



23 JAN 2018

PMO MOC ADMINISTRATIVE CIRCULAR

No. 001-18

TO : All Employees
This PMO

FROM : The Manager
Administrative Division
This PMO

SUBJECT : Various Guidelines & DOTr Memoranda relative to Official Foreign and Private/Personal Travels

Pursuant to the Unnumbered Memorandum from the Human Resource Management Department Officer-In-Charge, dated 22 December 2017, disseminated herewith is the attached Memorandum Circular No. 2017-25 from the Department of Transportation re: Various Guidelines on Travels, request for official foreign travel authority and other supporting documents must be submitted to Malacañang Records Office (MRO) at least ten (10) working days prior to the scheduled date of departure and for private/personal travels, the employee shall duly accomplish the requisite leave forms and obtain the appropriate travel authorization from Head Office.

Moreover, it is informed that such documents shall be prepared and forwarded to Head Office representative five (5) days prior to the 10 working days schedule for the documents to be processed:

For information and guidance.


GUILBERT ANTHONY D. GIMENO

VISION

By 2020, PPA shall have provided port services of global standards.

MISSION

Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.

Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.

Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.

Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

