

OCA CIRCULAR NO. 92-2013, July 18, 2013

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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 Plan (PPMP) and Stock Position for Year 2014-2015

All Clerks of Court, Branch Clerks of Court, and Officers-In-Charge of the first and second level courts are hereby ORDERED to complete and submit the attached Project Procurement Management Plan (PPMP) Form for the allocation of your supplies for 2014-2015. The quantity of your requirement of the listed office supplies and your current stock position should be indicated as this shall be part of the basis in the distribution of your supplies. The actual quantity you indicate therein shall be your office supplies allocation for the entire year of 2014. This process is being undertaken to ensure that a sufficient quantity of supplies/equipment is allocated for each court. For item/s not needed by your office/court, please leave them blank. On the other hand, for item/s needed but are not found in the list, please attach a separate list thereof. In case your court needs necessary repairs, renovations, repainting and the like, please also indicate these in your PPMP Form, or in a separate sheet.

The PPMP Form shall then be reviewed and noted by the Presiding Judge (or the Executive Judge for the Office of the Clerk of Court).

The completed PPMP Form shall be accomplished within five (5) days and must be submitted to the Executive Judge within ten (10) days from receipt thereof. The Executive Judge shall in turn transmit the same to the Property Division, Office of the Administrative Services, Office of the Court Administrator, not later than 2 August 2013. This is to facilitate the immediate submission of the consolidated lower court office supplies requirement and/or necessary repairs and renovations needed to the Procurement Planning Committee (PPC) and ultimately to the Bids and Award Committee for Goods and Services and Office of the Halls of Justice, respectively, and thus avoid delay in the delivery thereof to your respective courts.

The Executive Judge may either send the completed PPMP Form via regular mail or through email to OCAProperty@sc.judiciary.gov.ph.

Failure to submit the duly accomplished forms within the deadline set would mean that no delivery shall be made to your court as it is presumed that you have adequate stocks/supplies for the fiscal year 2014-2015. Likewise, if no request for repairs and renovations is listed, it is presumed that your court is in good condition.

For strict compliance.

18 July 2013

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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[*] See hard copy of Lower Courts Project Procurement Management Plan Form For 20__.

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