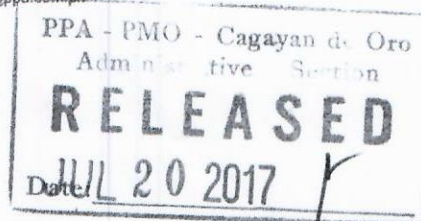


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19 JUL 2017

PMO Memorandum Circular

No. 013 - 2017



To : **Insurance/Risk Analyst**
All Division and Terminal Managers
All Operations Personnel
This PMO

Subject : **Procedure for Insurance Claims for Damaged PPA Property**

In the exigency of the service and to strengthen the PMO's Risk Management on PPA's properties, the following operating procedures on property damages claims, as prescribed by the Treasury Department per Memorandum dated 14 July 2017, shall be observed:

1. An initial report of damage to the insured property shall be sent by fax or email to Treasury Department immediately after the casualty incident or not later than the following working day.
2. Treasury Department will file an initial notice of claim for damages with GSIS upon receipt of the initial report of damage.
3. To commence the evaluation of claim for damages, a Formal Report of Damage with supporting documents (where applicable) shall be submitted within one week from the date of the initial report:
 - 3.1. Police/Fire Investigation Report
 - 3.2. Pictures of Damaged Properties
 - 3.3. Damage Estimate/Program of Work
 - 3.4. Ship Captain's Marine Protest
4. Submission of the additional supporting document, within the prescribed deadline, that might be required by the Insurance Adjuster, such as, but not limited to the following:
 - 4.1. Copy of Floor Plan/Sketch Plan
 - 4.2. Copy of Detailed Estimate/Quotation issued by the engaged contractor for the repair works
 - 4.3. Official Receipts, Sales Invoices and other documents evidencing the repair/rehabilitation

The Insurance/Risk Analyst shall coordinate with the Division or TMO concerned in regard the property damage and shall cause the appropriate filing of appropriate damage claims within the



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.

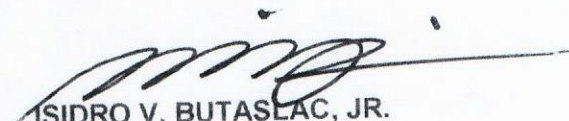
Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.
Provide meaningful and gainful employment w... creating a nurturing environment that promotes continuous learning and improvement.
Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.



5. Similar to the processes adopted by the PMO re: Allocation of Berth Windows on CY 2000 as a measure to ease berthing congestion and promote a well-planned and optimal utilization of dockside berths, failure of the vessel to arrive one (1) hour after her authorized time of arrival shall constitute default. Consequently, her Berth Window shall automatically be waived and given to an incoming operating vessel having the next berthing priority as determined by the Harbor Master/PSD Manager;
6. The staytime of the vessel at her dockside berth shall not exceed the authorized time limitation at berth as calculated and pre-determined in the VOC during the daily cargo and vessel Pre-Planning Meeting conducted by the Terminal Section; and,
7. In the event of three (3) consecutive defaults, the Berth Window shall automatically be terminated and the general "first come, first serve" policy in the granting of berth to vessels shall govern.

Nothing prescribed herein shall preclude the discretionary power of the Authority to allocate and direct the movement of any vessel if the Authority finds it necessary under the circumstance to do so in the best interest of the public.

This Circular takes effect Seven (7) calendar days from approval by the Port Maritime/Management Advisory Council (PMMAC) of PMMAC Resolution No. 06-2017 "Guidelines for the Assignment of Berth Windows at the Port of Cagayan de Oro" and posting the same at conspicuous places in the Port of Cagayan de Oro.


ISIDRO V. BUTASLAC, JR.
Port Manager