

MAR 22 2018

**PMO MOC: ADMINISTRATIVE CIRCULAR**

No. 011-2018

**TO :** All Employees  
This PMO

**FROM :** The Manager  
Administrative Division  
This PMO

**SUBJECT :** Presidential Issuances: Memorandum Circular Nos. 38 and 39

Pursuant to the Unnumbered Memorandum from the Manager, Administrative Services Department, Head Office, dated 15 February 2018, disseminated herewith is the attached copy of Memorandum Circular No. 38, dated 17 January 2018 and Memorandum Circular No. 39, dated 26 January 2018 from the Office of the President of the Philippines, furnished by the Office of the Department of Transportation.

For information and guidance.

  
GUILBERT ANTHONY D. GIMENO

**VISION**

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

**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.

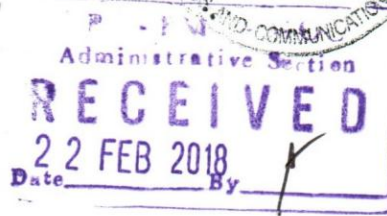
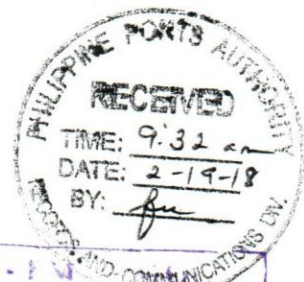
Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.



**PHILIPPINE PORTS AUTHORITY**

BONIFACIO DRIVE, SOUTH HARBOR, PORT AREA, MANILA 1018, PHILIPPINES  
 P.O. BOX 436, MANILA, PHILIPPINES  
 TEL. NO. (0632) 527-8356, FAX. NO. (0632) 527-4855  
 http://www.ppa.com.ph

February 15, 2018



**MEMORANDUM**

**FOR :** All Responsibility Center Heads

- o Head Office
- o Port Management Offices

**FROM :** The Manager  
 Administrative Services Department

**SUBJECT :** **PRESIDENTIAL ISSUANCES: MEMORANDUM CIRCULAR NOS. 38 AND 39**

Respectfully forwarded is the herein February 8, 2018 memorandum from the HEA/COS ATTY. ARTEMIO U. TUAZON, JR. Office of the Secretary - Department of Transportation (OSEC-DOTr) on similar subject.

| ISSUANCE                                      | SUBJECT   |
|---|---|
| MEMORANDUM CIRCULAR NO. 38<br>17 JANUARY 2018 | "ENJOINING ALL APPROPRIATE NATIONAL GOVERNMENT AGENCIES TO SUPPORT THE PHILIPPINE HOSTING OF THE 51 <sup>ST</sup> ANNUAL MEETING OF THE ASIAN DEVELOPMENT BANK BOARD OF GOVERNORS, TO BE HELD IN MANILA ON 3-6 MAY 2018 "   |
| MEMORANDUM CIRCULAR NO. 39<br>26 JANUARY 2018 | "REQUIRING ALL HEADS OF NATIONAL GOVERNMENT AGENCIES (NGAs), GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS (GOCCs), STATE UNIVERSITIES AND COLLEGES (SUCs), AND LOCAL GOVERNMENT UNITS (LGUs) TO SUBMIT TO THE OFFICE OF THE PRESIDENT (OP) A REPORT OF FUNDS TRANSFERRED TO THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) – PROCUREMENT SERVICE (PS) FOR THE PURPOSE OF PROCURING VARIOUS SUPPLIES, EQUIPMENT, AND INFRASTRUCTURE PROJECTS." |

For your information and immediate compliance. Thank you.

**ANTONIO C. IGNACIO, JR.**

VISION

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

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

006-022218





Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION**

**MEMORANDUM**

To : ALL UNDERSECRETARIES  
ALL ASSISTANT SECRETARIES  
SERVICE DIRECTORS  
DIVISION CHIEFS  
*This Department*

HEAD of SECTORAL OFFICES and  
ATTACHED AGENCIES/CORPORATIONS

Subject : PRESIDENTIAL ISSUANCES: MEMORANDUM  
CIRCULAR Nos. 38 and 39

Date : 08 February 2018

This is to furnish you a certified copy of the following Memorandum Circular duly signed by the Executive Secretary;

(1) Memorandum Circular No. 38 dated 17 January 2018 entitled **"ENJOINING ALL APPROPRIATE GOVERNMENT AGENCIES TO SUPPORT THE PHILIPPINE HOSTING OF THE 51<sup>st</sup> ANNUAL MEETING OF THE ASIAN DEVELOPMENT BANK BOARD OF GOVERNORS, TO BE HELD IN MANILA ON 3-6 MAY 2018."**

- o whereas the Department is one of the members of the Steering Committee to take charge of the coordination, preparation and arrangement for the Philippine Hosting of the said meeting.

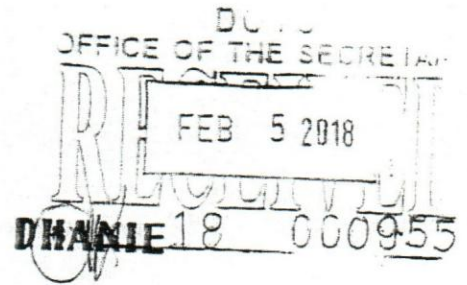
(2) Memorandum Circular No. 39 dated 26 January 2018 entitled **"REQUIRING ALL HEADS OF NATIONAL GOVERNMENT AGENCIES (NGAs), GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS (GOCCs), STATE UNIVERSITIES AND COLLEGES (SUCs), AND LOCAL GOVERNMENT UNITS (LGUs) TO SUBMIT TO THE OFFICE OF THE PRESIDENT (OP) A REPORT ON FUNDS TRANSFERRED TO THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) - PROCUREMENT SERVICE (PS) FOR THE PURPOSE OF PROCURING VARIOUS SUPPLIES, EQUIPMENT, AND INFRASTRUCTURE PROJECTS."**

- o whereas all HOPE of NGAs, GOCCs, SUCs and LGUs are hereby required to comply with the provisions of RA No. 9184 (GPRA) and its 2016 IRR and to submit to OP a report on funds transferred to DBM-PS for the purpose of procuring supplies, equipment and infrastructure projects as of 31 December 2017, to be submitted on/or before **31 March 2018** and every year thereafter, as provided hereto the prescribed format as (*Annex A*).

For appropriate information and immediate compliance.

Atty. ARTEMIO U. TUAZON Jr.

Office of the President  
of the Philippines  
Malacañang



MALACAÑANG RECORDS OFFICE

Manila, January 30, 2018

**SECRETARY ARTHUR PLANTA TUGADE**

Department of Transportation  
Mandaluyong City

Sir:

I have the honor to transmit for your information and guidance certified copies of the following Presidential Issuances:

1. Memorandum Circular No. 38 dated January 17, 2018 entitled **"ENJOINING ALL APPROPRIATE GOVERNMENT AGENCIES TO SUPPORT THE PHILIPPINE HOSTING OF THE 51ST ANNUAL MEETING OF THE ASIAN DEVELOPMENT BANK BOARD OF GOVERNORS, TO BE HELD IN MANILA ON 3-6 MAY 2018."**
2. Memorandum Circular No. 39 dated January 26, 2018 entitled **"REQUIRING ALL HEADS OF NATIONAL GOVERNMENT AGENCIES (NGAS), GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS (GOCCS), STATE UNIVERSITIES AND COLLEGES (SUCS), AND LOCAL GOVERNMENT UNITS (LGUS) TO SUBMIT TO THE OFFICE OF THE PRESIDENT (OP) A REPORT ON FUNDS TRANSFERRED TO THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) - PROCUREMENT SERVICE (PS) FOR THE PURPOSE OF PROCURING VARIOUS SUPPLIES, EQUIPMENT, AND INFRASTRUCTURE PROJECTS."**

Thank you.

Very truly yours,



**ATTY. CONCEPCION ZENY E. FERROLINO-ENAD**  
Director III - Acting Head



Office of the President  
of the Philippines  
Malacañang

MEMORANDUM CIRCULAR NO. 38

ENJOINING ALL APPROPRIATE GOVERNMENT AGENCIES TO SUPPORT THE PHILIPPINE HOSTING OF THE 51<sup>ST</sup> ANNUAL MEETING OF THE ASIAN DEVELOPMENT BANK BOARD OF GOVERNORS, TO BE HELD IN MANILA ON 3-6 MAY 2018

**WHEREAS**, the Philippines, committed to fostering economic growth and cooperation in the Asia-Pacific region, continues to be an active member-state of the Asian Development Bank (ADB);

**WHEREAS**, the Philippines has agreed to host the 51<sup>st</sup> Annual ADB Board of Governors' Meeting, to be held on 3-6 May 2018 at the ADB Headquarters in Mandaluyong City;

**WHEREAS**, there is a need to constitute a Steering Committee composed of relevant government agencies that shall manage and supervise all tasks and activities relative to the aforesaid Philippine hosting and to enjoin all other government agencies to provide support and assistance to ensure a successful Philippine hosting;

**WHEREAS**, under Section 6, Chapter 2, Title I, Book III of Executive Order No. 292 or the "Administrative Code of 1987," acts of the President on matters relating to internal administration, which the President desires to bring to the attention of all or some of the departments, agencies, bureaus or offices of the Government, for information or compliance, shall be embodied in Memorandum Circulars;

**NOW, THEREFORE**, there is hereby created a Steering Committee to take charge of the coordination, preparation and arrangement for the Philippine hosting of the 51<sup>st</sup> Annual Meeting of the ADB Board of Governors ("the Meeting"), composed of the following members:

|              |   |
|--------------|---|
| Chairperson: | Secretary of Finance  |
| Members:     | Governor of the Bangko Sentral ng Pilipinas<br>Secretary of Tourism<br>Secretary of Budget and Management<br>Secretary of Trade and Industry<br>Secretary of Foreign Affairs<br>Secretary of Public Works and Highways<br>Secretary of Transportation<br>Secretary of the Interior and Local Government |

The abovementioned members, including the Chairperson, may designate and authorize their respective representatives to the Steering Committee.

The Steering Committee shall have the following functions and responsibilities:



- a. Coordinate the planning, preparations, and arrangements for the Philippine hosting;
- b. Make all necessary decisions pertaining to said hosting;
- c. Form sub-committees for the effective implementation of the activities related to the event; and
- d. Perform such other powers and functions as may be necessary to ensure a successful Philippine hosting of the event.

The Steering Committee shall also identify and evaluate existing and relevant facilities and infrastructure to determine their present state or condition and direct concerned government agencies to adopt and implement measures for immediate improvement, renovation and rehabilitation of such facilities and infrastructure for the event as may be necessary.

The Secretary of Finance is hereby granted power and authority to form and head the Steering Committee that will oversee and make all necessary decisions in relation to the hosting of the Meeting.

All other government agencies are hereby directed to ensure the proper allocation of human resources, cooperate with the Steering Committee and provide full support to activities related to the Meeting.

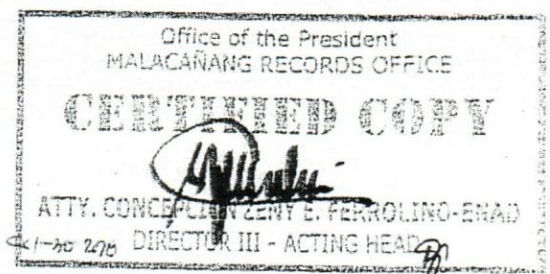
The Steering Committee shall not convene any meetings not related to the hosting of the Meeting. Further, the Steering Committee and all other bodies as may be established pursuant to this Memorandum Circular, including the authority and functions of the Chairperson and the member-agencies herein, shall be *functus officio* within thirty (30) calendar days from the conclusion of the Meeting, except for purposes of settlement of obligations and other commitments to third persons incurred during the effectivity of this Memorandum Circular in preparation for the aforesaid hosting, and for purposes of winding-up its operations.

This Memorandum Circular shall take effect immediately.

**DONE**, in the City of Manila, this 17<sup>th</sup> day of **January** in the year of Our Lord, Two Thousand and Eighteen.

By authority of the President:

  
for. **SALVADOR C. MEDIALDEA**  
Executive Secretary





Office of the President  
of the Philippines  
Malacañang

MEMORANDUM CIRCULAR NO. 39

REQUIRING ALL HEADS OF NATIONAL GOVERNMENT AGENCIES (NGAs), GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS (GOCCs), STATE UNIVERSITIES AND COLLEGES (SUCs), AND LOCAL GOVERNMENT UNITS (LGUs) TO SUBMIT TO THE OFFICE OF THE PRESIDENT (OP) A REPORT ON FUNDS TRANSFERRED TO THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) - PROCUREMENT SERVICE (PS) FOR THE PURPOSE OF PROCURING VARIOUS SUPPLIES, EQUIPMENT, AND INFRASTRUCTURE PROJECTS

**WHEREAS**, Section 28, Article II of the 1987 Constitution provides that the State shall adopt and implement a policy of full public disclosure of all its transactions involving public interest;

**WHEREAS**, it is the policy of the State to promote good governance and to adhere to the principles of transparency, accountability, equity, efficiency, and economy in its procurement process;

**WHEREAS**, Section 10, Article V of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act (GPRA), provides that all procurement shall be done through competitive bidding, except as otherwise provided for by the said law;

**WHEREAS**, Section 11, Article V of RA No. 9184 (GPRA) mandates that each Procuring Entity shall establish a Bids and Awards (BAC) for its procurement;

**WHEREAS**, Section 7.3.3 of the 2016 Revised Implementing Rules and Regulations (RIRR) of RA No. 9184 (GPRA) provides that in order to hasten project implementation, the Procuring Entities, which may not have the proficiency or capability to undertake a procurement, as determined by the Head of Procuring Entity (HOPE) concerned, may outsource the procurement tasks by requesting other government agencies to undertake such procurement for them, through the execution of a Memorandum of Agreement (MOA) containing specific arrangements, stipulations and covenants, in accordance with government budgeting, accounting and auditing laws, rules and regulations;

**WHEREAS**, it is observed that various government agencies are tapping the services of the DBM-PS to serve as the procurement agent for the procurement of supplies, equipment and infrastructure projects;

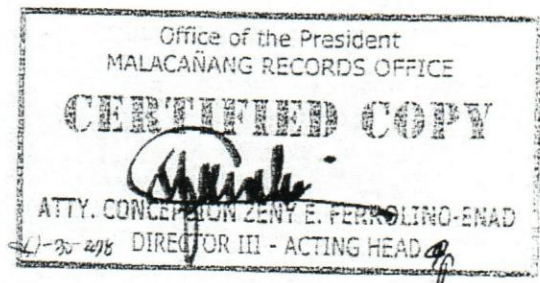
**NOW, THEREFORE,** all Heads of Procuring Entity (HOPE) of NGAs, GOCCs, SUCs and LGUs are hereby required to comply with the provisions of RA No. 9184 (GPRA) and its 2016 RIRR, and to submit to OP, for monitoring and evaluation purposes, a report on funds transferred to DBM-PS for the purpose of procuring supplies, equipment and infrastructure projects as of 31 December 2017, to be submitted on/or before 31 March 2018, using the prescribed format hereto attached as Annex "A", and every year thereafter.

This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 26th of January, in the year of Our Lord, Two Thousand Eighteen.

By authority of the President:

  
SALVADOR C. MEDIALDEA  
Executive Secretary 





**REPORT OF FUNDS TRANSFERRED TO THE DBM-PS**

Department/Agency: \_\_\_\_\_

Fund: (Regular/Trust/Special Account in the General Fund) \_\_\_\_\_

| Nature/Type of<br>Supplies/Equipment/<br>Infrastructure Projects | Purchase<br>Request<br>(PR)/<br>OBR No. | Amount | Check/<br>ADA No. | Status |
|--|---|--------|-------------------|--------|
|--|---|--------|-------------------|--------|

A. Supplies

B. Equipment

C. Infrastructure Projects

Certified Correct By:

\_\_\_\_\_  
Chief Accountant/Budget Officer

Noted By:

\_\_\_\_\_  
HOPE