bidding	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Expediente Cover (250sh	eets/Pack)	Pack														
2	Stitching Needle		Piece														
3	Thread, Cotton	-	Roll														
	Ballpen (50pcs/Box)	Black	Box														
4	Ballpen (50pcs/Box)	Blue	Box														
	Ballpen (50pcs/Box)	Red	Box														
5	Onion Skin, Paper, Legal		Ream														
6	Mimeograph Paper (Whit	ewove)	Ream														
7	Ribbon for Manual Types	writer	Roll														
	Colored Bond Paper, Legal	Green	Ream														
	Colored Bond Paper, Legal	Yellow	Ream														
8	Colored Bond Paper, Legal	Blue	Ream														
	Colored Bond Paper, Legal	Pink	Ream														

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C.	Other Basic Office Supplies not available with Procurement Service- DBM	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Bank Notes	Pad														
2	Barcode Scanner Ribbon	Roll														
3	Barcode Scanner Sticker	Pad														
4	Bookend	Unit														
5	Calculator Ribbon	Roll														
6	Card Catalogue with hole	Pak														
7	Charger for Rechargeable Batteries	Unit														
8	Facsimile Consumables	Cart														
9	Index Card 3 x 5	Pack														
	Index Card 6 x 8	Pack														
10	Ink Refill for Sign Pen (for Judges)	Bottle														
11	Paper tape (for calculator w/tape)	Roll														
12	Photo Paper	Pack														
13	Rechargeable Batteries	Unit														
14	Sticker Paper	Pad														

C. Other Basic Office Supplies not available with Procurement Service-DBM

					DE	urniture (abinets and	d Vaulte								
D.	Furniture	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
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/ armrest	Unit														
7	Clerical Chair without Armrest	Unit														
8	Long Table	Unit														
9	Gang Chair (3 seaters)	Unit														
10	Visitors Chair	Unit														
11	Sofa	Unit								1						
12	Typing Table	Unit														
13	Computer Table	Unit														
14	Monobloc Chair	Unit														
	Cabinets															
1	Filing Cabinet (4 drawers)	Unit														
2	Storage Cabinet	Unit														
3	Filing Cabinet - 2 Drawers	Unit														
4	Open Type Steel Rack	Unit														
5	Book shelf	Unit														
6	Index Card Cabinet	Unit														
7	Card Catalog Cabinet	Unit														
	Vaults															
1	Vault (for regular size evidence, cash and docu	Unit														
2	Vertical Filing Cabinet with Safety vault	Unit														
3	Vault (for long firearms, handguns)	Unit														

					E. F	Quipment	and Electr	ic Fans								
E.	Equipment	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Biometric	Unit														
2	Emergency Light	Unit														
3	Manual Typewriter	Unit														
4	Facsimile Machine (Fax Machine)	Unit														
	Electric Fans															
1	Electric Fan, Industrial	Unit														
2	Electric Fan, Orbit	Unit														
3	Electric Fan, Stand	Unit														
4	Electric Fan, Wall	Unit														
5	Rechargeable Electric Fan	Unit														

				F. Inforr	nation & C	ommunica	tionTechno	logy (ICT)	Equipmen	ıt						
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

				G. Small	Office Devi	ce Availab	le with Pro	curement S	Service-DB	M						
G.	Small Office Device Available with Procurement Service-DBM	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Binding and Punching Machine	Unit														
2	Calculator ordinary (12 digits)	Unit														
3	Dating and Stamping Machine	Unit														
4	File Organizer (Chipboard, etc.)	Unit														
5	Stapler, Ordinary	Unit														
6	Stapler, heavy duty	Unit														
7	Puncher	Unit														
8	Pencil Sharpener	Unit														

			H	I. Small Of	ffice Device	not Availa	ble with P	rocuremen	t Service-D	BM						
	Small Office Device not availbable with Procurement Service-DBM	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Calculator w/ paper tape	Unit														
2	Cash Counter	Unit														
3	Cash Box	Unit														
4	Extension Wire (with plug and outlet)	Wire														
5	Filing Tray	Unit														
6	Keyboard	Unit														
7	Money Organizer	Unit														
8	Money Detector Machine	Unit														
9	Mouse	Unit														
10	Numbering Machine, Six (6) digits	Unit														
11	Numbering Machine, Eight (8) digits	Unit														
12	Receiving Machine	Unit														

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							I. Othe	rs Supplies									
1.	Others Supplies		UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Dry Seal		Unit														
2	Gavel and Mallet		Unit														
3	Philippine Flag - outdoor	8	Piece														
4	Philippine Flag - indoor		Piece														
5	Judiciary Flag - outdoor		Piece														
6	Judiciary Flag - indoor	N 200	Piece														
	Judicial Gown	Small	Set														
	Judicial Gown	Medium	Set				·										
7	Judicial Gown	Large	Set														
<i>'</i>	Judicial Gown	Xlarge	Set														
	Judicial Gown	XXLarge	Set														
	Judicial Gown	XXXLarge	Set														
8	Criminal Docket Book	250 pp	book														
9	Criminal Docket Book	500 pp	book														
10	Civil Docket Book	250 pp	book														
11	Civil Docket Book	500 pp	book														
12	Detainees Notebook		pieces														
13	Accountable Form No. 51	- Ordinary	pads														
14	Accountable Form No. 51	- epayment	box														

					J.	For Court	t Stenograp	hers								
J.	For Court Stenographers	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Digital Voice Recorder (for CS)	Unit														
2	Headphone for DVR	Unit														
3	Power Bank for DVR (20000mAH)	Unit														
4	SD Card (32gb)	Card														

					K. Vid	eoconferen	cing Requ	irements*								
К.	Videoconferencing Requirements	UoM	Stock Position as of December 2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
1	Projector	Unit														
2	Sound System	Unit														
3	Smart Television	Unit														

				L	. Consuma	bles for pri	inters								
L. Consumables for printers Make	UoM	Stock Position as of December	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
	UOM	2023													
HP Toners													r		
1 HP CF 226 X/XC	Piece														
2 HP CF 280 X/XC	Piece														
3 HP CF 230 X/XC	Piece														
4 HP 76A	Piece														
Brother Toners															
1 Brother toner TN2380	Piece														
2 Brother toner TN2480	Piece														
3 Brother tonerTN3448	Piece														
Brother Drumkit															
1 Brother drumkit DR2355	Piece														
2 Brother drumkit DR2455	Piece														
3 Brother drumkit DR3455	Piece														
Epson Ribbon									•				•		
1 Epson ribbon LQ300	Piece														
2 Epson ribbon LQ310	Piece														
3 Epson ribbon LX300	Piece														
4 Epson ribbon LX310	Piece														
5 Epson ribbon FX 2175	Piece														
Tally Dascom															
1 Tally Dascom 1125	Piece														
Other Toners/drumkit/ribbon not included indicate if donated)	in the PPMP 2025 (Pls														

						J. Aircond	litioning U	nit						_		
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:

NOTED BY:

Name:	 Name:	
Position:	 Position:	
Date:	 Date:	
Signature:	Signature:	

ESTIMATED PER SEMESTER ALLOCATION AND BUDGET OF SUPPLIES FOR LOWER COURTS
information in contractions is a statistical statistical statistical deviation and an effect of
NON-MOOE and MOOE WITHOUT PPMP 2025

_	A.Basic Office Supplies with Procur	ement Service	
Α.	Basic Office Supplies with Procurement Service	UoM	Per branch
1	Clip Backfold, 25mm	Вох	1
2	Clip Backfold, 32mm	Вох	1
3	Clip Backfold, 50mm	Вох	1
4	Correction Tape	Piece	5
5	Envelope, documentary, legal	Box	3
6	Envelope, Expanding, Legal	Вох	3
7	Envelope, Mailing	Вох	5
8	Fastener	Вох	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	Вох	1
16	Pad Paper, Ruled	Pad	8
17	Paper Clip, 33mm	Вох	1
18	Paper, Multipurpose, A4 size	Ream	40
19	Paper, Multipurpose, Legal size	Ream	80
20	Pencil, Lead with eraser	Вох	1
21	Record Book, 500 Pages	Book	4
22	Rubber Band	Вох	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. Basic Office Supplies for Bidding		
в.	Basic Office Supplies fo	r Bidding	UoM	Per branch
1	Expediente Cover (250s	heets/Pack)	Pack	10
2	Stitching Needle		Piece	5
3	Thread, Cotton		Roll	10
	Ballpen (50pcs/Box)	Black	Вох	1
4		Blue	Вох	1
		Red	Box	1
7	Ribbon for Manual Typ	ewriter	Roll	4
		Green		8
8	Colored Bond Paper,	Yellow	Ream	8
	Legal	Blue		8
		Pink		8