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

OCA CIRCULAR NO. 217-2023

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 2024

All Judges and Clerks of Court of the first and second level courts are reminded 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 ***second Friday of August of every year***, for the allocation of the courts' annual supply requirements for 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 your PPMPs:

1. The PPMPs shall be prepared by the Clerks of Courts and approved by the Presiding 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 sufficient budget for supplies/equipment and other materials is given to each court in 2024, 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 your office/court, please put "x" on the space provided for quantity.

4. For item/s needed, but are not found in the list, please fill out Matrix "M".

5. The PPMPs may be submitted through mail, courier or by 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

6. Please review carefully your 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.

7. Only the PPMPs sent from the official email addresses of the courts to the electronic mail addresses in item no. 5 above shall be considered as the authorized PPMPs of the courts.

8. Please observe the proper file naming convention below for the orderly monitoring of compliance and consolidation of the PPMPs:

   CourtType _Region_Province _Municipality or City _ Branch No.

   Example: RTC_RegionIII_Bulacan_MalolosCity_Branch1

9. Please include in the subject of the email the proper format for monitoring of submission and consolidation of the PPMPs:

   2024_PPMP_Court Type_Region_Province_Municipality City_Branch No.

   Example: 2024_PPMP_FC_Region III_Bulacan_Malolos City_Branch 3

10. Fill out the column for **Stock Position** with the inventory on hand (the supply of goods available for use in the court at the time of submission of the PPMP).

11. In case the PPMP is submitted through email and courier or mail, the first PPMP received by the Property Division, OAS, OCA from the court shall be deemed the official submission of the court.

12. In case copies of the PPMPs are also submitted 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.

13. 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 your PPMP.

14. 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 and Executive Judges in the Offices of the Clerks of Courts.

15. The PPMPs **must be received by the Property Division, OAS, OCA on or before the close of office hours of the *second Friday of August of every year*** whether submitted by mail, courier or by electronic mail. The deadline is non-extendible due to the time constraints in the preparation of the Annual Procurement Plan for the Lower Courts.

16. Courts that fail to timely submit their PPMPs shall be entitled only to the basic supplies found in Annex "B" hereof.

For your guidance and strict compliance.

15 June 2023

RAUL B. VILLANUEVA
Court Administrator

ANNEX "A"

2024 Project Procurement Management Plan

Court :
Branch :
City / Municipality :
Province :
Region :
Presiding Judge :

Clerk of Court :
Official Contact No. :
Official Email Ad :
No. of Staff :
Caseload :
Court Designation :

With MOOE Budget: **Yes** | **No**

A.Basic Office Supplies with Procurement Service																
A.	**Basic Office Supplies available in the Procurement Service**	UoM	**Stock Position**	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														
21	Marker, Whiteboard	Piece														

2024 Project Procurement Management Plan

	Basic Office Supplies with Procurement Service	UoM	**Stock Position**	January	February	March	April	May	June	July	August	September	October	November	December	**Total**
22	Notepad, Stick-on	Box														
23	Pad Paper, Ruled	Pad														
24	Paper Clip, 33mm	Box														
25	Paper, Multipurpose, A4 size	Ream														
26	Paper, Multipurpose, Legal size	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	Tape Dispenser, Table top	Piece														
39	Tape, Masking 48mm	Roll														
40	Tape, Packaging 48mm	Roll														
41	Tape, Transparent 24mm	Roll														
42	Twine, Plastic	Roll														
43	Clearbook	Book														
44	Plastic Cover / Acetate	Roll														
45	Ruler	Piece														
46	Steno Pads (Stenotype Pads)	Pad														
47	Thermal Paper	Roll														

2024 Project Procurement Management Plan

B. Basic Office Supplies for Bidding																	
B.	**Basic Office Supplies for Bidding**	UoM	**Stock Position**	January	February	March	April	May	June	July	August	September	October	November	December	**Total**
1	Expediente Cover (250sheets/Pack)	Pack														
2	Stitching Needle	Piece														
3	Thread, Cotton	Roll														
4	Ballpen (50pcs/Box) Black	Box														
	Ballpen (50pcs/Box) Blue	Box														
	Ballpen (50pcs/Box) Red	Box														
5	Onion Skin, Paper, Legal	Ream														
6	Mimeograph Paper (Whitewove)	Ream														
7	Ribbon for Manual Typewriter	Roll														
8	Colored Bond Paper, Legal Green	Ream														
	Colored Bond Paper, Legal Yellow															
	Colored Bond Paper, Legal Blue															
	Colored Bond Paper, Legal Pink															
9	Bank Notes	Pad														
10	Barcode Scanner Ribbon	Roll														
11	Barcode Scanner Sticker	Pad														
12	Bookend	Unit														
13	Calculator Ribbon	Roll														
14	Paper tape (for calculator w/tape)	Roll														
15	Card Catalogue with hole	Pak														
16	Cartolina	Roll														
17	Index Card	Pack														
18	Facsimile Consumables	Cart														
19	Ink Refill for Sign Pen (for Judges)	Bottle														

2024 Project Procurement Management Plan

	Basic Office Supplies for Bidding	UoM	**Stock Position**	January	February	March	April	May	June	July	August	September	October	November	December	**Total**
20	Photo Paper	Pack														
21	Sticker Paper	Pad														
22	Steno Ink	Cart														
23	Steno Ribbon	Roll														
24	Waste Basket	Unit														
25	Rechargeable Batteries	Unit														
26	Charger for Rechargeable Batteries	Unit														

2024 Project Procurement Management Plan

C. Furniture, Cabinets & Vaults																
C.	**Furniture**	UoM	**Stock Position**	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														
12	Typing Table	Unit														
13	Computer Table	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 dc	Unit														
2	Safe File	Unit														
3	Vault (for long firearms, handguns)	Unit														

2024 Project Procurement Management Plan

D. Equipment and Electric Fans																
D.	**Equipment**	UoM	**Stock Position**	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														

2024 Project Procurement Management Plan

E. I.T. Equipment																
E.	**IT Equipment**	UoM	**Stock Position**	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***

2024 Project Procurement Management Plan

F. Office Device																
F.	**Office Device**	UoM	**Stock Position**	January	February	March	April	May	June	July	August	September	October	November	December	**Total**
1	Binding and Punching Machine	Unit														
2	Stapler, Ordinary	Unit														
3	Stapler, heavy duty	Unit														
4	Puncher	Unit														
5	Pencil Sharpener	Unit														
6	Calculator w/ paper tape	Unit														
7	Calculator ordinary (12 digits)	Unit														
8	Cash Counter	Unit														
9	Cash Box	Unit														
10	Money Organizer	Unit														
11	Money Detector Machine	Unit														
12	File Organizer (Chipboard, etc.)	Unit														
13	Filing Tray	Unit														
14	Extension Wire (with plug and outlet)	Wire														
15	Keyboard	Unit														
16	Mouse	Unit														
17	Monobloc Chair	Unit														
18	Dating and Stamping Machine	Unit														
19	Numbering Machine, Six (6) digits	Unit														
20	Numbering Machine, Eight (8) digits	Unit														
21	Receiving Machine	Unit														

2024 Project Procurement Management Plan

G. Others Supplies																	
G.	**Others Supplies**		UoM	**Stock Position**	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		Piece														
4	Philippine Flag - indoor		Piece														
5	Judiciary Flag - outdoor		Piece														
6	Judiciary Flag - indoor		Piece														
7	Judicial Gown	Small	Set														
		Medium															
		Large															
		Xlarge															
		XXLarge															
8	Criminal Docket Book	250pp	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														

2024 Project Procurement Management Plan

H. For Court Stenographers																
H.	**For Court Stenographers**	UoM	**Stock Position**	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														

2024 Project Procurement Management Plan

I. Consumables for printers																	
I. Consumables for printers			**Stock Position**	January	February	March	April	May	June	July	August	September	October	November	December	**Total**
Make																	
HP Toners																	
1	CF 226 X/XC	Piece															
2	CF 280 X/XC	Piece															
3	CF 230 X/XC	Piece															
4	HP 76A	Piece															
Brother Toners																	
1	TN2380	Piece															
2	TN2480	Piece															
3	TN3448	Piece															
Brother Drumkit																	
1	DR2355	Piece															
2	DR2455	Piece															
3	DR3455	Piece															
Epson Ribbon																	
1	LQ300	Piece															
2	LQ310	Piece															
3	LX300	Piece															
4	LX310	Piece															
Other Toners not included in the PPMP 2024 (Pls indicate if donated)																	

2024 Project Procurement Management Plan

J. Airconditioning Unit																
J.	**Airconditioning Unit**	UoM	**Stock Position**	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														

K. Videoconferencing Requirements*																
K.	**Videoconferencing Requirements**	UoM	**Stock Position**	January	February	March	April	May	June	July	August	September	October	November	December	**Total**
1	Projector	Unit														
2	Sound System	Unit														
3	Smart Television	Unit														

2024 Project Procurement Management Plan

M. Other Items					
M.	**Other Items**	**UoM**	**Stock Position**	**Quantity**	**Justification**
1					
2					
3					
4					
5					

Accomplished by

Name: _____

Position: _____

Date: _____

Signature: _____

Noted by

Name: _____

Position: _____

Date: _____

Signature: _____

L.	VARIOUS LAW BOOKS FOR 2024	

	Title	Author	Copyright	Type	Request
1	Agrarian Reform Law Compendium	Aquino	2018	CB	
2	2009 DARAB Rules of Procedure Annotated	Aquino	2018	CB	
3	Rev. Guidelines for Continuous Trial of Criminal Cases Annotated	Aquino	2018	CB	
4	Easement 2011 ed.	Aralar	2011	CB	
5	Proceedings in Administrative & Quasi-Judicial Bodies	Barte	2016	CB	
6	Full Text of the Customs Modernization & Tariff Act (RA 10863)	Nague	2019	CB	
7	"Special Penal Laws" Concepts and Jurisprudence.	Nojara F.M	2019	CB	
8	Disquisition and Jurisprudence on Remedial Law	Luna	2019	CB	
9	General Principles of Evidence'Including Medical Evidence.	Montemayor, J.C.Jr.	2019	CB	
10	Handbook in Insurance Law (RA10607)'	Tambasacan	2019	PB	
11	Family Code of the Philippines	Albano	2020	CB	
12	Obligations and Contracts	Balane	2020	CB	
13	The Philippine Negotiable Instruments	Macalino	2020	CB	
14	Question and Answer on the Revised Corporation Code	Divina	2020	CB	
15	Law on Cybercrimes in the Philippines	Deslate	2020	CB	
16	Post-Conviction Relief: Probation	Tagupa	2020	CB	
17	Judicial Writs	Aquino, H.	2020	CB	
18	2019 Amendments Revised Rules on Evidence	Bathan	2020	CB	
19	The Revised Rules on Evidence as Amended with Comments and Relevant Jurisprudence	Lopez	2020	CB	
20	The Prerogative Writs on Habeas Data	Montemayor, J.C.Jr.	2020	CB	
21	Partnership, Agency and Trust	Albano	2021	CB	
22	Laws on Easement Road Right-of-Way & Building Setback	Claridades	2021	CB	
23	Guidelines and Procedures in Land Titles and Deeds	Mogelio	2021	CB	
24	Divorce Law	Montemayor	2021	CB	
25	Civil Law Land Titles and Deeds	Montemayor	2021	CB	
26	Partnership, Agency and Trust	Albano	2021	CB	
27	The WAR ON DRUGS: Understanding R.A. 6165	Abundiente	2021	CB	
28	TOKHANG and the Philippines' Drug War	Montemayor	2021	CB	
29	Child Abuse	Montemayor	2021	CB	
30	The Handbook of Local Government Law in the Philippines	Madrona	2021	CB	
31	2019 Amendments to the 1997 Rules of Civil Procedure	Bathan	2021	PB	
32	Rules of Civil Procedure Annotated	Gubat, M.	2021	CB	
33	Philippine Taxation Laws (Pocket size)	CBSI	2021	CB	
34	Statutory and Judicial Quick Guide to Local Government and Real Property Taxation	Dimaampao	2021	CB	
35	Income Taxation	Montemayor	2021	CB	
36	Family Code of the Philippines	Albano	2022	CB	

	Title	Author	Copyright	Type	Request
37	Civil Code of the Philippines Pocket Size	CBSI	2022	CB	
38	Obligations and Contracts	Flores	2022	CB	
39	Insurance and Pre-Need 555	Balmes	2022	pb	
40	Philippine Fire Insurance Law	Martirez	2022	CB	
41	Corporation and Basic Securities Law	Tambasacan	2022	CB	
42	Closed Corporation	Viray	2022	CB	
43	Treatise on Sexual Harassment	Baldos & Tagupa	2022	CB	
44	Defining Legal Insanity	Tagupa	2022	CB	
45	Philippines Government and Constitution	Albano	2022	PB	
46	Constitutional Law of the Philippines (Pocket Size)	CBSI	2022	CB	
47	CONSTITUTIONAL LAW: The Fundamental of Powers of the State and Bill Rights	Gabato	2022	CB	
48	Conflicts of Law	Montemayor	2022	PB	
49	Remedial Law Reviewer Vol. 1	Albano	2022	CB	
50	Remedial Law Reviewer Vol. 2	Albano	2022	CB	
51	Remedial Law of the Philippines Lawyer's Edition	CBSI	2022	CB	
52	Remedial Law Vol. 1 The 1997 Civil Procedure	Mogello	2022	CB	
53	Remedial Law Vol. 4 The Revised Rules on Evidence	Mogello	2022	CB	
54	Remedial Law Excerpts of the 2019 Amendments to the 1997 Rules of Civil Procedure (A.M. No. 19-10-20-SC)	Mogello	2022	CB	
55	Forcible Entry and Unlawful Detainer	Montemayor	2022	PB	
56	Basic Evidence	Tabingan	2022	CB	
57	Customs, Maritime and International Trade	Nague	2022	CB	
58	The Law on Dissolution of Marriage : Rules of Disengagement	JIM LOPEZ	2019	PB	
59	Civil Code of the Phils. Annotated Vol.I	PARAS	2016	CB	
60	Obligations and Constracts	RABUYA	2019	CB	
61	Civil Code IV (Obligation and Contracts)	PARAS	2016	CB	
62	Civil Code of the Philippines Annotated Vol. II (Property)	PARAS	2016	CB	
63	Property Registration Decree and Related Laws	AGCAOILI	2018	CB	
64	Comments and Cases on Credit Transaction	DE LEON	2016	CB	
65	Essentials of Credit Transactions and Banking Laws	AQUINO	2015	CB	
66	Agency & Trust, Partnerships & Joint Ventures	VILLANUEVA, ET AL.	2018	CB	
67	Trust, Partnership and Agency	LUCERES	2016	PB	
68	Comments and Cases on Succession	DE LEON, ET AL.	2017	CB	
69	Civil Code of the Philippines Annotated Vol. V (Special Contracts)	PARAS	2016	CB	
70	Philippine Constitutional Law Vol. 1 (Principles and Cases)	DE LEON ET Al.	2017	CB	
71	Philippine Constitutional Law Vol.2 (Principles and Cases)	DE LEON, ET AL.	2017	CB	
72	Constitutional Law Text and Cases Vol. II	DEFENSOR SANTIAGO	2016	CB	
73	Outline Introduction to Public International Law	NACHURA ET AL.	2017	PB	

	Title	Author	Copyright	Type	Request
74	Administrative Law: Text and Cases	DE LEON, ET AL.	2016	CB	
75	Philippine Commercial Laws Vol. I (The Insurance Code and Financial.....)	PEREZ	2019	CB	
76	Essential of Intellectual Property Law : (A guidebook on R.A.No 8293 Amended ...)	SALAO	2019	PB	
77	Revised Corporation Code of the Philippines	AQUINO ET AL.	2019	PB	
78	The Government Auditing Code of the Philippines	GUANZON ET AL.	2019	PB	
79	Handbook on the Rules on Continuous Trial in Criminal Cases, Judical Affidavit ...)	TAN	2019	PB	
80	Criminal Procedure (The Bar Lectures Series)	RIANO	2016	CB	
81	Evidence (A Compendium for the Bench and the Bar)	TAN	2019	CB	
82	NIRC and other Tax Laws	CASASOLA	2019	PB	
83	Statutory Construction : Concepts and Cases	PILARES	2019	CB	
84	Law on Natural Resources & Rules of Procedure for Environmental Cases	AGCAOILI	2016	CB	
85	The Government Procurement Reform Act (Principles and Practices)	L. VILLANUEVA	2018	CB	
86	Insights on Evidence	PERALTA & PERALTA, JR.	2020	CB	
87	The Revised Penal Code Book I A Revolutionized Edition (With Updates in Special Laws & Jurisprudence)	C.B. CATRAL, JR.	2020	CB	
88	Practitioner's Guide On Probation Law	GARCIA	2020	CB	
89	Essentials of Transportation and Public Utilities Law	AQUINO AND HERNANDO	2020	CB	
90	Civil Procedure: A Guide for the Bench and the Bar Book I	TAN	2020	CB	
91	Labor Law 1 (The Law on Labor Standards)	UNGOS, ET AL.	2020	CB	
92	Labor Law 2 (The Law on Labor Relations)	UNGOS, JR., ET AL.	2020	CB	
93	NIRC of the Philippines As Amended: Annotated 6th Ed.	DASCIL	2020	PB	
94	Philippine Commercial Laws Vol. III (Revised Corporation Code, The Securities Regulation Code and Related Laws)	PEREZ	2020	CB	
95	Rules of Court (P/S)	RBSI EDITORIAL STAFF	2020	CB	
96	Real Property: Ownership and Registration	Mamalateo	2021	CB	
97	The Civil Code of the Philippines Annotated Volume III (Wills and Succession)	Paras	2021	CB	
98	Constitutional Law 1	Duka	2021	CB	
99	The Revised Penal Code Book One	Reyes	2021	CB	
100	The Personal Property Security Act and the Related Laws and Jurisprudence on Credit,	Valenton	2021	CB	
	Insolvency, Property and Procedure				
101	The Fundamentals of Civil Procedure	Salazar	2021	CB	
102	Basic Approach to Income Taxation	Dimaampao	2021	PB	
103	Tax Principles and Remedies	Dimaampao	2021	PB	
104	Family Code of the Philippines	Albano	2022	CB	
105	Civil Code of the Philippines Pocket Size	CBSI	2022	CB	
106	Obligations and Contracts	Flores	2022	CB	
107	Insurance and Pre-Need 555	Balmes	2022	PB	
108	Philippine Fire Insurance Law	Martirez	2022	CB	
109	Corporation and Basic Securities Law	Tambasacan	2022	CB	
110	Closed Corporation	Viray	2022	CB	

	Title	Author	Copyright	Type	Request
111	Treatise on Sexual Harassment	Baldos & Tagupa	2022	CB	
112	Defining Legal Insanity	Tagupa	2022	CB	
113	Labor Relations	Duano	2022	CB	
114	Labor Standards	Duano	2022	CB	
115	The Filipino Migrant Workers (OFWs)	Montemayor	2022	PB	
116	Philippines Government and Constitution	Albano	2022	PB	
117	Constitutional Law of the Philippines (Pocket Size)	CBSI	2022	CB	
118	CONSTITUTIONAL LAW: The Fundamental of Powers of the State and Bill Rights	Gabato	2022	CB	
119	Conflicts of Law	Montemayor	2022	PB	
120	Remedial Law Reviewer Vol. 1	Albano	2022	CB	
121	Remedial Law Reviewer Vol. 2	Albano	2022	CB	
122	Remedial Law of the Philippines Lawyer's Edition	CBSI	2022	CB	
123	Remedial Law Vol. 1 The 1997 Civil Procedure	Mogello	2022	CB	
124	Remedial Law Vol. 4 The Revised Rules on Evidence	Mogello	2022	CB	
125	Remedial Law Excerpts of the 2019 Amendments to the 1997 Rules of Civil Procedure (A.M. No. 19-10-20-SC)	Mogello	2022	CB	
126	Forcible Entry and Unlawful Detainer	Montemayor	2022	PB	
127	Basic Evidence	Tabingan	2022	CB	
128	Customs, Maritime and International Trade	Nague	2022	CB	

* new edition of books will be purchased if already available

Name and Signature of Presiding Judge

Court/Station/Branch

Date

ANNEX "B"

ESTIMATED ANNUAL ALLOCATION AND BUDGET OF SUPPLIES FOR LOWER COURTS NON-MOOE and MOOE WITHOUT PPMP 2024

A.Basic Office Supplies with Procurement Service			
A.	**Basic Office Supplies with Procurement Service**	**UoM**	**Per branch**
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. Basic Office Supplies for Bidding				
B.	**Basic Office Supplies for Bidding**		**UoM**	**Per branch**
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