

OCA CIRCULAR NO. 83-2017, March 31, 2017

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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 equipment[2] 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

(SGD.) 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.

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