

PHILIPPINE PORTS AUTHORITY

Port Rules and Regulations 2015

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Philippine Ports Authority
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**Port Rules and Regulations
2015**

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FOREWORD

The **PPA Port Rules and Regulations**, a series of books published by the Philippine Port Authority's Commercial Services Department, is the first printed publication which puts under one cover current port regulations of the Authority

It answers the call of the national government to simplify and document government procedures and provide the necessary information that will enable the public to transact business with the public sector in the easiest and most transparent manner.

However, because of the number of rules and regulations issued by the PPA since its establishment in 1974, it is almost impossible to print all the relevant issuances at one time. Hence, the port rules and regulations are printed in a series of volumes.

This book covers rules and regulations issued in the year 2015.

Other volumes already completed and the years covered by each are:

Port Rules and Regulations Volume 1	(1991-1992)	Port Rules and Regulations 2002
Port Rules and Regulations Volume 2	(1990)	Port Rules and Regulations 2003
Port Rules and Regulations Volume 3	(1989)	Port Rules and Regulations 2004
Port Rules and Regulations Volume 4	(1993)	Port Rules and Regulations 2005
Port Rules and Regulations Volume 5	(1988)	Port Rules and Regulations 2006
Port Rules and Regulations Volume 6	(1994)	Port Rules and Regulations 2007
Port Rules and Regulations Volume 7	(1986-1987)	Port Rules and Regulations 2008
Port Rules and Regulations Volume 8	(1985)	Port Rules and Regulations 2009
Port Rules and Regulations Volume 9	(1995)	Port Rules and Regulations 2010
Port Rules and Regulations Volume 10	(1996)	Port Rules and Regulations 2011
Port Rules and Regulations Volume 11	(1997)	Port Rules and Regulations 2012
Port Rules and Regulations Volume 12	(1998)	Port Rules and Regulations 2013
Port Rules and Regulations Volume 13	(1999)	Port Rules and Regulations 2014
Port Rules and Regulations Volume 14	(2000)	
Port Rules and Regulations 2001		

Issuances included in the book are those which are of interest to the port clientele, specially those that bear on their operations in the port.

The material is arranged by subject heading and then by the date and number of the issuance.

Whenever possible and space permits, the book includes related issuances from the Office of the President and from other government agencies which have influenced or directed the adoption of certain policies, rules and regulations within the Authority.

At the bottom of some issuances is the effectivity date of the rule and regulations, and the name and date of the newspaper of general circulation where it was published.

A **QUICK REFERENCE INDEX** is likewise provided so that the reader can find the issuance quickly.

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THE PHILIPPINE PORTS AUTHORITY

The Philippine Ports Authority was created under Presidential Decree No. 505, which was subsequently amended by PD No. 857 in December 1975.

The latter decree, which is referred to as the revised charter of the Philippine Ports Authority, broadened the scope and functions of the PPA to facilitate the implementation of an integrated program for the planning, development, financing, operation and maintenance of ports or port districts for the entire country.

In 1978, the PPA charter was further amended by Executive Order No. 513, granting the PPA police authority, creating the National Ports Advisory Council to strengthen cooperation between the government and the private sector, and empowering the PPA to exact reasonable administrative fines for specific violations of its rules and regulations.

Subsequently, Executive Order No. 159 was issued in 1987 to give the PPA financial autonomy and the responsibility for undertaking all construction projects under its port system.

Various functions such as port administration and project execution previously handled, respectively, by the Bureau of Customs and the Department of Public Works and Highways, were transferred to the PPA.

Objectives

1. Coordinate, streamline, improve and optimize the planning, development, financing, construction, maintenance, and operation of ports, port facilities, port physical plants, and all equipment used in connection with the operation of a port;
2. Ensure the smooth flow of waterborne commerce passing through the country's ports, whether public or private, in the conduct of international and domestic trade;
3. Promote regional development through dispersal of industries and commercial activities throughout the different regions;
4. Foster inter-island seaborne commerce and foreign trade;
5. Redirect and reorganize port administration beyond its specific and traditional functions of harbor development and cargo handling operations to the broader function of total port district development including encouraging the full and efficient utilization of the port's hinterland and tributary areas;
6. Ensure that all income and revenues accruing out of dues, rates and charges for the use of facilities and services provided by the Authority are properly collected and accounted for by the Authority, that all such income and revenues will be adequate to defray the cost of providing the facilities and services (inclusive of operating and maintenance cost, administration and overhead) of the port districts, and to ensure that a reasonable return on the assets employed shall be realized.

Functions

1. Formulate and implement a comprehensive and practicable port development plan for the State in coordination with the National Economic and Development Authority.
2. Supervise, control, regulate, construct, maintain, operate and provide necessary port facilities and services;
3. Prescribe rules and regulations, procedures and guidelines for the operation of ports;
4. License, control, regulate, supervise any construction or structure within the port district;
5. Provide services, on its own or by contract, within the port district and approaches thereof, including but not limited to berthing, slipping, or docking of any vessel; loading or discharging of vessels; sorting, weighing, measuring, warehousing, or otherwise handling of goods;
6. Control and administer any foreshore rights or leases which may be vested in the Authority from time to time;
7. Coordinate with the Bureau of Lands or any other government agency or corporation in the development of any foreshore areas;
8. Control, regulate and supervise pilotage and the conduct of pilots in any port district;
9. Provide and assist in training programs for its staff and the staff of port users and operators;
10. Perform or provide other services necessary to carry out its objectives, including the adoption of necessary measures to remedy congestion in any government port.

Management and Organization

At the policy formulation level, the Philippine Ports Authority is governed by a nine-man Board of Directors.

It is chaired by the Secretary of the Department of Transportation and Communications, with the General Manager of the Philippine Ports Authority as Vice-Chairman.

Its members are the Director-General of the National Economic and Development Authority, the Secretaries of the Department of Public Works and Highways, Finance, Trade and Industry, Environment and Natural Resources, the Administrator of the Maritime Industry Authority, and a representative from the private sector.

Policies approved by the Board are implemented by the General Manager as Chief Executive Officer. Helping him are his three Assistant General Managers: Finance and Administration, Operations, and Engineering Services.

Central Office departments supervised by the Assistant General Managers deliver support services to the field or line units.

Frontline services are delivered by Port Management Offices which are semi-autonomous regional offices responsible for the activities of the various Terminal Management Offices under their jurisdiction.

Port Management Offices serve as base ports for the supervision of public and private ports within their area of operation.

Mandate

“To establish, develop, regulate, manage and operate a rationalized national port system in support of trade and national development”

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 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.

CORE VALUES

Excellence. Professionalism, Efficiency

Creativity. Innovation, Adaptability

Customer Satisfaction. Customer Focus

Responsible Citizenship. Sustainability, Accountability, Risk Management

Ethics. Integrity within moral bounds.

Sincerity. Commitment to fulfill mandate.

Teamwork. Synergy of working together. Esprit de corps

Role of Philippine Ports in Economic Development

An archipelago consisting of 7,107 islands and islets, the Philippines is greatly dependent on water transport for trade and commerce between and among its main islands. It has a long coastline facing the Pacific Ocean to the east and the South China Sea to the west.

The country lies at the heart of Southeast Asia with China to the north, the Indonesian archipelago to the south, the countries of Laos, Vietnam, Cambodia and Thailand to the west and Malaysia to the southwest.

Against this backdrop, the Philippines enviably occupies a highly strategic point and natural hub of economic activity in the region.

Because of the Philippines' geographic configuration, there is heavy reliance on ports to carry on maritime trade.

As vital nodes of the transport chain providing the major interface between land and water transportation, ports bridge production and consumption centers.

Demand for water transport is heavy because it is the cheapest means of moving goods from island to island and from the Philippines to the international markets.

To answer this demand, the government developed the Strong Republic Nautical Highway (SRNH) where ports were streamlined and maintained to cater to the roll-on/roll-off (RORO) system of moving goods and people and thus encourage and enhance inter-island trade and commerce and domestic tourism.

ANCILLARY SERVICES

March 03, 2015

PPA MEMORANDUM CIRCULAR
NO. 02 - 2015

TO : All PMOs
Ancillary Service Operators
And Others Concerned

SUBJECT : Amendments to PPA Memorandum Circular No. 07-97 and Item 3.2 of PPA
Administrative Order No. 07-2013 on the Ancillary Services Permit and
Regulatory Fees

Section 20 (a), Article VII of PD 857, as amended by LOI 1005-A provides that *“the Authority may impose, fix, prescribe, increase, or decrease such rates or fees for the use of port premises, works, appliances or equipment belonging to the Authority and port facilities provided, and for services rendered by the Authority or by any private organization within a Port District”*.

Further, Section 20 (b) states that *“the Authority shall regulate the rates of charges for port services or port-related services so that taking one year with another year, such rates or charges furnish adequate working capital and produce an adequate return on the assets of the Authorityxxx*

Based on these powers of PPA and where majority of the stakeholders during the conduct of public hearings interposed no objection, the increase in ancillary services permit and regulatory fees is hereby approved, as follows:

Ancillary Services Fees	From (Since 1997)	To
Permit Fee	PhP 300.00	PhP 650.00 (plus VAT)
Regulatory Fee	1,500.00	3,240.00 (plus VAT)

All service providers with approved applications for a permit to operate ancillary service in the port shall pay an annual permit fee of PhP650.00 and regulatory fee of PhP3,240.00 plus the applicable VAT.

The increase in fees shall take effect 30 days after publication of this Circular in newspaper of general circulation.

This Circular amends PPA Memorandum No. 07-97 and Item 3.2 of PPA Administrative Order No. 07-2013

(Sgd.) **JUAN C. STA. ANA**
General Manager

Published in the Philippine Star – March 9, 2015

Effectivity Date April 8, 2015

AUDIT

August 17, 2015

PPA MEMORANDUM CIRCULAR
NO. 08 - 2015

TO : All Assistant General Managers
Port Managers
Department Managers
RC heads
Service Agents/Cargo Handlers and
Others Concerned

SUBJECT : Amendments to PPA MC No. 31-2002 entitled Revised Guidelines in the Evaluation and Monitoring of Audit Reports and Clarifying Audit Coordinative Linkages

1. Objectives

- 1.1. To facilitate effective and expeditious actions on audit reports and ensure satisfactory compliance with the audit recommendations and auditee's commitments;
- 1.2. To ensure that systems and procedures are properly aligned and linked between and among Units concerned;
- 1.3. To ensure proper monitoring, evaluation and reporting of audit activities and results of audits;
- 1.4. To effect realignment of responsibilities as a result of the PPA Rationalization Plan.

2. Scope

The procedures and the audit coordinative linkages outlined herein shall be observed by the IAD, PMOs, Head Office RCs, audited units, and other RCs required to take action on IAD internal audit reports.

3. Reporting Lines

The Internal Audit Department (IAD) is administratively, under the General Manager and Functionally, under the PPA Board of Directors through the Audit Committee (AuditCom).

4. Procedures

- 4.1. Upon receipt of the internal audit report, the audited PPA Unit prepares the RC's/PMO's Compliance to Audit Findings (CAF) form, Annex D, and submits the same to the IAD.
- 4.2. For internal audits of Cargo Handling Operator (CHO) and Service Agent (SA), the Service Agents' Compliance with Audit Findings and PMO evaluation (SCAFE), Annex E, is submitted to the RC or PMO who has jurisdiction over them for Evaluation and from there is submitted to IAD.
- 4.3. The IAD updates the respective Audit Engagement Monitoring Log (AEML), every month.

-
-
- 4.4. Annually or as deemed necessary, the IAD reports to the AuditCom the Status of the internal audit findings and recommend further actions in addressing the unacted audit findings.

5. RC's/PMO's Compliance to Audit Findings (CAF)

- 5.1. The CAF is prepared by the PPA units audited and is submitted to the IAD within thirty days from receipt of the Internal Audit Report and every 30th day of the month thereafter until all commitments have been complied with as evaluated by IAD.
- 5.2. The CAF contains the actions undertaken by the RC's (Head Office and PMO) on the audit findings including their compliance to their commitments, corrective and preventive actions.
- 5.3. The IAD evaluates the actions taken by the RCs and determines which audit findings are fully complied with or addressed.
- 5.4. The IAD provides feedback to the auditee on the result of the IAD evaluation.

6. Service Agents' Compliance with Audit Findings and PMO/RC Evaluation (SCAFE)

- 6.1. The SCAFE is prepared for all internal audit of Cargo Handling Operations (CHOs) and other Service Agents (SAs).
- 6.2. The SCAFE is prepared by the CHO/SA and is submitted to the RC or PMO who has jurisdiction over the operations of the CHO/SA within thirty days upon receipt of the Audit Report and every 25th day of the month thereafter until all commitments have been complied with.
- 6.3. The PMO or the RC concerned evaluates/verifies the compliance/explanation in the SCAFE, accomplish the same by filling-up the column for the RC/PMO Evaluation.

7. Submission to IAD

- 7.1. The RC/PMO consolidates all of their CAFs and SCAFEs for the month and submits them to the IAD on the 30th day of the month.
- 7.2. All CAFs and SCAFEs to be submitted must be in MS Word format.
- 7.3. Electronic submission of the reports to the IAD through the PPA email system or through Office 365 File Sharing is encouraged.

8. IAD Monitoring

- 8.1. Upon receipt of the CAF and SCAFE, the IAD-Audit Team Leaders evaluates the submitted reports and updates their Audit Engagement Monitoring Log (AEML) or simply, Engagement Log.
- 8.2. The Engagement Log is consolidated by the Operations Audit Division (OAD) and the Management Audit Division (MAD) and is used as supporting papers for their Division Audit Monitoring Log (DAML) or Division Log. On or before the 10th day of the month, the DAMLs are submitted to the IAD Manager. The Engagement Log and Division Log are all submitted electronically through the PPA email system.
- 8.3. On the 15th day of the month after each semester, or as often as the AuditCom requires, the Management Audit Division (MAD) of the IAD prepares the Consolidated Audit Monitoring Status Report (CAMSR). The CAMSR is prepared and submitted to the IAD Manager at the end of each semester.
- 8.4. The CAMSRs are made a part of the IAD Annual Performance Report to the PPA AuditCom.

9. Forms and Flowcharts

- 9.1. **Annex A: FLOWCHART** - Preparation of RC's/PMO's Compliance to Audit Findings (CAF)
- 9.2. **Annex B: FLOWCHART** - Preparation of Service Agents' Compliance with Audit Findings and PMO Evaluation (SCAFE) Report
- 9.3. **Annex C: FLOWCHART** - Internal Audit Monitoring
- 9.4. **Annex D: FORM** - RC's/PMO's Compliance to Audit Findings (CAF) Report
- 9.5. **Annex E: FORM** - Service Agents' Compliance with Audit Findings and PMO Evaluation (SCAFE) Report
- 9.6. **Annex F: FORM** - Consolidated Audit Monitoring Status Report (CAMSR)

10. Repealing Clause

This Memorandum Circular amends PPA Memorandum Circular 31-2002.

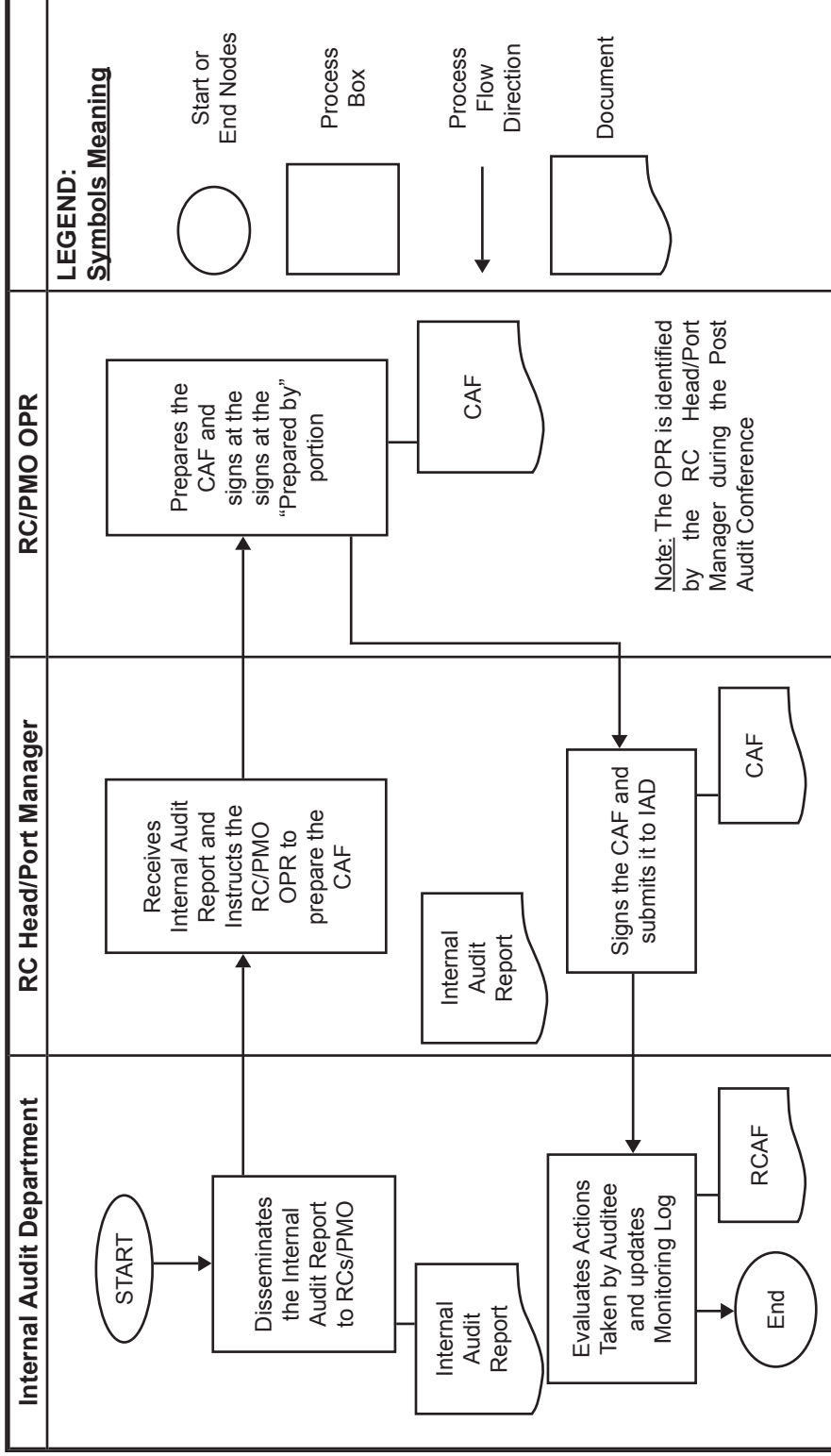
11. Effectivity

This Circular takes effect immediately.

(Sgd.) JUAN C. STA ANA
General Manager

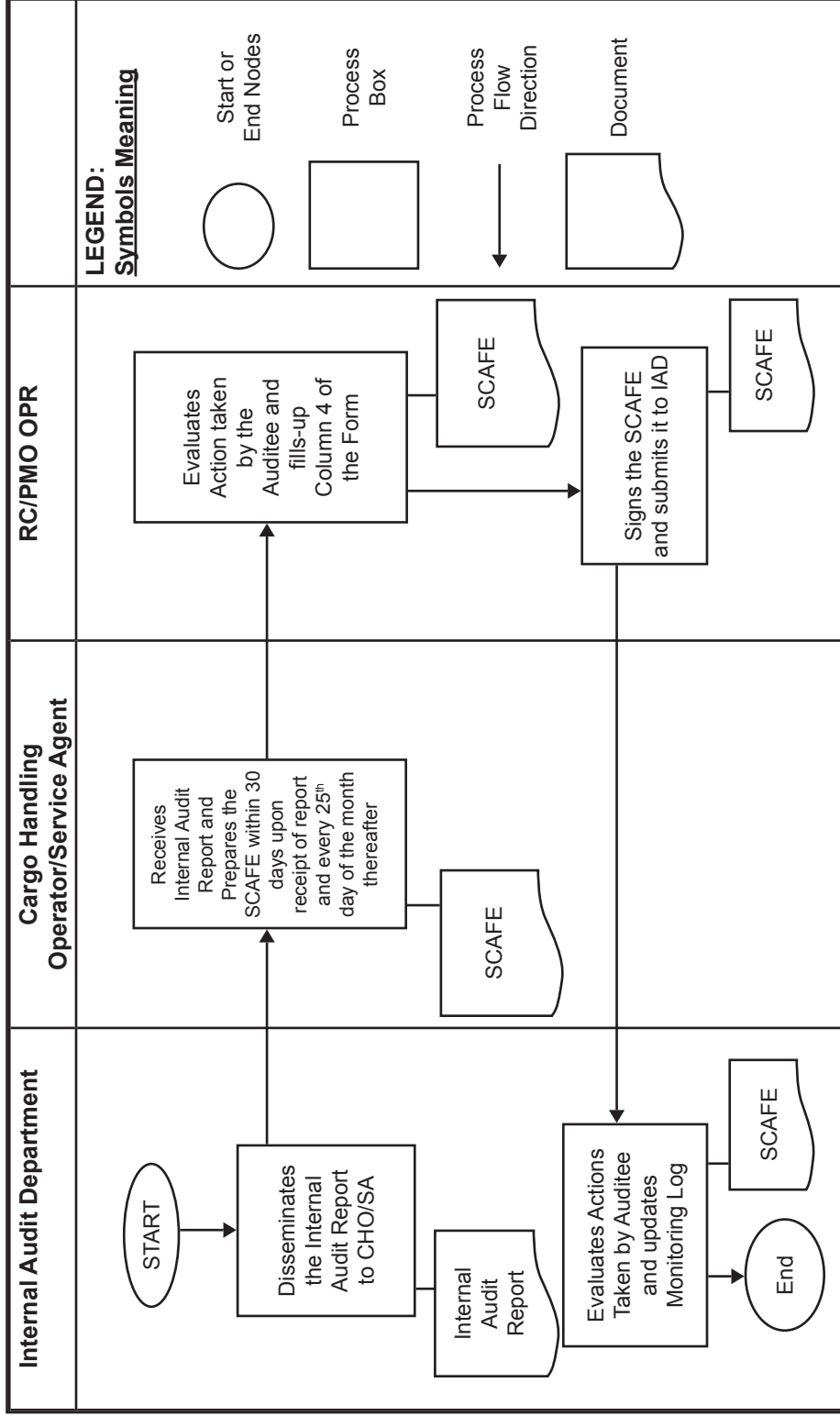
ANNEX A:

FLOWCHART - PREPARATION OF RC'S COMPLIANCE TO AUDIT FINDINGS (CAF)



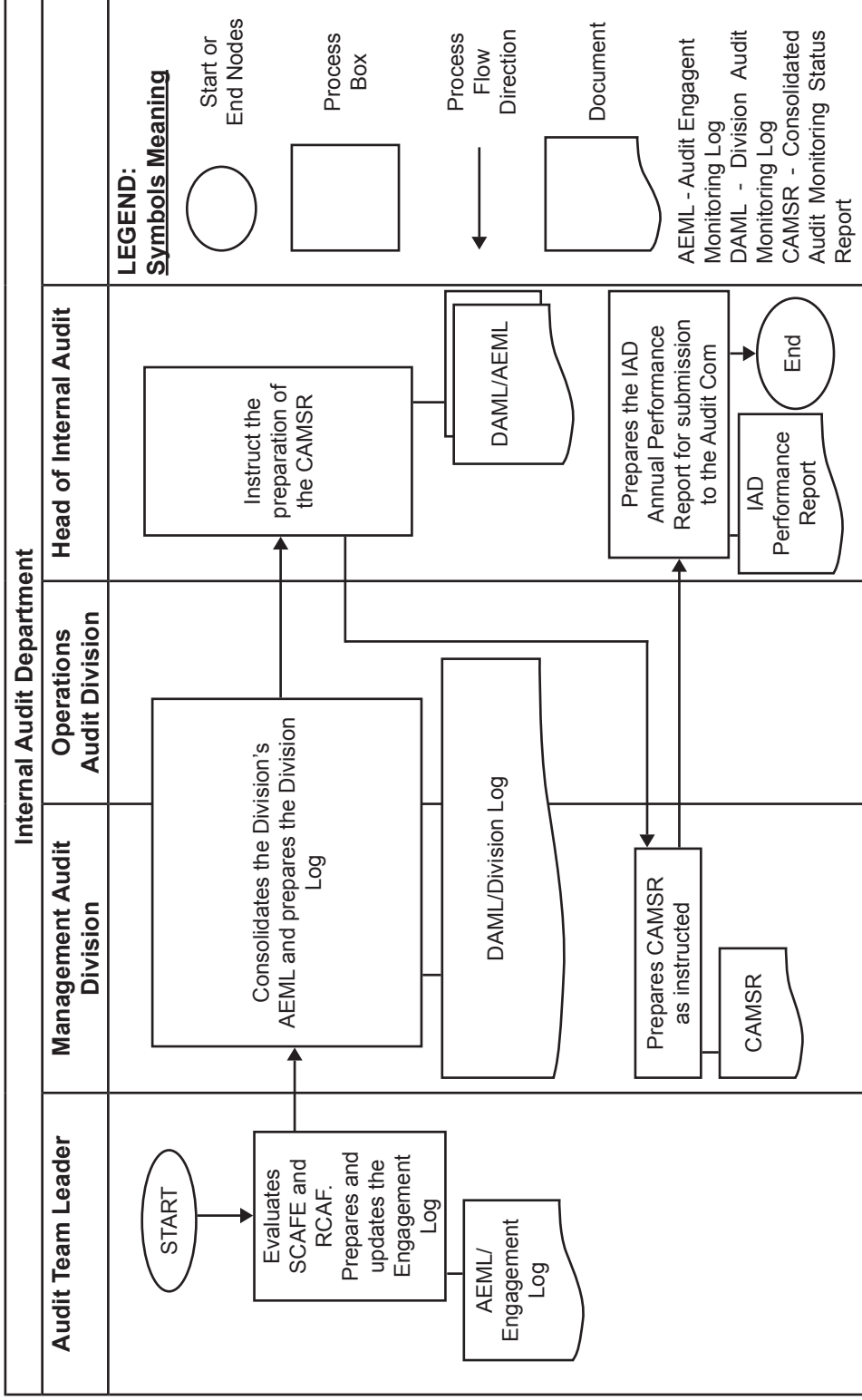
ANNEX B:

FLOWCHART - PREPARATION OF SERVICE AGENTS' COMPLIANCE WITH AUDIT FINDINGS AND PMO EVALUATION (SCAFE)



ANNEX C:

FLOWCHART - INTERNAL AUDIT MONITORING



ANNEX D:

FORM - RC'S/PMO'S COMPLIANCE TO AUDIT FINDINGS (CAF)

RC's/PMO's COMPLIANCE TO AUDIT FINDINGS (CAF) REPORT
IAD REPORT NO. _____
Status as of _____

Name of RC/PMO: _____ **Date of Receipt of IAD Report:** _____

Finding No.	AUDIT FINDINGS	AUDITEE'S COMMITMENTS	ACTIONS TAKEN BY AUDITEE AND OTHER REMARKS

Prepared by: _____ **Date Prepared:** _____ **Submitted by:** _____
 (Name and Position) _____ Port Manager/RC Head

ANNEX E:

FORM - SERVICE AGENTS' COMPLIANCE WITH AUDIT FINDINGS AND PMO EVALUATION (SCAFE)

SERVICE AGENT'S COMPLIANCE TO AUDIT FINDINGS AND PMO EVALUATION (SCAFE) REPORT

IAD REPORT NO. _____

Status as of _____

Name of RC/PMO: _____ Date of Receipt of IAD Report: _____

Port of _____ Date SCAFE was submitted to RC/PMO: _____

Finding No.	AUDIT FINDINGS/ AUDITEE'S COMMITMENT	ACTIONS TAKEN BY AUDITEE	RC/PMO EVALUATION

Prepared by: _____ Submitted by: _____ Evaluated by: _____
 (Name and Position) President/General Manager PMO/PSD Manager (RC OPR)
 (Service Agent)

Date Prepared: _____ Noted by: _____
 RC Head/Port Manager

ANNEX F:

FORM - CONSOLIDATED AUDIT MONITORING STATUS REPORT (CAMSR)

CONSOLIDATED AUDIT MONITORING STATUS REPORT (CAMSR)

Status for the Semester _____

IAD Report No./Finding No.	FINDINGS/AUDITEE'S COMMITMENT	ACTIONS TAKEN BY THE RC/PMO	STATUS OF COMPLIANCE			IAD REMARKS
			FC	PC	NC	
IAD Report No. _____ Finding No. _____						
IAD Report No. _____ Finding No. _____						
IAD Report No. _____ Finding No. _____						

Prepared by: _____

(Name and Position)
Date Prepared: _____

Submitted by: _____

Manager
Internal Audit Department

CARGO HANDLING CHARGES

January 6, 2015

PPA OPERATIONS MEMORANDUM
CIRCULAR NO. 01 - 2015

TO : The Acting District Manager, PDO-Manila/Northern Luzon
The Port Manager, PMO-NCR North
Manila North Harbour Port, Inc. (MNHPI)
Cargo Owners/Brokers/Shipping Lines
and Other Port Users Concerned

SUBJECT : Approved Eight Percent (8%) Additional Increase in Cargo Handling (CH) Tariff at the Manila North Harbor

Pursuant to PPA Memorandum Circular (MC) No. 18-2014* dated December 16, 2014, a tariff rate adjustment of eight percent (8%) increase in addition to the 2013 provisional increase of 10% granted by PPA to MNHPI was approved.

Attached is the revised schedule of cargo handling tariff of MNHPI at the Manila North Harbor for reference and guidance.

(Sgd.) RAUL T. SANTOS
AGM for Operations

**PPA MC No. 18-2014 was published in the Phil. Star on December 20, 2014.*

**SCHEDULE OF RESTRUCTURED CARGO HANDLING (CH) TARIFF
& OTHER CHARGES
FOR DOMESTIC CARGOES
Manila North Harbour Port, Inc.
Manila North Harbor
As of January 19, 2015**

The rates quoted below for cargo handling services for domestic cargoes include cargo handling gear and equipment, standard labor complement, overtime, meal hour time and differential pay of arrastre and stevedoring gangs and such other regular services and equipment as defined hereunder.

**WITH 8% ADD'L. INCREASE IN CH TARIFF
PER PPA MC NO. 18 - 2014 DTD. DEC. 16, 2014
EFFECTIVE JANUARY 19, 2015**

		<u>NON-PALLETIZED</u>		<u>PALLETIZED/UNITIZED</u>		
		<u>Basis</u>	<u>Arrastre</u>	<u>Stevedoring</u>	<u>Arrastre</u>	<u>Stevedoring</u>
1.0 BREAKBULK CARGO						
1.1	General Cargo	Rev. Ton	142.95	33.55	111.50	23.75
1.2 Prime Commodities						
1.2.1	Rice	Rev. Ton	81.00	30.60	63.20	21.50
1.2.2	Sugar	Rev. Ton	81.00	30.60	63.20	21.50
1.2.3	Corngrits	Rev. Ton	81.00	30.60	63.20	21.50
1.2.4	Canned Milk	Rev. Ton	136.70	30.60	106.20	21.50
1.2.5	Canned Fish	Rev. Ton	142.95	30.60	111.50	21.50
1.2.6	Edible Oil	Rev. Ton	142.95	30.60	111.50	21.50
1.2.7	Eggs	Rev. Ton	142.95	30.60	111.50	21.50
1.2.8	School Supplies	Rev. Ton	142.95	30.60	111.50	21.50
1.2.9	Dressed Chicken	Rev. Ton	142.95	30.60	111.50	21.50
1.2.10	Flour	Metric Ton	80.50	29.85	62.70	21.15
1.3 Live Animals						
1.3.1	Large (Cows, horses, and the like)	Per Head	108.30	33.55		
1.3.2	Small (Hogs, swine, goat, and the like)	Per Head	9.00	6.75		
1.4	Vehicles (3 wheels and up)	Rev. Ton	74.55	33.55		

1.5 Iron and Steel Products	Rev. Ton	189.55	33.55	147.7	23.75
1.6 Logs	1000 Bd.Ft.	139.25	44.65		
1.7 Lumber	1000 Bd.Ft.	218.15	69.35	169.90	49.30

2.0 HEAVY LIFT CARGO

For any single cargo item requiring a lift of 5 tons or more	Metric Ton	361.90	33.55		
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3.0 DANGEROUS/HAZARDOUS CARGO

To be charged in accordance with PPAAdmin. Order Nos. 02-89 & 01-90 and Item 8 of the Applicable Terms and Conditions.

4.0 BULK CARGO

50% of the general cargo rate

5.0 CONTAINERIZED CARGO

5.1 Rates for FCL Domestic Containers where cargo handler furnishes equipment:

	<u>Basis</u>	<u>Arrastre</u>		<u>Stevedoring</u>
		<u>Loaded</u>	<u>Empty</u>	
5 footer and below	Per Box	268.00	80.50	105.00
Over 5 to 10 footer	Per Box	537.00	161.00	211.00
Over 10 to 20 footer	Per Box	1,074.50	429.50	350.00
Over 20 to 35 footer	Per Box	1,880.50	752.50	350.00
Over 35 to 40 footer	Per Box	2,148.50	860.50	350.00

5.2 Containers that are stripped (LCL) or stuffed at pier/wharf terminal inside port zone.

5.2.1 The above prescribed arrastre rates for containers shall not apply, instead the regular or existing arrastre charges (contents) shall apply, chargeable against owners/consignees of goods.

5.2.2 In addition, stripping or stuffing charges shall be 1/3 of commodity rates to be charged against shipping companies.

NOTE: Stevedoring on containerized cargo for non-self sustaining vessel is exclusive of equipment hire if quay/dock crane or any lifting equipment is supplied and used by the contractor/operator.

5.3 Cranage Rates*
(PPA MC No. 15-2013)

Container Size	Basis	Loaded	Empty
20 footer and below	Per Box	1,288.00	1,083.00
Above 20 footer	Per Box	1,802.00	1,396.00

6.0 APPLICABLE RATES FOR CHA-RO AND STO-RO

6.1 CHA-RO

6.1.1 Container/s mounded on chassis or trailer:

	Basis	Handling Fee	
		Loaded	Empty
Below 10 footer	Per Box	116.00	35.00
10 footer	Per Box	232.00	69.00
Over 10 to 20 footer	Per Box	468.00	189.00
Over 20 to 35 footer	Per Box	816.00	327.00
Over 35 to 40 footer	Per Box	937.00	376.00

6.1.2 Coventional cargo (breakbulk, palletized or unitized, live animals, iron and steel products, etc.) loaded on trailers and towed in/out of the Ro-Ro vessels.
These cargoes shall be charged seventy-five (75%) percent of the arrastre rate for non-palletized cargo in the existing tariff for conventional cargo based on the gross weight.

6.1.3 Empty Chassis/Trailers

These cargoes shall be charged fifty (50%) percent of the arrastre rate in the existing tariff for conventional cargo.

6.2 STO-RO

6.2.1 Container/s mounted on chassis or trailer:

	Basis	Handling Fee	
		Loaded	Empty
Below 10 footer	Per Box	116.00	35.00
10 footer	Per Box	232.00	69.00
Over 10 to 20 footer	Per Box	468.00	189.00
Over 20 to 35 footer	Per Box	816.00	327.00
Over 35 to 40 footer	Per Box	937.00	376.00

* No Increase

6.2.2 Conventional cargo (palletized or unitized) discharged from trailer and stowed on the wharf or vice versa.

These cargoes shall be charged 75% of the arrastre rate for palletized cargo in the existing tariff for conventional cargo.

7.0 RORO TERMINAL FEE (RTTF)*

(PPA OMC No. 10-2008 as amended by OMC Nos. 01-2010/02-2010)

The applicable RRTF for RO-RO cargoes for Strong Republic Nautical Highway (SRNH) is under PPA Operations Memorandum Circular No. 10-2008 dated December 09, 2008.

8.0 OTHER SERVICES

8.1 Shifting/Restowing of cargo within the same hatch	150% of applicable stevedoring rate
8.2 Shifting from one hatch to another or from hold to dock/pier or barge and vice versa	200% of applicable stevedoring rate
8.3 Rebagging (Sacks or bags to be provided by the consignee or shipper)	2.75
8.4 Additional gangs	
Small Gang (12 men)	792.40
Big Gang (18 men)	1,188.95
8.5 Standby Time	
In Excess of two (2) hours	
Small Gang (12 men)	792.40
Big Gang (18 men)	1,188.95

Standby time charges shall be applied on delays beyond the control of the terminal operators, only under the following circumstances:

- a. Waiting for vessel to dock;
- b. Breakdown of vessel's gear;
- c. waiting for cargo/ truck/barges;
- d. Non-readiness of the vessel
- e. gang cancelled by client due to instances other than the above

Standby time charges due to inclement weather shall not apply except when the cargo owner/ consignee insists on the deployment of a gang or objects to the knocking off of the gang during or impending inclement weather.

* No Increase

8.6 Line Handling

Domestic Vessel:

<u>Size of Vessel</u>	
Less than 25 GRT	49.00
25 up to 100 GRT	82.00
101 up to 500 GRT	166.00
501 up to 1,000 GRT	208.00
1,001 up to 3,000 GRT	290.00
3,001 up to 5,000 GRT	374.00
5,001 up to 10,000 GRT	498.00
10,001 up to 20,000 GRT	580.00
above 20,000 GRT	666.00

8.7 For cargoes that are unloaded from a vessel and subsequently loaded on another vessel in another pier, stevedoring is performed twice. In this case, the total stevedoring charges shall be twice that provided but the arrastre shall not be increased.

8.8 Passenger Terminal fee* per embarking passenger 84.82
(PPA MC No. 09-2014)

8.9 Parking fee*
(PPA MC No. 01-2010)

8.9.1 Light vehicle and taxis per car/hour
first 2 hours 26.40
succeeding hours 17.60
lost ticket 88.00

8.9.2 Truck/Haulers per truck/hour
first 6 hours 8.80
seventh hour 26.40
succeeding hours 17.60
lost ticket 88.00

8.10 Porterage Rates*
(PPM MC No. 01-2010)

8.10.1 Up to 200m
Small (up to 10 kgs) Per piece 8.80
Medium (up to 25 kgs) Per piece 13.20
Large (up to 50 kgs) Per piece 17.60

8.10.2 Up to 201 to 350m
Small (up to 10 kgs) Per piece 17.60
Medium (up to 25 kgs) Per piece 22.00
Large (up to 50 kgs) Per piece 30.80

* No Increase

8.10.3	Up to 351 to 500m		
	Small (up to 10 kgs)	Per piece	30.80
	Medium (up to 25 kgs)	Per piece	35.20
	Large (up to 50 kgs)	Per piece	48.40
8.11	Storage charges*		
	(PPA MC No. 01-2010)		
8.11.1	Non-containerized cargoes	per ton/calendar day or fraction thereof	5.37
8.11.2	Containerized cargoes		
	10-ft	per box / calendar day or fraction thereof	60.28
	20-ft	per box / calendar day or fraction thereof	171.48
	35-ft	per box / calendar day or fraction thereof	299.16
	40-ft	per box / calendar day or fraction thereof	342.90

* No Increase

Revised on January 5, 2015
File Name: MNH CHT 2015

August 24, 2015

**PPA MEMORANDUM CIRCULAR
NO. 10 - 2015**

TO : The Port Manager, PMO-Misamis Oriental/
Cagayan de Oro
OROPORT Cargo Handling Services, Inc.
All Shipping Companies & Agents
and Other Port Users Concerned

SUBJECT : Approved Increase in Cargo Handling Charges at the
Baseport of Cagayan de Oro

Pursuant to Ex-Com Resolution No. 2015-1442 and as confirmed by PPA Board Resolution No. 2458 dated August 19, 2015, a cargo handling tariff increase of 9%, in addition to the 10% provisional increase granted in 2013 by PPA to Oroport Cargo Handling Services, Inc. at the Port of Cagayan de Oro, is hereby approved.

Said rate increase shall be effective 30 days after publication in newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star - August 28, 2015
Effectivity Date September 27, 2015

PORT OF CAGAYAN DE ORO CITY (A)
SCHEDULE OF RESTRUCTURED CARGO HANDLING (CH) TARIFF
AND OTHER CARGO HANDLING (CH) RELATED CHARGES
FOR DOMESTIC & IMPORT/EXPORT CARGOES
As of September 27, 2015

The flat rates quoted below for cargo handling services include charges for cargo handling gear and equipment, standard labor complement, overtime, meal hour time and differential pay of arrastre/stevedoring gangs and such other regular services and equipment as defined hereunder.

Approved 9% Increase per PPA MC No. 10 - 2015 dated August 24, 2015, effective September 27, 2015 in addition to the 10% Provisional Increase per PPA MC No. 04-2013 dated May 20, 2013

I. DOMESTIC CARGO	Basis	<u>NON-PALLETIZED</u>		<u>PALLETIZED/UNITIZED</u>	
		<u>Arrastre</u>	<u>Stevedoring</u>	<u>Arrastre</u>	<u>Stevedoring</u>
A. GENERAL CARGO					
1. Non-Prime Commodities	Rev. Ton	128.10	31.55	99.85	22.25
2. Prime Commodities					
2.1 Rice	Rev. Ton	76.50	28.55	59.45	20.45
2.2 Corn	Rev. Ton	76.50	28.55	59.45	20.45
2.3 Corngrits	Rev. Ton	76.50	28.55	59.45	20.45
2.4 Sugar	Rev. Ton	94.45	28.55	73.60	20.45
2.5 Milk	Rev. Ton	106.80	28.55	83.20	20.45
2.6 Fresh Eggs	Rev. Ton	100.80	28.55	78.55	20.45
2.7 Dressed Chicken	Rev. Ton	77.85	28.55	60.50	20.45
2.8 Canned Fish	Rev. Ton	106.40	28.55	83.00	20.45
2.9 Edible Oil	Rev. Ton	112.20	28.55	87.45	20.45
2.10 School Supplies	Rev. Ton	115.90	28.55	90.20	20.45
2.11 Flour	Metric Ton	76.50	28.30	59.45	20.25
B. LIVE ANIMALS					
1. Large (carabao, cattle, horses and the like)	Per Head	121.30	31.55	-	-
2. Small (hogs, goats, and the like)	Per Head	12.20	6.35	-	-

C. VEHICLES	Rev. Ton	66.30	31.55	-	-
D. IRON & STEEL PRODUCTS	Rev. Ton	128.10	31.55	9.85	22.25
E. LOGS	1000 Bd.Ft.	233.10	65.95	-	-
F. LUMBER	1000 Bd.Ft.	233.10	65.95	181.65	46.65
G. HEAVY LIFT					
5 tons and over	Metric Ton	352.05	31.55	-	-
H. BULK CARGO	Metric Ton	134.65	31.55	-	-
I. DANGEROUS CARGO	To be charged in accordance with PPA Admin. Order Nos. 02-89 / 01-90 and Item 8 of the Applicable Terms and Conditions				
j. CONTAINERIZED CARGO					

		<u>ARRASTRE</u>		<u>STEVE-DORING</u>
		<u>Loaded</u>	<u>Empty</u>	
Over 5 footer to 10 footer	Per Box	537.50	161.00	195.00
Over 10 to 20 footer	Per Box	1,075.00	430.00	325.50
Over 35 to 40 footer	Per Box	2,149.00	860.50	325.50

Containers that are stripped (LCL) stuffed at pier/wharf terminal inside port zone.

- a. The above-prescribed arrastre rates for containers shall not apply, instead the regular or existing arrastre charges (on contents) shall apply, chargeable against owners/consignees of goods.
- b. In addition, stripping or stuffing charges shall be 1/3 of commodity rates to be charged against shipping companies.

Note: Stevedoring rate on containerized cargo for non-self sustaining vessel is exclusive of equipment hire if quay/dock crane or any lifting equipment is supplied and used by the contractor/operator.

K. SPECIAL SERVICES / CHARGES

1. Standby Time	Per Gang Hr.	296.25
2. Pre/Post Handling		1/4 of applicable rate

3. Lift-On/Lift-Off Charges	Per Container		
		Loaded	Empty
10 footer		160.00	80.00
20 footer		320.00	160.00
40 footer		480.00	240.00
4. Additional Charges (Work Through) Charges (Work Through)			
Foreman/Head Checker	Per Hour	83.35	
Cabo/Gang Boss	Per Hour	74.10	
Payloader Operators, Trimmers, Crane Operators, Winchmen, Signalmen			
Chercker / FL Operator	Per Hour	51.45	
Stevedores	Per Hour	44.95	
5. Battery Charging	Per Charging	230.00	
6. Handling Activities at Cold Storage	Per Pallet	65.00	
7. Sweeping	Per Bag	8.60	

* Effective April 18, 2014

L. OTHER CHARGES

1. RORO Terminal Fee (RRTF)

The applicable RRTF for RO-RO cargoes for Strong Republic Nautical Highway (SRNH) is under PPA Operations Memorandum Circular No. 01-2010 dated February 25, 2010 and No. 02-2010 dated March 23, 2010.

2. Handling Fee for CHA-RO and STO-RO

CHA-RO

		<u>Handling Fee</u>	
		<u>Loaded</u>	<u>Empty</u>
a. Container/s mounted on chassis or trailer			
Below 10 footer	Per Box	127.00	38.00
10 footer	Per Box	255.00	76.00
Over 10 to 20 footer	Per Box	513.00	207.00

Over 20 to 35 footer	Per Box	895.00	358.00
Over 35 to 40 footer	Per Box	1,026.00	412.00

- b. Conventional cargo (breakbulk, palletized or unitized, live animals, iron and steel products, etc.) loaded on trailers and towed in/out of the Ro-Ro vessels.

These cargoes shall be charged seventy-five (75%) percent of the arrastre rate for non-palletized cargo in the existing tariff for conventional cargo based on the gross weight.

- c. Empty Chassis/Trailers

These cargoes shall be charged fifty percent (50%) of the arrastre rate in the existing tariff for conventional cargo.

STO-RO

Handling Fee

		<u>Loaded</u>	<u>Empty</u>
a.	Container/s mounted on chassis or trailer		
	Below 10 footer	Per Box	127.00
	10 footer	Per Box	255.00
	Over 10 to 20 footer	Per Box	513.00
	Over 20 to 35 footer	Per Box	895.00
	Over 35 to 40 footer	Per Box	1,026.00

- b. Conventional cargo (palletized or unitized) discharged from trailer and stowed on the wharf or vice-versa.

These cargoes shall be charged seventy-five percent (75%) of the arrastre rate for palletized cargo in the existing tariff for conventional cargo.

3. Line Handling

Size of Vessel:

Rate

Less than 25 GRT	55.00
25 up to 100 GRT	93.00
101 up to 500 GRT	188.00
501 up to 1,000 GRT	232.00
1,001 up to 3,000 GRT	326.00
3,001 up to 5,000 GRT	420.00
5,001 up to 10,000 GRT	559.00
10,001 up to 20,000 GRT	652.00
above 20,000 GRT	746.00

II. IMPORT/EXPORT CARGOES	Basis	NON-PALLETIZED		PALLETIZED/UNITIZED	
		Arrastre	Stevedoring	Arrastre	Stevedoring
A. CONVENTIONAL CARGOES					
1. General or breakbulk cargoes in crates, boxes, cases, drums, bags and other loose cargoes	Rev. Ton	76.50	128.10	59.75	90.75
B. VEHICLES	Rev. Ton	81.10	106.60	-	-
C. HEAVY LIFT CARGOES					
5 to 15 tons	Metric Ton	248.60	358.80	-	-
Over 15 to 20 tons	Metric Ton	415.30	520.70	-	-
Over 20 tons	Metric Ton	415.30	602.45	-	-
D. IRON & STEEL PRODUCTS	Rev. Ton	76.50	128.10	59.75	90.75
E. LOGS	1000 Bd. Ft.	168.05	282.10	-	-
F. LUMBER	1000 Bd. Ft.	168.05	282.10	130.95	199.80
G. BULK CARGO	Metric Ton	66.30	104.05	-	-
H. DANGEROUS CARGO	To be charged in accordance with PPA Admin. Order Nos. 02-89 / 01-90 and Item 8 of the Applicable Terms and Conditions				
I. CONTAINERIZED CARGOES					
	<u>BASIS</u>	<u>ARRASTRE</u>		<u>STEVEDORING</u>	
		<u>Loaded</u>	<u>Empty</u>		
1. <u>Full Container Load (FCL)</u>					
10 / 20 footer	Per Box	1,159.50	743.50		717.50
35 footer	Per Box	2,138.50	1,238.00		1,255.50
40 footer	Per Box	2,138.50	1,238.00		1,436.50
2. <u>Less Container Load (LCL)</u>					
10 / 20 footer	Per Box	1,745.50	743.50		717.50
35 footer	Per Box	3,970.50	1,238.00		1,255.50
40 footer	Per Box	3,970.50	1,238.00		1,436.50

3. Shifting containers within the same hatch

20 footer	Per Box	953.00	676.00	-
35 footer	Per Box	1,859.50	1,296.00	-
40 footer	Per Box	1,859.50	1,296.00	-

4. Shifting containers from one hatch to another

20 footer	Per Box	953.00	676.00	-
35 footer	Per Box	1,859.50	1,296.00	-
40 footer	Per Box	1,859.50	1,296.00	-

J. SPECIAL SERVICES / CHARGES

1. For use of tugs in berthing or to assist in pulling away from wharf or pier when such assistance is requested by the master or vessel's agents, the time shall start the hour the tug is requested to be on standby.

Per Hour 307.90

2. Checking Charges - on all cargo shipside discharge or delivery in case of import cargo and delivered from pier or wharf to shipside or ship's tackle in case of export cargo.

Rev. Ton 116.55

3. Extra Labor/Charge - for extra labor requested in addition to regular gang

	Regular Time	Overtime
Gang of 12 men	413.00	619.10
Stevedore / Head / Hour	34.40	51.60
Checker	38.85	58.15
Foreman	51.35	77.00

4. Standby Charges - standby time due to causes beyond the control and not through the fault or negligence of contractor including but not limited to waiting for vessel's arrival or to dock, inclement weather, breakdown of vessel's equipment or waiting for barges or trucks.

	Regular Time	Overtime
Gang of 12 men	413.00	619.10
Stevedore / Head / Hour	34.40	51.60

Checker	38.85	58.15	
Foreman	51.35	77.00	
5. Shoring, Trimming, Lashing, etc.	Same rate for extra labor charges		
6. Stockpiling Charges	Cu. Meter	50.20	
7. Lift-On/Lift-Off Charges	Per Container		
		Loaded	Empty
10 footer		190.50	95.00
20 footer		381.00	190.50
40 footer		571.00	285.50
8. Hustling Charges	Per Container		
		Loaded	Empty
10 footer		190.50	152.50
20 footer		285.50	229.50
40 footer		381.00	304.50
9. Standby Charges			
		Straight Time	Overtime
Foreman	Per Hour	51.35	77.00
Gang Boss or Cabo	Per Hour	51.25	60.05
Checkers, Antiguo, Signalman, winchman, towmotor operator, forklift operator, payloader operator	Per Hour	38.85	58.20
Winchman, Signalman	Per Hour	38.85	58.20
Forklift operator, truck driver, truck helper, Inbound/Out- bound checker	Per Hour	34.40	51.60
Stevedores	Per Hour	34.40	51.60
Waterboys	Per Hour	34.40	51.60
10. Charges on Other Services Available at Cagayan de Oro			
Carpenter Boss, Headchecker	Per Hour	86.65	132.35
Carpenter Helper, Checker	Per Hour	57.85	86.65
Forklift hire on board	Per Hour	1,115.65	1,115.65
Forklift Hire on dock	Per Hour	1,115.65	1,115.65

11. Extra Labor Services by Stevedores and Gang boss

Shoring cargo, lashing cargo, cleaning holds and docks, dunnage, stacking, trimming cargo, lining holds, preparing separation, assisting:

Gang Boss	Per Hour	63.85	95.80
Winchman, signalman, forklift operator	Per Hour	61.95	92.90
Stevedores	Per Hour	54.75	82.15

12. Additional Charges - Meal Hour Charges (Work Through)

Foreman/Head Checker	Per Hour	99.20
Cabo/Gang Boss	Per Hour	88.20
Checker, forklift operators, payloaders operators, trimmers operators, crane operators, winchman, signalman	Per Hour	61.25
Carpenter	Per Hour	61.25
Stevedores	Per Hour	53.50
Waterboys	Per Hour	48.45

13. Sweeping	Per Bag	8.60
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*Effective April 18, 2014

K. OTHER CHARGES

1. Line Handling

Size of Vessel:	Rate
Less than 10,000 GRT	696.00
10,000 - 20,000 GRT	796.00
20,001 - 30,000 GRT	995.00
above 30,000 GRT	1,195.00

cdo cht with 9% additional increase per PPA MC No. 10-2015

SECRETARY'S CERTIFICATE

I, *HECTOR E. MILLE*, duly designated Corporate Board Secretary of the Philippine Ports Authority (PPA), a government instrumentality attached to the Department of Transportation and Communications, created by virtue of Presidential Decree No. 857, as amended, with principal office at the 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, and having custody of the Board records of the PPA, do hereby certify:

That, during the 281st Executive Committee Meeting of the Board of Directors of the Philippine Ports Authority held 07 August 2015 at the, PPA Board Room, 6th Floor, PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, the following Resolution was adopted:

*Ex-Com Resolution No. **2015-1442***

“RESOLVED, that on motion duly made and seconded, that the recommendation by the Hearing Panel created pursuant to PPA Special Order No. 178-2013 dated March 18, 2013, as validated by PPA Management to grant the Oroport Cargo Handling Services, Inc. at the Port of Cagayan de Oro for a tariff rate adjustment of 9% increase, in addition to the provisional increase of 10% granted by PPA in 2013, be, as it is hereby approved, provided that the date of the effectivity of said rate increase be specified in the required publication.”

IN WITNESS WHEREOF, I have signed this Secretary's Certificate this 19th day of August 2015, at the 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila.

(Sgd.) HECTOR E. MIOLE
Corporate Board Secretary

SECRETARY'S CERTIFICATE

I, *HECTOR E. MILLE*, duly designated Corporate Board Secretary of the Philippine Ports Authority (PPA), a government instrumentality attached to the Department of Transportation and Communications, created by virtue of Presidential Decree No. 857. as amended, with principal office at the 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, and having custody of the Board records of the PPA, do hereby certify:

That, during the 423rd (Special) Meeting of the Board of Directors of the Philippine Ports Authority held 07 August 2015 at the PPA Board Room, 6th Floor, PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, the following Resolution was adopted:

RESOLUTION NO. 2458

“RESOLVED, that on motion duly made and seconded, that Ex-Com Resolution No. 2015-1442, which was approved during the 281st (Special) Executive Committee Meeting held on 07 August 2015 at the PPA Board Room. 6th Floor. Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, be, as it is hereby confirmed.”

IN WITNESS WHEREOF, I have signed this Secretary's Certificate this 19th day of August 2015, at the 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila.

(Sgd.) HECTOR E. MIOLE
Corporate Board Secretary

November 26, 2015

**PPA MEMORANDUM CIRCULAR
NO. 14 - 2015**

TO : The Port Manager, PMO NCR South
International Container Terminal Services, Inc. (ICTSI)
Asian Terminals, Inc. (ATI)
Cargo Owners/Brokers/Shipping Lines
Other Port Users Concerned

SUBJECT : Upward Adjustment for Cost-Recovery on Vessel and Cargo
Charges and Other Related Handling Charges for Foreign
Containerized and Non-Containerized Cargoes at South
Harbor and MICT

Section 20 of P.D. 857 provides that the Authority may increase or decrease rates and charges for the use of port premises and for services rendered by the Authority or by any private organization within a Port District. Further, PPA Memorandum Circular No. 11-2007 states that rate increases in cargo handling services or other port fees shall be approved by the PPA Board.

Pursuant to PPA Executive Committee and Regular Board Meetings held on November 10, 2015, an eight percent (8%) upward adjustment for cost-recovery on vessel and cargo charges and other related handling charges for international containerized and non-containerized cargoes at South Harbor and MICT was approved.

The Commercial Services Department shall within 15 days from date of issuance of this Circular make the necessary adjustments in the existing schedule of cargo handling tariff at South Harbor and MICT.

This Circular shall take effect 30 days after the completion of its publication in two (2) newspapers of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the following newspapers:
Philippine Star } November 28, 2015
The Manila Times }

Effectivity Date December 28, 2015

December 4, 2015

**PPA OPERATIONS MEMORANDUM
CIRCULAR NO. 04 - 2015**

TO : The Port Manager, PMO NCR-South
International Container Terminal Services, Inc. (ICTSI)
Asian Terminals, Inc. (ATI)
Cargo Owners/Brokers/Shipping Lines
Other Port Users Concerned

SUBJECT : Revised Schedule of Cargo Handling Tariff at
South Harbor and MICT

Pursuant to PPA Memorandum Circular (MC) No. 14-2015* dated November 26, 2015, an eight percent (8%) upward adjustment for cost-recovery on vessel and cargo charges and other related handling charges for international containerized and non-containerized cargoes at South Harbor and MICT was approved.

In line with this, the cargo handling tariff schedule on the said ports has been revised to effect the approved rate adjustment.

Attached is the revised schedule of cargo handling tariff at South Harbor and MICT for reference and guidance of all concerned, the implementation date of which, is on December 28, 2015.

(Sgd.) RAUL T. SANTOS
AGM for Operations

**PPA MC No. 14-2015 was published in
the Philippine Star and Manila Times on
November 28, 2015.*

November 26, 2015

PPA MEMORANDUM CIRCULAR
NO. 14 - 2015

TO : The Port Manager, PMO NCR South
International Container Terminal Services, Inc. (ICTSI)
Asian Terminals, Inc. (ATI)
Cargo Owners/Brokers/Shipping Lines
Other Port Users Concerned

SUBJECT : Upward Adjustment for Cost-Recovery on Vessel and Cargo
Charges and Other Related Handling Charges for Foreign
Containerized and Non-Containerized Cargoes at South
Harbor and MICT

Section 20 of P.D. 857 provides that the Authority may increase or decrease rates and charges for the use of port premises and for services rendered by the Authority or by any private organization within a Port District. Further, PPA Memorandum Circular No. 11-2007 states that rate increases in cargo handling services or other port fees shall be approved by the PPA Board.

Pursuant to PPA Executive Committee and Regular Board Meetings held on November 10, 2015, an eight percent (8%) upward adjustment for cost-recovery on vessel and cargo charges and other related handling charges for international containerized and non-containerized cargoes at South Harbor and MICT was approved.

The Commercial Services Department shall within 15 days from date of issuance of this Circular make the necessary adjustments in the existing schedule of cargo handling tariff at South Harbor and MICT.

This Circular shall take effect 30 days after the completion of its publication in two (2) newspapers of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the following newspapers:
Philippine Star } November 28, 2015
The Manila Times }

Effectivity Date December 28, 2015

**SCHEDULE OF CARGO HANDLING TARIFF AT
MANILA INTERNATIONAL CONTAINER TERMINAL
AND SOUTH HARBOR
As of December 28, 2015**

**With 8% Increase
Per PPA MC No. 14-2015
Effective December 28, 2015
In U.S. Dollar (\$1:PhP44.50)**

I. CONTAINERIZED CARGO

A. VESSEL CHARGES (Stevedoring)

<u>Non-Self Sustaining Vessel</u>	<u>Basis</u>			
1. CY/FCL				
<u>Loaded</u>				
20 footer	/ box	US\$		98.558
40 footer	/ box			137.866
<u>Empty</u>				
20 footer	/ box	US\$		82.847
40 footer	/ box			106.732
2. CFS/LCL - Inbound/Outbound				
20 footer	/ box	US\$		244.151
40 footer	/ box			355.811
3. Shifting on Board	/ box	US\$		74.674
4. Shifing Via Dock (SVD)/Barge/ Vice Versa				
<u>SVD Loaded</u>				
1-4 TEU/bay (or equivalent units)	/ box	US\$		168.047
Above 4 TEU/bay (or equivalent units) but no more than 15 units/bay	/ box	US\$		218.454
Above 15 units/bay	/ box			283.969
<u>SVD Empty</u>				
1-4 TEU/bay (or equivalent units)	/ box	US\$		168.047
Above 4 units/bay (or equivalent units)	/ box			218.454
Gear/IBC Box	/ box	US\$		168.047
5. Foreign Transhipment (without rework)				
20 footer	/ box	US\$		143.367
40 footer	/ box			179.274

6. Empty-Flat Racks

Two to four 20-foot empty flat racks bundled as one unit	/ bundle	US\$	98.558
Two to four 40-foot empty flat racks bundled as one unit	/ bundle	US\$	137.866

Self-Sustaining Vessel

1. CY/FCL

Loaded

20 footer	/ box	US\$	54.382
40 footer	/ box		93.565

Empty

20 footer	/ box	US\$	38.895
40 footer	/ box		62.587

2. CFS/LCL - Inbound/Outbound

Basis

20 footer	/ box	US\$	198.864
40 footer	/ box		309.729

3. Shifting on Board

/ box	US\$	30.753
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4. Shifting Via Dock/Barge/Vice Versa

/ box	US\$	80.049
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5. Foreign Transhipment (without rework)

20 footer	/ box	US\$	63.861
40 footer	/ box		99.861

B. CARGO CHARGES (Arrastre)

1. FCL - Import

20 footer	/ box	Php	4,025.00
40 footer	/ box		9,235.00

2. FCL - Export

20 footer	/ box	Php	3,286.00
40 footer	/ box		7,548.00

2.1 SHUT-OUT Export - an added charge on top of the arrastre (export) charge of:

Full/Loaded	/ box	Php	3,282.00
Empty	/ box		1,641.00

3. CFS/LCL - Import and Export shall be charged based on actual weight or measurement of LCL cargoes applying the present general cargo rate.

C. DANGEROUS CARGO

To be charged in accordance with PPA AO No. 02-89
dtd. 8/14/89 and PPA AO No. 01-90 dtd. 03/01/90.

II. NON-CONTAINERIZED

			Non- <u>Palletized</u>	<u>Palletized</u>
A. VESSEL CHARGES (Stevedoring)				
1. General Cargo				
a) Bagged Cargoes (Cargoes in bags,sacks)	/RT	Php	193.00	76.00
b) Frozen Cargoes				
1) Unpacked Fish	/RT	Php	600.00	-
2) Fish in Cartons	/RT		401.00	-
c) Others (Cargoes in crates, boxes, cases, drums, etc.)				
	/RT	Php	83.00	57.00
2. Heavy Lift				
5 - 20 tons	/MT	Php	408.00	-
Over 20 tons	/MT		498.00	-
3. Steel Products				
	/MT	Php	66.00	46.00
4. Logs				
	/1000 Bd.Ft.	Php	175.00	-
5. Lumber				
	/1000 Bd.Ft.	Php	-	130.00
6. Bulk				
a) Free Flowing	/MT	Php	83.00	-
b) Non-Free Flowing	/MT		91.00	-
7. Shifting within hatch				
	150% of applicable rates			
8. Shifting from hatch to another or from one hold to dock/pier or barge or vice versa				
	200% of applicable rates			

NB The above charges shall be exclusive of equipment except for
item 6 i.e. Bulk cargoes where clamshell shall be provided.

B. CARGO CHARGES (Arrastre)

<u>Import</u>	<u>Basis</u>		<u>Non-Palletized</u>	<u>Palletized</u>
1. General Cargo				
a) Bagged Cargoes (cargoes in bags, sacks)	/RT	Php	285.00	126.00
b) Frozen Cargoes				
1) Unpacked Fish	/RT	Php	1,074.00	-
2) Fish in Cartons	/RT		717.00	-
c) Others (cargoes in crates, boxes, cases, drums, etc.)	/RT	Php	161.00	126.00
1. Steel Products	/RT	Php	189.00	151.00
2. Logs	/ 1000 Bd.Ft.	Php	246.00	-
3. Lumber	/ 1000 Bd.Ft.	Php	-	246.00
4. Heavy Lift				
5 - 15 tons	/MT	Php	388.00	-
Over 15 - 20 tons	/MT		640.00	-
Over 20 tons	/MT		902.00	-
5. Bulk Cargo	/MT	Php	161.00	-
6. Checking Charge (Shipside Delivery)	/RT	Php	18.00	-

C. ROLL-ON ROLL-OFF CHARGES

1. Vessel Charges (Stevedoring)	/RT	Php	70.00	
2. Cargo Charges (Arrastre)	/RT		161.00	

D. DANGEROUS CARGO To be charged in accordance with PPA AO No. 02-89
dtd. 8/14/89 and PPA AO No. 01-90 dtd. 03/01/90.

III. MISCELLANEOUS CHARGES (payable by whoever requested for services)

A. CONTAINERIZED

1. Lifting and closing of hatch covers, lids and supporting beams (non-self sustaining vessels only)		/hatch	US\$	104.790
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2. Making fast and letting go lines				
Size of Vessel:				
Less than 10,000 GRT	/vessel	US\$		17.142
10,000 - 20,000 GRT	/vessel			19.591
20,000 - 30,000 GRT	/vessel			24.457
Above 30,000. GRT	/vessel			29.354
<u>Basis</u>				
3. Pier Lighting (night operations - 1800H to 0600H)	/hour	US\$		2.098
4. Reefer Charges (Plug in/out) /box/hour or fraction				
20 footer		US\$		1.718
40 footer				4.008
--- Reefer vans for export shall be subject to one (1) hour minimum				
--- A minimum of six (6) hours shall be imposed on import reefer vans				
20 footer	/box	Php		463.00
40 footer	/box			1,079.00
5. a) B.O. Turnover Survey gang/hour US\$ 27.192				
b) Shoring/Recouping (Labor Cost Only) gang/hour US\$ 11.703				
Materials, subject to the determination of both parties based on actual usage.				
c) Stripping - FCL /box Php 8,530.00				
- 100% examination	/box			8,530.00
- Over 10% but below 100% exam	/box			4,267.00
- BOC Spot Checking exam	/box			1,304.00
6. Equipment Rental (includes operator)				
a) Shore Crane	/hour or fraction thereof	US\$		141.364
b) Crane - 100 ton mobile crane minimum of twelve (12) container moves	/minimum	US\$		534.576
EQUIPMENT HIRE:				
Crane (Mobile)	100 Tons Capacity	/hour	US\$	313.068
Crane	50 Tons Capacity	/hour		127.975
Crane	25 Tons Capacity	/hour		73.084
Crane Container Barge Tango		/hour		44.905
Forklift	20 Tons Capacity	/hour		36.542
Forklift	10 Tons Capacity	/hour		20.163
Forklift	3 Tons Capacity	/hour		13.929
Toploader	25 Tons Capacity	/hour		54.796

Toploader	35 Tons Capacity	/hour		73.084
Shifter/Straddle Carrier	25 Tons Capacity	/hour		73.369
Tractor Head		/hour		20.100
Truck, Stake		/hour		13.929
Chassis with Truck/Tractor				
20 footer		/hour		8.841
40 footer		/hour		17.619

c) Pallets (outside rental) /box Php 77.00

7. Transferring/storing of dangerous cargoes at the Dangerous Cargo Area (DCA) - (Per PPA MC 12-2004 for MICT & PPA MC 02-2005 for South Harbor)

Containerized Dangerous Cargo	/TEU	Php	4,687.00
LCL (non-palletized)	/RT		321.00
LCL (palletized)	/RT		246.00

The charges shall be distinct and in addition to the "premium charges" prescribed under PPA Admin. Order No. 02-89 (Cargo Handling Rate for Dangerous/Obnoxious Cargoes).

Penalty Charges

Standby Charges	<u>Basis</u>		
a) Manpower	gang/hour	US\$	35.110

Applies to vessel operation when labor is engaged to work but cannot work, when causes are attributable to vessel's fault, under the following conditions:

- a) waiting for vessel to dock;
- b) breakdown of vessel's gear;
- c) waiting for cargo/truck; and
- d) men engaged but not put to work.

Standby time charges due to inclement weather shall not apply except when the cargo owner/ consignee insists on the deployment of a gang or objects to the knocking off of the gang during or impending inclement weather.

b) Shore Crane	/minute	US\$	7.632
Equivalent to four (4) Container Lifts per hour or fraction thereof	/hour	US\$	152.751

B. NON-CONTAINERIZED

1. Making fast & letting go lines

Size of Vessel:	/vessel	Php	717.00
Less than 10,000 GRT	/vessel		820.00
10,000 - 20,000 GRT	/vessel		1,026.00
20,000 - 30,000 GRT	/vessel		1,229.00
Above 30,000 GRT			

2. Pier Lighting (night operations
— 1800H to 0600H)

/hour Php 82.00

3. a) B.O. Turnover Survey

gang/hour Php 1,145.00

b) Shoring/Recouping (Labor Cost Only)
Materials, subject to the determination
of both parties based on actual usage.

gang/hour Php 491.00

4. Equipment Rental (includes operator)

a) On-Dock

Crane (Mobile)	100 Tons Capacity	/hour	Php	13,928.00
Crane	50 Tons Capacity	/hour		5,694.00
Crane	25 Tons Capacity	/hour		3,251.00
Forklift	20 Tons Capacity	/hour		1,625.00
Forklift	10 Tons Capacity	/hour		893.00
Forklift	3 Tons Capacity	/hour		619.00
Toploader	25 Tons Capacity	/hour		2,440.00
Toploader	35 Tons Capacity	/hour		3,251.00
Shifter/Straddle Carrier	35 Tons Capacity	/hour		3,251.00
Tractor Head		/hour		893.00
Truck, Stake		/hour		619.00

b) On-Board

Forklift 3 Tons Capacity **Basis** /hour Php 835.00

c) Outside rental of pallets

/hour Php 93.00

Penalty Charges

Standby time charges shall be applied on delays beyond the control of the cargo handling operator, only under the following circumstances:

- a) waiting for vessel to dock;
- b) breakdown of vessel's gear;
- c) waiting for cargo/truck/barges;

- d) non-readiness of the vessel; and
 e) gang cancelled by client due to instances other than the above.

a) On-Board	gang/hour	Php	<u>2,985.00</u>
b) On-Dock	gang/hour	Php	<u>2,850.00</u>

Standby time charges due to inclement weather shall not apply except when the cargo owner/consignee insists on the deployment of a gang or objects to the knocking off of a gang during or impending inclement weather.

Extra Labor Services

1. Gang Services

a) On-Dock

General Cargo Delivery Gang	gang/hour	Php	950.00
B.O. Turn-over Gang	gang/hour		1,207.00
Utility	gang/hour		1,245.00
Barge Delivery Operation	gang/hour		1,670.00
Lashing/Unlashing (RO-RO)	gang/hour		846.00
Lashing/Unlashing Gang	gang/hour		1,531.00
Self-Sustained Vessel (Loading/Unloading)	gang/hour		2,797.00
Integrated General Cargoes & Units	gang/hour		3,392.00

b) On-Board

Regular Gang	gang/hour	US\$	22.738
Big Gang	gang/hour		26.746
Manlighter Gang	gang/hour		15.871
Lashing/Unlashing/Shoring	gang/hour		26.364
Discharging Vessel/Barge Operation/Stripping	gang/hour		49.677

2. Personnel Services

Antigo	/hour	US\$	2.735
Batteryman	/hour		2.831
Cabo	/hour		2.831
Cabo B.O.	/hour		2.831
Carpenter	/hour		2.735
Checker Posting B.O.	/hour		2.735
Checker Delivery	/hour		2.927
Checker Posting	/hour		2.927
Checker Receiving	/hour		2.927
Checker Transfer	/hour		2.927
Clerk	/hour		2.735
Cooperer B.O.	/hour		2.735
Deliveryman	/hour		2.735
Electrician	/hour		2.735
Foreman Delivery	/hour		2.927
Foreman Receiving	/hour		2.927
Gatekeeper	/hour		3.054
Gearlockerman	/hour		2.735
Inspector B.O.	/hour		2.927
Inspector Gate	/hour		3.054
Lineman	/hour		2.735
Locator	/hour		2.735
Locator Van	/hour		2.735
Mechanic	/hour		2.927
Mechanic Helper	/hour		2.831
Moderno	/hour		2.703
Operator Crane (2)	/hour		3.593
Operator Forklift	/hour		2.735
Operator Gantry Crane	/hour		2.703
Operator Mobile	/hour		2.927
Operator Tractor	/hour		3.054
Reefer Technician	/hour		2.989
Signalman	/hour		2.735
Special Cargoman	/hour		2.735
Supervisor	/hour		3.116
Supervisor B.O.	/hour		3.116
Superintendent	/hour		3.371
Truck Diver	/hour		2.735
Utilityman	/hour		2.735
Welder	/hour		2.735
Winchman	/hour		2.735
Baggage Master	/hour		2.831

Note:

The above rates are exclusive of VAT

CARGO HANDLING OPERATIONS

March 20, 2015

**PPA ADMINISTRATIVE ORDER
NO. 03 - 2015**

**TO : All Port Managers
Others Concerned**

**SUBJECT : Amendment to PPA Administrative Order No. 05-2014
Pertaining to the Composition of BAC and COSEC for
Cargo Handling Services**

In view of the implementation of the PPA Rationalization Plan, the Manager, Resource Management Division, PMO, shall now be replaced by the *Manager, Administrative Division, PMO*, as member of the Bids and Awards Committee (BAC) and Comparative Selection and Evaluation Committee (COSEC) for the public bidding and comparative evaluation of cargo handling services, respectively.

Likewise, the Chief Corporate Attorney, PMO, who acts as member of the BAC and COSEC, shall be replaced by *Attorney IV, PMO*. In the event that the PMO does not have an Attorney IV, the PMO may request one from the Legal Services Department or from nearby PMO's, subject to the approval of the Head Office.

All other provisions of PPA Administrative Order (AO) No. 05-2014 not affected by this Order shall remain valid and in full force.

This Order amends PPA AO No. 05-2014 and shall take effect fifteen (15) calendar days from its publication in the Official Gazette or in newspaper of general circulation and a copy filed with the University of the Philippines Law Center.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star - April 2, 2015

Effectivity Date April 16, 2015

March 20, 2015

**PPA ADMINISTRATIVE ORDER
NO. 05 - 2015**

**TO : All Port Managers
Others Concerned**

**SUBJECT : Amendment to PPA Administrative Order No. 07-2014
Pertaining to the Composition of BAC for Ro-Ro Services**

In view of the implementation of the PPA Rationalization Plan, the Manager, Resource Management Division, PMO, shall now be replaced by the *Manager, Administrative Division, PMO*, as member of the Bids and Awards Committee (BAC) for the public bidding for the provision of Roll-On/Roll-Off (RORO) services at PPA Ports.

Likewise, the Chief Corporate Attorney, PMO, who acts as member of the BAC, shall be replaced by *Attorney IV, PMO*. In the event that the PMO does not have an Attorney IV, the PMO may request one from the Legal Services Department or from nearby PMOs, subject to the approval of the Head Office.

All other provisions of PPA Administrative Order (AO) No. 07-2014 not affected by this Order shall remain valid and in full force.

This Order amends PPA AO No. 07-2014 and shall take effect fifteen (15) calendar days from its publication in the Official Gazette or in newspaper of general circulation and a copy filed with the University of the Philippine Law Center.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star - April 2, 2015

Effectivity Date April 16, 2015

August 27, 2015

**PPA OPERATIONS MEMORANDUM
CIRCULAR NO. 03 - 2015**

**TO : All Port Managers
Cargo Handling Operators/Terminal Operators
Cargo Shippers/Owners
Shipping Lines
All Others Concerned**

SUBJECT : Bagging/Rebagging Operations of Bulk Cargoes

As part of the Authority's efforts in ensuring efficiency in cargo loading and unloading operations at ports, wherein the on-shore cycle time shall coincide with the on-board cycle time, thus resulting to faster vessel turn-around time, **ALL BAGGING/REBAGGING OPERATIONS SHALL NO LONGER BE ALLOWED ON ANY PART OF THE QUAY OR APRON.**

Further, **NO BAGGING/REBAGGING OPERATIONS** shall be allowed except when this is done within the vessel's productivity cycle as agreed upon and committed during the berthing meeting among the shipping company, the cargo handling operator (CHO), cargo owner/consignee and the Authority, subject to the following conditions:

1. That no bagging/rebagging operations remain within the berth length occupied by the subject vessel beyond the vessel's productivity cycle;
2. That the minimum productivity shall be 80 tons per ship-hour. This is based on the following set up:
 - a. Two hatches of bulk vessel are open.
 - b. Each hatch has a dedicated clamshell.
 - c. Each clamshell unloads into the bagging machine's hopper. (One clamshell per bagging machine)
 - d. Each bagging machine is connected to two (2) conveyors.
 - e. Each conveyor loads onto a truck.

(See Annex "A")

3. That the CHO complies with the committed bulk cargo productivity regardless of the bagging set-up, and;
4. That the cargo owner/consignee, in coordination with the CHO, shall ensure a sufficient number of trucks and commit a turnaround time for trucks consistent with the vessel's productivity cycle.

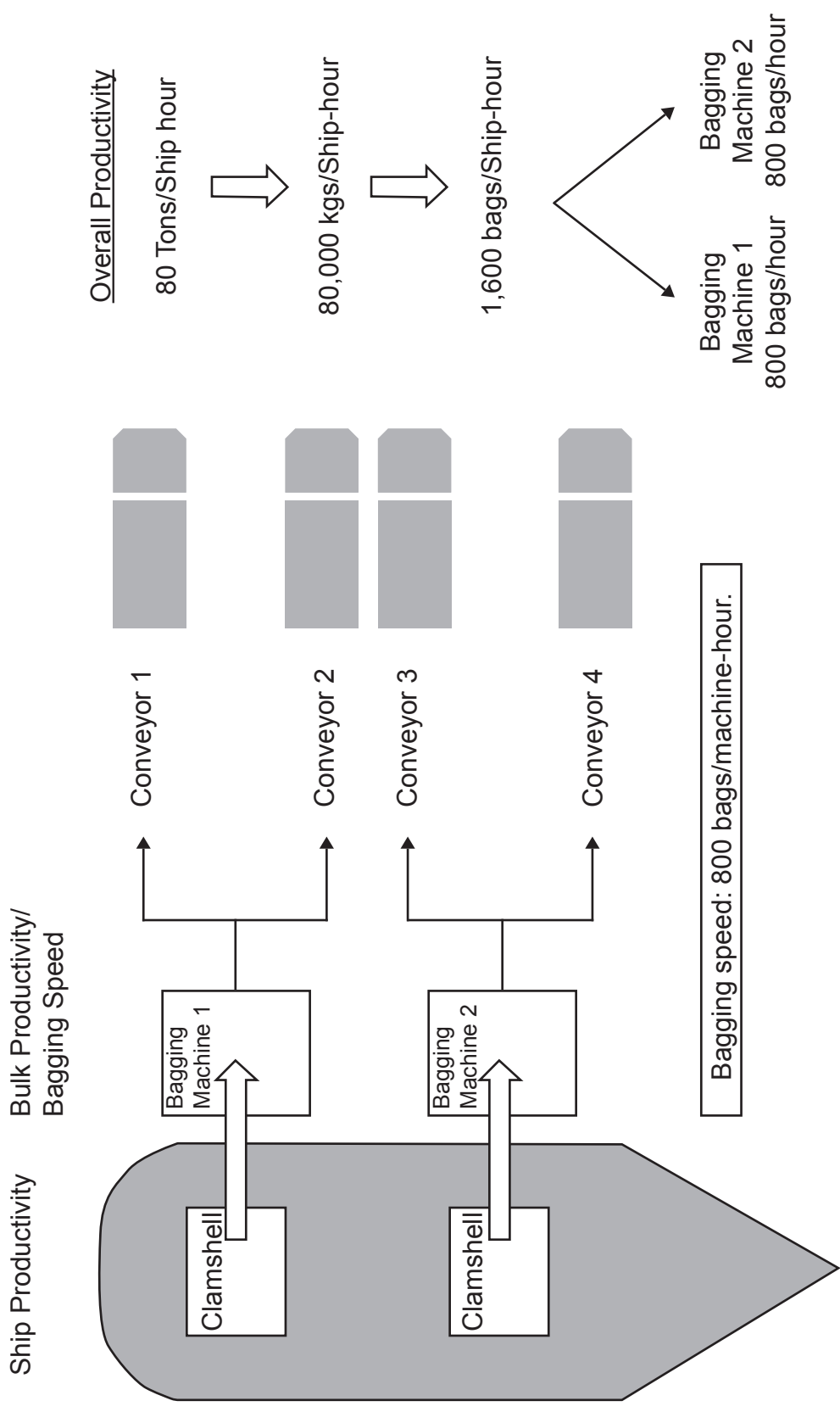
The Port Manager shall designate other available areas of the port for bagging/rebagging operations. **However, no part of the quay or apron may be used as stacking or storage area for bagged cargoes at any time and Automated Bagging Machines shall be removed from the quay before the vessel undocks from berth.**

The Port Manager shall establish operational guidelines and procedures at ports under the PMO's jurisdiction for the implementation of this Memorandum Circular and may impose restrictions and penalties in accordance with existing rules and regulations, or as may be approved by PPA Management.

For the compliance of all concerned.

(Sgd.) RAUL T. SANTOS
Assistant General Manager
for Operations

cc: General Manager, CSD Manager



PASSENGER TERMINAL BUILDING OPERATIONS

March 20, 2015

**PPA ADMINISTRATIVE ORDER
NO. 04 - 2015**

**TO : All Port Managers
Others Concerned**

**SUBJECT : Amendment to PPA Administrative Order No. 06-2014
Pertaining to the Composition of BAC for PTB Operations**

In view of the implementation of the PPA Rationalization Plan, the Manager, Resource Management Division, PMO, shall now be replaced by the *Manager, Administrative Division, PMO*, as member of the Bids and Awards Committee (BAC) for the public bidding for the selection of Passenger Terminal Building (PTB) Operator of existing PPA-owned PTBs.

Likewise, the Chief Corporate Attorney, PMO, who acts as member of the BAC, shall be replaced by *Attorney IV, PMO*. In the event that the PMO does not have an Attorney IV, the PMO may request one from the Legal Services Department or from nearby PMOs subject to the approval of the Head Office.

All other provisions of PPA Administrative Order (AO) No. 06-2014 not affected by this Order shall remain valid and in full force.

This Order amends PPA AO No. 06-2014 and shall take effect fifteen (15) calendar days from its publication in the Official Gazette or in newspaper of general circulation and a copy filed with the University of the Philippines Law Center.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star - April 2, 2015

Effectivity Date April 16, 2015

PASSENGER TERMINAL FEE

January 27, 2015

PPA MEMORANDUM CIRCULAR
NO. 01 - 2015

TO : The Port Manager
PMO Negros Oriental/Siquijor
All Port Users
Others Concerned

FROM : The General Manager

SUBJECT : Passenger Terminal Fees at the Ports of Negros
Oriental/Siquijor

In reference to the request for approval of the **existing** passenger terminal fees at the Ports of Negros Oriental/Siquijor, the following rates are hereby approved:

PARTICULAR	RATES (INCLUSIVE OF VAT)
Larena	17.00
Siquijor	14.00

The above rates have been discussed in a public consultation conducted by PMO on November 14, 2014.

All rates are subject to necessary discount accorded to students, senior citizens and persons with disability, pursuant to PPA MC No. 07-2014

Further, the approved rates shall be published in a newspaper of local circulation and shall take effect immediately.

(Sgd.) JUAN C. STA. ANA

Published in the Siquijor Today - February 9, 2015

PILOTAGE

December 29, 2015

PPA ADMINISTRATIVE ORDER
NO. 09 - 2015

TO : All PMOs, Shipping Companies, Harbor Pilots,
Port Users, and All Others Concerned

SUBJECT : Expanding the Jurisdiction of Iloilo Pilotage District to
Include the Port of Concepcion

1. AUTHORITY

- 1.1 Section 6-a (viii) of PD 857, as amended
- 1.2 Section 134, Article XII of PPA Administrative Order No. 13-77
- 1.3 Section 6, Article II of PPA Administrative Order No. 03-85

2. SCOPE

This Order shall cover all vessels calling the Port of Concepcion under the jurisdiction of PMO Panay/ Guimaras.

3. OBJECTIVE

To ensure efficient delivery of pilotage services within the Iloilo Pilotage District and the safe conduct of vessels navigating therein.

4. GUIDELINES

4.1 Jurisdictional/Operational Area of Iloilo Pilotage District

Shall embrace all the waters between Panay and Guimaras Islands bounded on the West by a line drawn from Lat. 10°29.0' N – Long. 122°28.5' E to Lat. 10°40.0' N – Long. 122°22.0' E and on the East by a line drawn from Lat. 10°43.0' N – Long. 122°42.5' E to Lat. 10°47.0' N – Long. 122°44.0' E – comprising the ports and harbor of Iloilo City Lat. 10°41.8' N – Long. 122°34.5' E and the Iloilo River; and the Port of Concepcion comprising the waters in the Bagabu Island, Bulubadiangan Island, Tagubanhon Island, Apiton Pass, Anauyan Channel Lat. 11°10.73' N – Long. 123°07.46' E

4.2 Pilots' Boarding Station

Lat. 11° 06.20' N

Long. 123° 05.15' E

4.3 Compliance with PPA Policies, Rules and Regulations on Pilotage

The Harbor Pilots/Pilots' Association under the jurisdiction of Iloilo Pilotage District shall strictly comply with all the policies, rules and regulations pertaining to pilotage operation issued by the Authority. This include, among others, the remittance to the Authority of the government share of not less than ten percent (10%) of the Association's monthly gross income derived from pilotage service.

5. COPIES OF THIS ORDER

Copies of this Order shall be furnished the following:

- 5.1 Commandant, Philippine Coast Guard
- 5.2 Administrator, Maritime Industry Authority
- 5.3 Director, Coast and Geodetic Survey Department (NAMRIA)
- 5.4 President, United Harbor Pilots' Association
- 5.5 President, Philippine Liner Shipping Association, Inc.
- 5.6 President, Philippine Interisland Shipping Association
- 5.7 President, Association of International Shipping Lines

6. FINAL PROVISIONS

6.1 Repealing Clause

All PPA orders, rules and regulations, policies, guidelines inconsistent herewith are hereby repealed or amended accordingly.

6.2 Effectivity

This Order shall take effect fifteen (15) days after its publication in any newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manger

Published in the Philippine Star - January 6, 2016

Effectivity Date January 21, 2016

June 8, 2015

PPA ADMINISTRATIVE ORDER
NO. 06 - 2015

TO : All Port Managers
All Department Managers
All Terminal Operators
All Cargo Handling Operators
All Shipping Lines and Ships Agents
All Shippers, Consignees and Lessees
All Others Concerned

SUBJECT : Addendum to PPA Memorandum Order No. 36-2014,
"Changes from Existing to New Nomenclature for
Field and Head Office Units of PPA"

In view of the geographical proximity and location of some ports in the Province of Leyte, the following municipal ports are hereby identified as being under the administrative jurisdiction of the restructured PMO Eastern Leyte/ Samar (formerly PMO Tacloban) and PMO Western Leyte/Biliran (formerly PMO Ormoc):

PORT	NEW STRUCTURE	PMO CODE
Port of Capoocan	PMO Eastern Leyte/ Samar	ELS
Port of Tomas Oppus	PMO Western Leyte/Biliran	WLB
Port of Malitbog	PMO Western Leyte/Biliran	WLB
Port of Bontoc	PMO Western Leyte/Biliran	WLB

This Order shall take effect immediately upon its publication in the Official Gazette or in a newspaper of general circulation, a copy of which will be forwarded in the U.P. Law Center.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star - June 20, 2015

PORT SAFETY & SECURITY

February 20, 2015

**PPA ADMINISTRATIVE ORDER
NO. 01 - 2015**

TO : All Port Managers, Port Police Division Managers/Station Commanders, TMO Managers/Officer-in-Charge, Cargo Handling Service Providers, Shipping Line Owners/Operators/ Agents, Shippers, Custom Brokers, Truckers/Haulers/ Forwarders Consignees and other stakeholders concerned

SUBJECT : Modification of Section IV.2 and Section V.1.1 of PPA Administrative Order No. 04-2009-Revised General Pass Control System and Access Regulations

Pursuant to Executive Order No. 366 and the Governance Commission on GOCC Memorandum Order No. 2014-10 otherwise known as the Approved PPA Rationalization Plan, the following provisions of the PPA Administrative Order No. 04-2009 shall be modified and read as follows:

Section IV. - General Guidelines-

2. The Administrative Services Department shall design, procure and provide the PMOs and TMOs with sufficient number of annual vehicle stickers/passes. It shall be valid in all ports and terminals under the administrative jurisdiction of the Philippine Ports Authority subject to specific guidelines of the issuing Port Management Office.

The Port Management Office through the Port Police Division shall submit monthly PPA Annual Vehicle Pass Issuances, for the General Manger ATTN. Manager. Port Police Department indicating at least the name of the company/or the registered vehicle owner, Permit to Operate Number, PPA Annual Sticker Number and the vehicle LTO issued license plate number/conduction sticker.

Section V. - Specific Guidelines-

1. Types of Passes

- 1.1 Annual Vehicle Sticker/Pass

This is a decal in the form of celluloid sticker bearing the PPA Official logo and color, the year/s of validity, control of serial number and the name and signature of the General Manager or his authorized personnel.

All orders, circulars, memoranda and other issuances inconsistent hereof are hereby repealed or modified accordingly.

This order shall take effect immediately.

(Sgd.) JUAN C. STA. ANA
General Manager

July 12, 2015

MEMORANDUM

FOR : All RC Heads
Head Office / PMOs

FROM : The Manager
Human Resource Management Dept.

SUBJECT : Department of Health Memorandum Circular No, 2015-1
“Policies and Guidelines Governing Health Measures for
Arriving Passengers & Crew from International Travel due to
MERS-COV Outbreak in Arabian Peninsula and South Korea”.

Herewith is the DOH Memorandum Circular No. 2015-1 :Policies and Guidelines Governing Health Measures for Arriving Passengers and Crew from International Travel due to MERS-COV Outbreak in Arabian Peninsula and South Korea”, for your information and dissemination.

(Sgd.) LILIAN T. JAVIER

Encl as stated:

**Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
25th and A.C. Delgado Streets
Port Area, Manila**

03 June 2015

MEMORANDUM CIRCULAR NO. 2015-1

**TO : ALL QUARANTINE PERSONNEL AIRPORT AND SEAPORT
AUTHORITIES; GOVERNMENT AGENCIES AT POINTS OF ENTRY,
AIRLINES, SHIPPING, PORT USERS AND OTHERS CONCERNED.**

**SUBJECT : POLICIES AND GUIDELINES GOVERNING HEALTH MEASURES FOR
ARRIVING PASSENGER AND CREW FROM INTERNATIONAL
TRAVELS DUE TO MERS-CoV OUTBREAK IN ARABIAN PENINSULA
AND SOUTH KOREA**

I. RATIONALE

As mandated by Republic Act No. 9271 and in pursuit to prevent, protect, mitigate the introduction, transmission or spread of public health emergencies of international concern in the country at our airports/seaports of entry, the Department of Health, through the Bureau of Quarantine, is tasked to promulgate and enforce rules and regulations on health screening measure on arriving passengers and crew.

II. PURPOSE AND SCOPE

As mandated by Section 53.1, part XI of Administrative Order No. 186, series of 2004, otherwise known as the Implementing Rules and Regulations of R. A. 9271, this Circular defines the policies and prescribes the guidelines for effective and efficient health screening measures of arriving passengers and crew to prevent, protect, control, and mitigate the transmission or spread of the Middle East Respiratory Syndrome Corona Virus (MERS-CoV).

III. POLICY STATEMENT

A. GENERAL POLICY GUIDELINES

The Bureau hereby adopts efficient, effective, reliable health screening measure due to the MERS-CoV outbreak without necessarily impeding restriction to trade, travel, and passengers/ crew comfort and safety.

B. OPERATIONAL POLICY GUIDELINES

INTERNATIONAL TRAVEL

- a. All quarantine personnel assigned at international airports/ seaports are hereby ordered to heighten surveillance on travelers arriving with flu-like symptoms. All port authorities, government agencies, airlines, shipping lines are enjoined to report any case/s of FLU LIKE SYMPTOMS.

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- b. All quarantine personnel assigned at international airports/ seaports are ordered to conduct health promotion and education activities with regard to MERS-CoV through poster, flyers, tarpaulins, public health announcements (PHA) and other I.E.C. material. All port authorities, government agencies, airlines, shipping lines are strongly encouraged to provide assistance in promoting this activity.
 - c. All arriving passengers/ crew must submit a completed Health Declaration Checklist to the Bureau of Quarantine stationed at the arrival area of International Airports.
 - d. All arriving passengers/ crew must be given a Health Alert Notice (HAN). This is to be kept by the passenger/ crew for at least 14 days (2 weeks) in order for them to contact proper health authorities if they need help or assistance on MERS-CoV. All port authorities, government agencies, airlines, shipping lines are advised to devise a mechanism of explaining to all arriving passengers/crew on the importance to HAN.
 - e. All arriving passengers/ crew from MERS-CoV affected countries must undergo at home fever monitoring check thru the use of thermal scanners or forehead thermometers for the next 14 days (2 weeks).
 - f. All sea craft or vessels arriving at seaports of entry are to be boarded first by a Quarantine Medical Officer. Only after a free pratique is issued will other person/s be allowed to embark or disembark. Direct berthing privileges (Controlled Pratique) issuance shall be on a case to case basis or suspended if warranted, depending on the pandemic alert phase of the MERS-CoV.
 - g. Aircraft Commanders/ Master of Vessel are ordered to report in advance case/s of Flu-like symptoms, other health emergencies and deaths on board. Health documents (i.e. General Declaration, Maritime Declaration, Manifest, etc.) are to be accomplished upon to the Duty Quarantine Medical Officer.
 - h. All port authorities, government agencies, airlines, shipping lines, ports users are enjoined in implementing previously designed and agreed upon quarantine health protocols in handling suspected case/s of MERS-CoV or other infectious diseases.

IV. REPEALING CLAUSE

All orders, memoranda and/or other Bureau of Quarantine issuances in conflict herewith are hereby rescinded, revised or modified accordingly.

V. EFFECTIVITY:

This Memorandum Circular shall take effect immediately.

For strict compliance.

FERDINAND S. SALCEDO, MD, MPH, CESO IV
OIC – Director IV

(Sgd.) FERCHITO L. AVELINO, MD
DIRECTOR III

August 27, 2015

PPA MEMORANDUM CIRCULAR

No. 11 – 2015

TO : All PPA Officials/Employees
And Others Concerned

SUBJECT : Port Safety, Health and Environmental Management System
(PSHEMS) Project at the Port of Batangas

Pursuant to the Memorandum of Agreement entered into by PPA with the Partnerships in Environmental Management for the Seas of East Asia (PEMSEA), the PSHEMS is hereby established and implemented at the Port of Batangas in accordance with the PSHEM Code covering the Operation, Management and Control of Passenger Terminal Buildings 1 and 2, Batangas Port Development Project – Phase 1.

The Safety, Health and Environmental (SHE) Policy Statement, as follows, is hereby adopted, made known and should be understood within PPA as required by the PSHEM Code, ISO 9001:2008, 14001 and OHSAS 1800 Standards.

“IT IS THE POLICY OF THE PORT MANAGEMENT OFFICE OF BATANGAS TO CONTINUALLY IMPROVE THE PASSENGER TERMINAL BUILDING OPERATIONS, CONTROL AND MANAGEMENT IN CONFORMITY WITH INTERNATIONAL BEST PRACTICES AS WELL AS WITH LOCAL AND INTERNATIONAL STATUTORY REQUIREMENTS AND STANDARDS ON SAFETY, HEALTH AND ENVIRONMENT IN ORDER TO ENHANCE THE WELL-BEING OF ITS PASSENGERS, EMPLOYEES, PORT WORKERS AND STAKEHOLDERS, TO PREVENT ACCIDENTS AND POLLUTION AND TO PROTECT AND CONSERVE THE ENVIRONMENT.”

All concerned PPA officials and employees are enjoined to implement and maintain the SHE Policy within the defined scope of PSHEMS at the Port of Batangas.

(Sgd.) JUAN C. STA. ANA
General Manager

September 03, 2015

PPA MEMORANDUM CIRCULAR
No. 12 - 2015

TO : All PPA Officials/ Employees
And Others Concerned

SUBJECT : Port Safety, Health and Environmental Management System
(PSHEMS) Project at the PMO Socsargen

Pursuant to the Memorandum of Agreement entered into by PPA with the Partnership in Environmental Management for the Seas of East Asia (PEMSEA), the PSHEMS is hereby established and implemented at the PMO Socsargen in accordance with the PSHEM Code covering the **Dry Container Handling Operations in the Port of General Santos.**

The Safety, Health and Environmental (SHE) Policy Statement, as follows, is hereby adopted, made known and should be understood within PPA, as required by the PSHEM Code, ISO 9001:2008, 14001 and OHSAS 1800 Standards:

“IT IS THE POLICY OF PMO SOCSARGEN TO ESTABLISH AND IMPLEMENT A PORT SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT SYSTEM AND ITS CONTINUAL IMPROVEMENT IN THE DRY CONTAINER HANDLING OPERATIONS IN THE PORT OF GENERAL SANTOS TO PREVENT ACCIDENTS, PROTECT AND PROMOTE THE WELL-BEING OF THE PORT WORKERS AND STAKEHOLDERS THROUGH SAFE AND HEALTHY WORK PRACTICES, SAFEGUARD THE ENVIRONMENT FROM POLLUTION AND OTHER ENVIRONMENTAL DAMAGE THROUGH SUSTAINABLE PROGRAMS AND ADHERE TO ALL APPLICABLE INTERNATIONAL, NATIONAL AND LOCAL STATUTORY AND REGULATORY REQUIREMENTS.”

All concerned PPA officials and employees are enjoined to implement and maintain the SHE Policy within the defined scope of PSHEMS at the PMO Socsargen, Port of General Santos.

(Sgd.) RAUL T. SANTOS
Officer-In-Charge

October 15, 2015

PPA MEMORANDUM ORDER
NO. 15 - 2015

TO : All Port Managers
Port Facility Security Officers
Shipping Lines
Others Concerned

SUBJECT : Provision for Shuttle Service for Foreign Ship's Personnel

In conformance with the guidelines of the International Ship and Port Facility Security Code (ISPS), all crewmembers from the foreign vessels disembarking/embarking for whatever purpose shall be required to be escorted from the ship side to the access gate of the ports, and vice versa. The shipping lines or their agents shall be responsible in providing the shuttle service for the crewmembers.

The Port Facility Security Plan shall address the procedures for facilitating shore leave for ship's personnel or personnel changes, as well as access of visitors to the ships.

(Sgd.) RAUL T. SANTOS
Assistant General Manager for Operations

December 21, 2015

**PPA ADMINISTRATIVE ORDER
NO. 07 - 2015**

TO : All Port Managers
Shipping Companies/Agents, Cargo Handling Operators,
And Others Concerned

SUBJECT : Guidelines on the Implementation of the
PPA Orange Book on Safety, Health,
Environmental Management and Handling
of Dangerous Goods in Ports

1. AUTHORITY

1.1 Sections 6-a (ii), (vi), (x) 26 and 28 of PD 857, as amended

2. SCOPE

This Order shall govern the proper implementation of port safety, health and environmental management in PPA ports nationwide for the compliance and guidance of all port users/stakeholders.

The guidelines prescribed herein, which shall be known as the PPA Manual on Port Safety, Health and Environmental Management (SHEM) or the PPA Orange Book, is divided into three parts:

Book I - Safety and Health in Ports
Book II - Environmental Management in Ports, and
Book III - Transport, Handling and Storage of Dangerous Goods in Ports

3. OBJECTIVES

3.1 To ensure the safety and protection of all port users, passengers and port workers while inside the port premises.

3.2 To promote and sustain an environment-friendly workplace in all ports and harbors of the country and ensure the health and welfare of all port users, passengers, and port workers through established environmental monitoring schemes and management measures that are geared towards the protection of the environment and continually improve the implementation of environmental policies in the port through the adoption of international and national standards and best practices.

3.3 To ensure the proper and safe handling/transport/storage of dangerous goods in ports.

4. SPECIFIC GUIDELINES

- a. The PPA Port Management Offices (PMOs) and Terminal Management Offices (TMOs) shall ensure the effective implementation and compliance with the Safety, Health and Environmental regulations as prescribed in the PPA Manual on SHEM.
- b. Cargo Handling Operators/Terminal Operators shall observe strict adherence to the above-mentioned SHEM regulations.

The following salient features contained in each Book describe the operational procedures in the handling of goods, services and passengers while inside the PPA ports:

4.1 Highlights of Book I entitled “Safety and Health in Ports”.

- 4.1.1 All PMOs, TMOs, CHOs shall conduct an annual risk assessment and develop mitigating measures to ensure and safeguard the safety and health of the personnel and community including compliance of port facilities and equipment with the required safety standards. The composition and responsibilities of the Risk Assessment Team are likewise identified.
- 4.1.2 The submission by the Cargo Handling Operators (CHOs) and Terminal Operators of work accidents and occupational illnesses resulting in disabling condition or dangerous occurrences in the workplace in the port shall be reported to the Regional Labor Office using the PPA Accident/Incident Report Form found in Annex III of Book 1.
- 4.1.3 A provision on the use of Personal Protective Equipment (PPE) may allow the non-wearing of safety helmets (hard hats) on operational areas where workers carry sacks of rice, cement, urea, etc. provided there is no cargo handling equipment hanging over their heads and provided further, said workers shall be equipped with safety visibility vests.
- 4.1.4 The Fire Fighting Drills shall be conducted at least every six (6) months or as often as necessary by the Fire Brigade of the Arrastre Contractors or other port users as stated in the previous regulations.
- 4.1.5 The PMO shall ensure that the CHO provides an effective fire alarm system in the port which shall be maintained in a fully operational condition at all times.
- 4.1.6 Adequate means of fire escape in case of fire shall be provided in all places in the port and should lead to safe places outside the building.
- 4.1.7 Guidelines on standardized safety signages in the ports stated in Annex V shall be strictly complied with in all PPA Port Management Offices
- 4.1.8 A well-trained and equipped emergency brigade shall be provided on a 24-hour basis by the CHO/Terminal Operator on each pier or working area. The procedures for emergency preparedness and response are stated in Annex IV.
- 4.1.9 Type E – Joint Committee was included in the Types and Composition of the Safety Committee. It states that when two or more establishments are housed in one building, the Safety and Health Committee organized in each workplace shall form themselves into a Joint Coordinating Committee to plan and implement programs and activities concerning all the establishments.

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- 4.1.10 The Guidelines in the Selection of Passenger Terminal Building Operator in ports under the supervision of PPA as contained in PPA Administrative Order No. 05-2012 issued on 25 October 2012, as amended, are covered and subject to these policies. These govern and apply to the conduct of public bidding and award of contracts for the lease, management, operation and maintenance of PPA-owned PTBs.
 - 4.1.11 PPA Passenger Terminal Buildings (PTBs) are designed with special features and amenities to sustain the implementation of the programs and projects of the government aimed at addressing the concerns of Persons with Disability (PWD) pursuant to R.A. 7277, the Magna Carta for Disabled Persons and Batas Pambansa (BP) 344, the Accessibility Law.
 - 4.1.12 The Guidelines on the Provision of Roll-On/Roll-Off Services at PPA Ports as contained in PPA Administrative Order No. 04-2012 issued on 01 August 2012 are likewise covered. The policy aims to tap the full potential benefits of RORO system of transportation in the country and minimize delays by eliminating unnecessary port activities and procedures thereby making RORO transport an integral part of the nautical highway system. It also encourages the participation of the private sector especially the shipping lines in the provision of RORO services. The privilege to operate RORO services in PPA ports is awarded through the conduct of public bidding to select the best and qualified service provider.

4.2 Highlights of Book II entitled “**Environmental Management in Ports**”.

- 4.2.1 Mandatory collection of ship's waste for vessels that call at PPA ports.
- 4.2.2 Mandatory installation of Materials Recovery Facility (MRF) in PPA Head Office, PMOs, TMOs, CHOs/Terminal Operators.
- 4.3.3 Ensure the Registration Number from DENR for Hazardous Waste Generator and proper labelling requirements and placements of symbols on the hazardous waste containers.
- 4.2.4 Ensure the provision of facilities for Hazardous Waste Storage in accordance with the standards and requirements set by DENR.
- 4.2.5 Proper disposal of all port-generated hazardous wastes through DENR accredited transporter and waste treatment service provider.
- 4.2.6 All PMOs/TMOs/CHOs shall designate a Pollution Control Officer (PCO) duly accredited by the DENR and ensure the periodic renewal of the accreditation and trainings of said personnel.
- 4.2.7 Secure a Permit to Operate (PTO) for the use of Air Pollution Source Installation Equipment.
- 4.2.8 Mandatory use of CFC free equipment/appliances.
- 4.2.9 Periodic ambient air quality monitoring and emission testing.
- 4.2.10 Implementation of greening program.
- 4.2.11 Use of DENR-EMB accredited laboratory for the effluent sampling and monitoring.

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- 4.2.12 Secure an ECC or CNC for port infrastructure development projects, depending on the project size/threshold.
 - 4.2.13 Quarterly submission of Self-Monitoring Reports (SMR) and semi-annual submission of Compliance Monitoring Reports (CMR) to DENR.
 - 4.2.14 The PMOs/TMOs shall provide assistance to the PCG in the event of an Oil Spill and implement the provisions embodied in the National Oil Spill Contingency Plan (NOSCP).

4.3 Highlights of Book III entitled “Transport, Handling and Storage of Dangerous Goods in Ports”

- 4.3.1 Inclusion of dangerous substances which are identified as “Health Hazard” under Class 9 – Miscellaneous Dangerous Substances to the Dangerous Goods List which were not previously included in the PPA Regulations i.e. Urea, Soda Ash, Clinker.
- 4.3.2 The list referred to in PPA Administrative Order No. 02-89 entitled “Cargo Handling Rate for Dangerous/Obnoxious Cargoes” shall be the Dangerous Goods List of the IMDG Code and including the dangerous goods mentioned in Article II, Section 4.5 of Volume III of the Orange Book.
- 4.3.3 Inclusion of requirements on salvage packaging to be used in the event of Dangerous Goods spillage/leakage.
- 4.3.4 Inclusion of requirements in the Notice of Arrival (NOA); submission of Dangerous Goods Manifest duly signed by the Master of the Ship/Shipping Agent.
- 4.3.5 Amended the Responsibilities of PMOs, POSD, Port Users Concerned, Cargo Handling Operator/Terminal Operator, Shipping Owners/Agents, Shippers, Importers/Exporters and Trucking Companies.
- 4.3.6 Inclusion of Emergency Plan and Response Program and Emergency Information lifted from the Port Safety, Health and Environmental Management (PSHEM) Code and IMO Recommendation on the Safe Transport of Dangerous Goods (DG) and Related Activities in the Port Areas, respectively.
- 4.3.7 Inclusion of sizes/measures or markings, labels and placards of the different classes of Dangerous Goods.

5. REPEALING CLAUSE

All PPA issuances and policies or parts thereof inconsistent with or contrary to any of the provisions of this Order are hereby modified or repealed accordingly.

6. PENALTY CLAUSE

Violation of any of the provisions of these regulations shall subject the person or entity involved to the penalties prescribed under PPA existing regulations and under any other laws that may be applicable thereto.

7. SEPARABILITY CLAUSE

Any provision or portion of this Order declared by competent authority as invalid shall not affect its other parts or provisions to which the declaration does not relate.

8. EFFECTIVITY

This Order shall take effect fifteen (15) days after its publication in the Official Gazette or in any newspaper of general circulation.

(Sgd). JUAN C. STA ANA
General Manager

Published in the Philippine Star – December 30, 2015

Effectivity Date January 14, 2016

PRIVATE PORT OPERATIONS

March 18, 2015

PPA ADMINISTRATIVE ORDER
NO. 02 - 2015

TO : All Port Managers
Private Port Owners/Operators
Others Concerned

FROM : Amendment to PPA Administrative Order No. 03-2013
Entitled "Simplification of Procedures in the Issuance of
Private Port Permits"

Item 8 of the attached Omnibus Undertaking (Sworn Affidavit) Form, one of the forms prescribed in the abovementioned Order required to be submitted by an applicant for a Clearance to Develop, Permit to Construct and Certificate of Registration/Permit to Operate (COR/PTO), is hereby amended to read as follows:

8. I hereby hold PPA free from all liens, encumbrances and liabilities resulting from non-compliance therewith.

All other provisions of PPA Administrative Order No. 03-2013 remain valid and enforceable.

This Order shall take effect immediately after its publication in a newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Enclosure: As stated

Published in the following newspapers:

Philippine Star - March 27, 2015
The Standard

**OMNIBUS UNDERTAKING
(SWORN AFFIDAVIT)**

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S

AFFIDAVIT

(Name of Applicant/Port Owner/Operator), of legal age, (Civil Status), (Position/Title), (Name of Company/Address), after having been duly sworn in accordance with law, do hereby depose and state that;

1. I hereby apply for the Authority's issuance of (Type of Private Port Application) to be located at (Address of the Proposed Port Site).
2. As port applicant/port owner/operator/ duly authorized representative of the company, I have full power and authority to do, execute and perform any and all acts necessary to represent it in seeking from PPA the corresponding (type of private port permit) being applied for.
3. I have complied and secured all the necessary government clearances/permits necessary to operate my business.
4. I hereby authorize your duly authorized official/employee to verify the statements/documents and information submitted herewith, to substantiate my eligibility as an applicant for a private port permit.
5. It is understood that I have complied with the requirements of other concerned government agencies prior to the operation of the private port and I am fully responsible and accountable in complying with said requirements.
6. I hereby acknowledge that I have full knowledge of pertinent law, regulation covering private port operation.
7. I hereby acknowledge that I have fully read the information supplied in the application and any false or misleading information provided therein shall be a ground for the cancellation of the clearance to develop, permit to construct and certificate of registration/permit to operate issued, without prejudice to the filing of appropriate administrative, civil and criminal action against me and/or the company/entity I represent.
8. I hereby hold PPA free from all liens, encumbrances and liabilities resulting from non-compliance therewith.
9. I am executing this Omnibus Sworn Statement to attest to the veracity of the foregoing statements in support of the above-cited application.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____, in the City of _____, Philippines.

Private Port Owner/Operator

SUBSCRIBED AND SWORN to before me this _____ day of _____.

(Notary Public)

Doc. No. _____

Page No. _____

Book No. _____

Series No. _____

REVENUE COLLECTION

April 16, 2015

**PPA FINANCE MEMORANDUM ORDER
NUMBER 01 – 2015**

TO : All Port Managers
All Concerned

SUBJECT : Revised Guidelines on the Deposit and Transfer of
Collections to Head Office Centralized Account

1. Rationale

The system for the cash operation in the deposit and transfer of all port charges collections as established under PPA Finance Memorandum Order No. 04-2004 dated September 7, 2004 is hereby amended in order to be consistent with the approved PPA Rationalization Plan which provides for, among others, the abolition of the Port District Offices.

2. Guidelines

2.1 The collections of income of Head Office and PMOs and its Terminal Offices shall continue to be deposited only to any of the three government-authorized depository banks, namely the Landbank of the Philippines, Philippine Veterans Bank, and Development Bank of the Philippines.

2.2 The PMOs are directed to continuously maintain and/or update a Collection Account with their respective authorized depository bank in their locality. A report thereon shall be accordingly submitted to AGM-Finance and Administrative, Attn: Treasury Department indicating the following:

- 2.2.1 Port Management Office
- 2.2.2 Back and Address
- 2.2.3 Bank Account Number
- 2.2.4 Name and position of Authorized Signatories

2.3 All deposits of collections to the Collection Account must be supported by the prescribed Remittance Advice (Annex A) which shall be accomplished with copies distributed to the following:

- Original - Cashier/Collecting Officer
- 2nd Copy - COA
- 3rd Copy - Accounting Division/Finance Section

2.4 Using the prescribed system generated Cash Transfer of collections through the Oracle Cash Management module (Annex B), each PMO shall transfer every Thursday to the Head Office Centralized Account the accumulated collections for the week, including the quarterly interest

earnings net of withholding tax, leaving a maintaining balance of P100,000.00. For this purpose, all PMOs must upload transactions of Non Computerized Ports (NCP) on a weekly basis to eliminate abnormal bank account balances.

- 2.5 The collection of Terminal Offices shall be deposited to the bank account of their respective supervising PMO.
- 2.6 With the exception of the transfer of collections to Head Office Centralized Collection Account, under no circumstances are the PMOs authorized to make any withdrawal from their respective Collection Bank Accounts.
- 2.7 The Port Management Offices shall reconcile with their respective depository bank all the validated Remittance Advice against the amount credited by the bank in their Collection Account and based on system's balances submit a monthly Bank Reconciliation Statement to Controllership Department copy furnished Treasury Department.
- 2.8 At the end of each month, the HO Treasury Department shall reconcile with the depository banks the cash transfers made by the PMOs against the amounts credited in the Centralized Collection Account and, furnish the PMOs with the Abstract of Transfers credited to the HO Centralized Collection Account for confirmation.

3. Repealing Clause

All circulators, orders, guidelines, issuances, rules and regulations and parts thereof which are inconsistent with this Memorandum Order are hereby repealed or amended accordingly.

4. Effectivity

This Orders takes effect immediately.

(Sgd.) ARMANDO L. GUZMAN
Assistant General Manager
Finance and Administration



PPA Form No.	REMITTANCE ADVICE			VALIDATION		
	No. _____			Teller		
Period of Collection		Date Remitted				
OFFICIAL RECEIPT Number		HO/PDO/PMO Code No.		Deposited to the Account of PDO/PMO Account No.		
From:				() Coll. Acct. () Disb. Acct.		
To:						
Name and Station of Collecting Officer				Signature of Party Making the Deposit		
NATURE OF COLLECTIONS (Section A)				(Name of Bank) _____ Branch/ Agency _____ Br. Code _____		
PARTICULARS	GL Account Code	Amount				
				DEPOSITS (Section B)		
				Denomination	No. of Pieces	Amount
				1,000.00		
				500.00		
				200.00		
				100.00		
				50.00		
				20.00		
				10.00		
				Coins		
				Total Cash		
				Total Check Deposit		
TOTAL REMITTANCE		P		Total Deposit		P

BREAKDOWN OF CHECKS (LOCAL BANKS)

Bank & Check Number	Bank & Check Number	Bank & Check Number

November 26, 2015

PPA Memorandum Circular
Number 15 – 2015

TO : The Port Managers
The RC Heads Concerned
All Shipping Lines/Shippers/Consignees
All Cargo Handling Operators
And All Other Port Users Concerned

SUBJECT : Amended Guidelines on Decentralized
Revolving Fund Payment Scheme

1. Authority

Section 6. a) (iii) Presidential Decree No. 857

2. Rationale

As a general rule, the Authority collects its fees and charges on a "Cash and Carry Basis". The exception to the cash and carry rule is the maintenance of a RELOVING FUND (RF) to address the concerns of ports users in the payment of fees and charges, such as, to facilitate the clearance of cargoes and vessel; to avoid incurrence of late charges and/or penalties; and to avoid the risks in carrying/handling substantial amount of cash; among others.

3. Coverage

These guidelines shall cover the privilege granted to port users for the decentralized payment of their invoices/billings for cargo and/or vessel charges.

4. General Policies

4.1 The Decentralized RF Facility is open to all port users for payment of their invoices/billings for cargo and/or vessel charges.

4.2 RF Customers availing of the Decentralized RF facility shall be required to maintain with PPA (or the servicing PMO, as applicable) a minimum cash deposit equivalent to its average 15-day transaction volume.

4.3 The Decentralized RF shall be replenished every week or when the RF balance reaches 20% of the required minimum deposit to ensure that their transactions are adequately covered by the Decentralized RF deposit balance.

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- 4.4 An RF Invoice shall not be created in the System if the Decentralized RF balance is below the 20% threshold. In this case, the RF Customer will be automatically treated as Cash Basis Customer where transactions shall be required to be paid in cash.
- 4.5 The Decentralized Revolving Fund privileges shall be restored only when replenishment is made and the minimum required Decentralized RF balance is met.
5. Registration of the Decentralized RF Account
- 5.1 A customer availing of the decentralized RF facility shall accomplish a “Customer Registration Form (CRF)” (Annex A) and shall choose or indicate Decentralized RF Facility.
- 5.2 The RF Customer availing of the Decentralized RF facility shall be assigned a Debtor Code for each area of operation or Servicing PMO and shall maintain separate RF per servicing PMO.
- 5.3 The duly accomplished registration form shall be submitted to the Servicing PMO.
- 5.4 The concerned Operating Unit (OU)/Servicing PMO shall forward the accomplished CRF by fax or e-mail to HO-MISD to be enrolled into the system and assign RF Customer’s Debtor Code.
- 5.5 The approved CRF indicating the Decentralized RF Customer’s Code shall be sent by HO-MISD to the Servicing PMO, copy furnished RF Customer.
6. Mechanics
- 6.1 Initial Deposit to the RF Account
- 6.1.1 Upon approval of the Customer Registration Form (CRF), a port user with decentralized RF facility shall deposit the minimum maintaining balance of RF at any Servicing PMO for credit to its centralized account.
- 6.1.2 A port user with decentralized RF facility shall make the deposit to all its RF accounts in each and every enrolled area of operation or Servicing PMOs.
- 6.1.3 The Operating Unit (OU) shall issue a “Non-VAT Official Acknowledgement Receipt” evidencing the initial deposit made by the RF Customer and treated in the books as guaranty deposit under Guaranty Deposit Payable-Revolving Fund.
- 6.2 Creation of RF Invoice/Billing
- 6.2.1 Each servicing PMO shall create, generate and transmit the RF invoices to its RF Customer
- 6.2.2 RF invoices issued at an NCP port should be handled separately from the other NCP transactions utilizing the template. RF Template should be e-mailed within two days to the PMO for uploading into the FIRST OU Accounting Module, as detailed in the “Procedures on Loading of NCP Invoice Template”, to keep the RF account always at its current balance.

6.3 Application/Charging of RF Invoice Against the Revolving Fund

- 6.3.1 The RF Invoice shall be created per transaction and charged/applied against the Decentralized Revolving Fund of the RF Customer.
- 6.3.2 The RF customer, duly designated by BIR as Withholding Agent in its BIR Certificate of Registration is authorized to withhold 2% EWT, hence, upon the issuance and charging of the RF Invoice against the Decentralized RF, the corresponding 2% EWT shall be deducted and recorded in the books as Prepaid Tax-EWT.
- 6.3.3 The OU can view the Decentralized RF balances in the “RF Summary by Debtor” or “Listing of RF transactions” by OU and RF Customer.

6.4 Replenishment of Revolving Fund

- 6.4.1 An RF Customer shall make a deposit or replenishment of its Decentralized RF at least every week to ensure that their transactions are adequately covered by the RF balance.
- 6.4.2 For easier monitoring and reconciliation, replenishment shall be by batch of invoices.
- 6.4.3 The batch of invoices to be replenished shall be reflected in the List of Invoices by RF Customer as shown below:

Philippine Ports Authority

PMO
List of Invoices by RF Customer

Date: _____ From: _____ To: _____
Covered: _____

Customer: _____ Date Generated: Run
Code: _____ Date
Customer Name: _____ Page _____ of _____

Sequence No.	Transaction Date	Invoice Number	Port Charges		VAT Amount	EWT Amount	Total Amount
			Type	Amount			
1.							
2.							
3.							
4.							
5.							
6.							
Total							

This List of Invoices by RF Customer is system generated and does not require signatures.

This electronic transmission is confidential. If you are not the addressee, you may not copy, forward, disclose or use any part of it. If you have received this message error, please delete it and all copies from your system and notify the sender immediately by return e-mail.

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- 6.4.4 The Servicing PMO shall ensure that the BIR Form 2307 corresponding to the Expanded Withholding Tax in the “List of Invoices by RF Customer, which has been deducted and recorded during invoicing, shall be secured from the RF Customer.
- 6.4.5 The OU shall issue an “Official Receipt” for the replenishment. This will be used by the RF Customer for claiming their Input VAT.
- 6.4.6 For this purpose, the replenishment will also be recorded as Guaranty Deposits Payable Revolving Fund. However, the system will replicate in the Official/Receipt “Payment Summary the EWT, the VAT Sales and VAT Amount/Zero Rated Sales/VAT Exempt Sales as indicated in the RF Invoices issued and charged against the Revolving Fund; recorded in the books; and summarized in the “List of Invoices by RF Customer”.
- 6.4.7 The Servicing PMO shall periodically verify the RF balance of their respective RF Customers to ensure that it complies with the minimum maintaining balance.

7. Repealing Clause

This Memorandum Circular amends PPA Memorandum Circular No. 03-2010 and all orders, circulars, rules and regulations and other issuances inconsistent herewith are hereby repealed.

8. Effectivity

This memorandum Circular takes effect 30 days after publication in a newspaper of general circulation.

For strict compliance.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star – December 4, 2015

Effectivity Date January 3, 2016



Customer Registration Form
(For TRADE ACCOUNT)

Reminders:

1. Please see reverse for the general instructions on how to fill out the form.
2. Asterisks (*) mandatory fields, fill-up.
3. Shaded items, no need to fill-up.
4. Accomplish one (1) copy per Customer
5. Submit accomplished Customer Registration Form to Accounting Processor (for HO and PDO) or _____ (for PMO)
6. Attach required supporting documents with this form.

*Action [C] Create / [R] Revise / [D] Delete Customer Code: _____
(System Generated)

To be filled out by Customer

Customer Details

*1. Customer Name: _____

*2. Short Name: _____ *3. DTI Registration Number: _____

*4. Address: _____

5. Postal/Zip Code: _____ 6. Country: P H Philippines

*7. TIN: _____

8. Communications

*Contact Name: _____

*Contact Position: _____

*Telephone 1: _____ Fax No.: _____

Telephone 2: _____ E-mail: _____

9. Prepared by: _____ Date: _____

For PPA Accounting Use Only

*1. PPA Office: _____

* Customer Group: (check groups that supply)

Ancillary Services Cargo Handling Operator Port Users Lessee Special Takeover Unit Government Others

2. Surcharge Indicator: Yes No 6. Bank Guarantee: Yes No

3. Surcharge Code: INT - 12% PENALTIES - 25% 7. Tax Code: 01 - Output VAT

4. E-Port Yes No 8. Control Account: 8-71-800 - Receivable - Trade

5. Account Category: Cash Credit/ With
Revolving fund
 Centralized RF
 Decentralized RF 9. Payment Terms: C000 - CASH

10. Currency Type: PHP - Philippine Peso

11. Prepared By/Date: _____ Authorized By/Date: _____ Encoded By/Date: _____ Checked By/Date: _____

TUG ASSISTANCE

December 21, 2015

PPA ADMINISTRATIVE ORDER
NO. 08 - 2015

TO : All PMOs, Shipping Companies, Pilots' Association,
Port Users and All Others Concerned

SUBJECT : Regulations on Compulsory Tug Assistance at the
Baseport of Surigao and at Other Government Ports
Within the Jurisdiction of PMO Surigao

1. AUTHORITY

- 1.1 Sections 6 (a), (ii), (iii), (v) and 20 of P.D. 857
- 1.2 Section 12 of PPA A.O. No. 03-85

2. SCOPE

This Order shall cover all foreign and domestic vessels with 500 gross registered tonnages (GRT) and above which dock/undock at the Baseport of Surigao and at other government ports under the jurisdiction of PMO Surigao.

3. OBJECTIVE

To protect government port facilities and to ensure the safe maneuvering of vessels at the Baseport of Surigao and at other government ports within the jurisdiction of PMO Surigao through the use of tugs.

4. GUIDELINES

4.1 Responsibility for Ensuring Availability of Tug Assistance

The Authority shall provide tug assistance service by authorizing shipping companies or private entities to provide such service on a non-exclusive basis.

4.2 Permit to Operate Tug Assistance

- 4.2.1 No operator shall provide tug assistance within the harbor limits unless in possession of an annual permit duly issued by the Authority, subject to such terms and conditions as it may deem proper, in addition to the requirements of other agencies. The tugboat operator shall provide the equipment needed to render efficient service.

Tugboat towing barges/lighters are exempted from the above-required annual permit when utilized solely for their own barges/lighters. Otherwise the above permit is required when servicing other vessels for purpose of this regulation.

4.3 Table of Tug Requirements

Tug assistance requirements shall be determined on the basis of the gross registered tons (GRT) of the vessels and capacity (horsepower – HP) of the tugs in accordance with the following specifications.

VESSEL TONNAGE	NUMBER OF TUGS	TUGBOAT CAPACITY
500 -1,000 GRT	1	750 - 999 HP
1,001 - 3,000 GRT	1	750 - 999 HP
3,001 - 10,000 GRT	1	1000 - 1499 HP
10,001 -15,000 GRT	2	750 - 999 HP
15,001 -20,000 GRT	2	1000 - 1499 HP
20,001 - Above	2	1500 -2000 HP

4.3.1 Vessels with both functional bow and stern thrusters of sufficient capacity as inspected and verified by the Authority are exempted from above tug requirements, unless the Master of the vessel opts to avail of tug services. On the other hand, vessels with functional bow thrusters only are required to have fifty (50%) percent of the required tug horsepower.

4.3.2 In no case shall any vessel of 500 GRT and above be allowed to dock/undock at the Baseport of Surigao without the above-specified tug assistance. For other government ports within the jurisdiction of PMO Surigao, the same tugboat horsepower requirements shall be allowed when any of the conditions provided for in Section 12 of PPA Administrative Order No. 03-85, necessitating compulsory tug assistance, is present.

4.3.3 Non-propelled vessels such as barges/lighters are likewise exempted from the above requirement. However, they are still required to maintain their own tugboats while at berth in accordance with PPA Memorandum Circular No. 22-86.

4.4 Rates for Tug Services

Consistent with existing applicable laws, the Authority shall prescribe fees and rates for tug assistance. Accordingly, per consultation with the local port stakeholders the rates chargeable shall be determined **by negotiation and are mutually agreed upon** by and between the shipping company and the tugboat operators. In case negotiations by the parties involved repeatedly fails to arrive at mutually agreed rate, the Authority may be requested to determine and prescribe applicable rates.

4.5 Liability for Damage to Port Facilities

Any damages caused to port facilities by vessels under tug assistance service shall be the liability of the parties declared at fault, as determined under existing applicable laws.

5. SEPARABILITY CLAUSE

If for any reason, any section or part of this Order is declared unconstitutional or invalid by competent authority, the declared or invalid section or part thereof shall not affect the other sections or parts to which such declaration or nullity does not apply or relate.

6. REPEALING CLAUSE

All PPA Orders which are inconsistent herewith are hereby repealed or amended accordingly.

7. PENALTY CLAUSE

Violation of any of the provisions of the AO will be subject to the penalties prescribed under PD 857, as amended or to relevant PPA issuances.

8. EFFECTIVITY CLAUSE

This Order shall take effect fifteen (15) days after its publication in a newspaper of general/local circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star – December 30, 2015

Effectivity Date January 14, 2016

VESSEL OPERATIONS

May 21, 2015

PPA MEMORANDUM CIRCULAR
NO. 06 - 2015

TO : All PPA Officials/Employees
And Others Concerned

REFERENCE : PORT OF LEGAZPI, PMO BICOL

SUBJECT : Implementation of PPA Quality Management System
(QMS) on Facilitation of Vessel Entrance and
Clearance Processes (VEC)

Pursuant to Executive Order No. 605 entitled "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Programs, Amending for the Purpose Administrative Order No. 161, s. 20016", and our commitment to GCG for CY 2015, the PPA QMS for the Port of Legazpi is officially implemented *effective 01 June 2015*, together with the approved QMS Manuals consisting of the Policy and Procedure Manuals.

The Quality Policy Statement, as follows, is hereby adopted, made known and should be understood within PPA, as required by the ISO 9001 Standard:

"It is the policy of the Philippine Ports Authority to consistently provide and continually improve the quality of its operations and services in the facilitation of vessel entrance and clearance processes at the Baseport Legazpi that satisfy the needs of its clients and comply with international and national statutory and regulatory requirements".

The Port Manager and the PSD Manager of PMO Bicol are hereby designated as the PMO Management Representative and PMO Deputy Management Representative, respectively, and shall have responsibilities as contained in the approved QMS Manuals.

All concerned PPA officials and employees are enjoined to comply with the provisions of said Manuals.

(Sgd.) RAUL T. SANTOS
Officer-In-Charge

June 09, 2015

**PPA MEMORANDUM CIRCULAR
NO. 07 - 2015**

TO : All PPA Officials/Employees
And Others Concerned

REFERENCE : PORT OF PUERTO PRINCESA, PMO PALAWAN

SUBJECT : Implementation of PPA Quality Management
System (QMS) on Facilitation of Vessel
Entrance and Clearance Processes (VEC)

Pursuant to Executive Order No. 605 entitled "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Programs, Amending for the Purpose Administrative Order No. 161, s. 2006", and our commitment to GCG for CY 2015, the PPA QMS for the Port of Puerto Princesa is officially implemented *effective 22 June 2015*, together with the approved QMS Manuals consisting of the Policy and Procedure Manuals.

The Quality Policy Statement, as follows, is hereby adopted, made known and should be understood within PPA, as required by the ISO 9001 Standard:

"It is the policy of the Philippine Ports Authority to consistently provide and continually improve the quality of its port operations and services in the facilitation of vessel entrance and clearance processes at the Port of Puerto Princesa that satisfy the needs of its clients and comply with international and national statutory and regulatory requirements".

The Port Manager and the PSD Manager of PMO Palawan are hereby designated as PMO Management Representative and PMO Deputy Management Representative, respectively, and shall have responsibilities as contained in the approved QMS Manuals.

All concerned PPA officials and employees are enjoined to comply with the provisions of said Manuals.

(Sgd.) ARMANDO L. GUZMAN
Officer In Charge

OTHER ISSUANCES

October 05, 2015

PPA MEMORANDUM ORDER
NO. 14 - 2015

SUBJECT : Guidelines on the Management of Funds for DOTC Tourism and Social Reform Related Ports for Implementation by PPA

1. Objectives

- 1.1 To define the responsibilities of PPA as implementing agency in the construction of the tourism and social reform-related ports identified in the DOTC budget under the 2015 GAA and hereto attached as Annex "A".
- 1.2 To define the collaborative procedures to be observed by the Project Management Team Office (PMTO) and PMO concerned in the implementation of the projects.
- 1.3 To provide the procedures to be observed in the management and liquidation of funds to be transferred to PPA by DOTC as source agency.
- 1.4 To ensure that the transferred funds are used only for the intended purposes, and that proper accounting and reporting are made on the utilization of the funds.

2. Basis/Authority

Item 9. Construction of Various Ports, DOTC, 2015 General Appropriations Act (GAA) Memorandum of Agreement (MOA) between DOTC and PPA dated May 12, 2015 Item 3 of COA Circular No. 2012-001 dated June 14, 2012, Revised Documentary Requirements for Common Government Transactions COA Circular No. 94-013 dated 13 December 1984, Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agent

3. Scope

This shall govern the implementation of all identified tourism and social reform-related ports, as indicated in Annex "A" to be financed out of the funds transferred by DOTC, as source agency, to PPA, as implementing agency.

4. **General Guidelines**

- 4.1 The applicable provisions of COA Circular No. 94-013 shall govern the grant, utilization and liquidation of funds transferred by DOTC for the construction of social ports as identified in the General Appropriations Act of 2015.

Under no such case shall the fund be used for other purposes other than for the construction of ports identified in the GAA. Excess funds shall be refunded to source agency (DOTC) upon completion of the project.

- 4.2 PPA shall create a Project Management Team Office (PMTO) under the Office of the AGM for Engineering to manage the fund and oversee the implementation of the project.

The Port Management Office (PMO) concerned where the project is located shall be tapped by the PMTO for the conduct of bidding and construction of the ports.

- 4.3 The Treasury Department shall open a separate account where the cash/money to be transferred by DOTC shall be deposited. Each PMO where a project under this program is located shall likewise open a separate disbursement account for this purpose. TD shall transfer amount needed for the project to the said dedicated disbursement account. Disbursements/transfers of funds for the project to PMO concerned shall be approved by duly authorized officials of the PMTO.

- 4.4 The Controllership Department shall record cash/money received from DOTC as trust liability as provided for in the COA circular. It shall monitor proper accounting of the fund by the PMTO in accordance with the provisions of COA Circular No. 94-013 and other government rules and regulations. To facilitate monitoring of the projects, the project ID code have 'DOTC' as suffix to differentiate the projects from PPA funded projects.

5. **Project Implementation - System and Procedures**

Responsibilities of the PMTO

- 5.1 It shall regularly inspect and monitor the project to ensure that physical accomplishment are on target. It shall be responsible in the preparation of the consolidated status of physical accomplishments of each project.
- 5.2 It shall coordinate with designated DOTC officials on matters requiring decisions or guidance which would affect the implementation of the projects.
- 5.3 It shall prepare the consolidated financial reports and all documentary requirements compliant with existing rules and regulations on the liquidation of cash advances received for the project.
- 5.4 It shall oversee the proper turn over to DOTC of the pertinent documents and equipment or assets thru the project after its completion.

Responsibilities of the Implementing PMO

- 5.5 It shall observe the accounting entries as defined in Annex 'B' in recording all financial transactions using AFMS including handling of taxes relative to the implementation of the project.
- 5.6 It shall submit monthly Report of Checks Issued and Report of Disbursements, duly signed by authorized officers, on the utilization of the funds to the PMTO.
- 5.7 Detailed information on expenses incurred per project shall be submitted. For this purpose, the account analysis per project available in the system shall be converted into excel file where additional column to reflect the breakdown of cost per project shall be added.

This order takes effect immediately.

(Sgd.) JUAN C. STA. ANA

**ANNEX A - LIST OF PROJECTS UNDER THE DOTC-PPA MEMORANDUM OF AGREEMENT
FOR THE BIDDING AND IMPLEMENTATION OF THE CONSTRUCTION OF DOTC CY 2015
TOURISM AND SOCIAL-REFORM RELATED PORTS**

Port No.	Project Name	Location	Program Amount ₱
1	PORT OF CALAYAN	Nagside, Calayan, Cagayan	34,650,000.00
2	PORT OF ITBAYAT	Brgy. Mauyen, Itbayat, Batanes	44,550,000.00
3	PORT OF CHAVAYAN	Sabtang, Batanes	35,640,000.00
4	PORT OF MACONACON	Maconacon, Isabela	39,600,000.00
5	PORT OF BURDEOS	Burdeos, Quezon	33,485,760.00
6	PORT OF PATNANONGAN	Brgy. Poblacion, Patnanongan, Quezon	9,900,000.00
7	PORT OF JOMALIG	Sitio Landing, Brgy. Talisoy, Jomalig Quezon	9,900,000.00
8	PORT OF POLILLO	Polilo, Quezon	9,900,000.00
9	PORT OF DUMARAN	Brgy. Sta Teresita (Mainland), Dumaran, Palawan	43,781,760.00
10	PORT OF BUSUANGA	Busuanga, Palawan	19,800,000.00
11	PORT OF MANIWAYA	Maniwaya, Sta.Cruz, Marinduque	9,900,000.00
12	PORT OF CALATRAVA	Calatrava, Romblon	39,600,000.00
13	PORT OF CAMINAWIT**	San. Jose, Occidental Mindoro	59,400,000.00
14	PORT OF SAN VICENTE	Caramoan, Camarines Sur	24,750,000.00
15	PORT OF CODON	Codon, Catanduanes	39,600,000.00
16	FISH LANDING WHARF	Bato, Catanduanes	9,900,000.00
17	FISH LANDING WHARF	Gigmoto, Catanduanes	9,900,000.00
18	PORT OF BATAN	Batan, Albay	19,800,000.00
19	PORT OF RAPU-RAPU	Rapu-Rapu, Albay	29,700,000.00
20	PORT OF MILAGROS	Milagros, Masbate	49,500,000.00
21	PORT OF ESTANCIA	Brgy. Poblacion, Estancia, Iloilo	49,500,000.00
22	PORT OF MANOC-MANOC	Malay, Aklan	59,400,000.00
	PONTEVEDRA RIVERLANDINGS		
23	a. Brgy. Lantangan*	a. Brgy. Lantangan	2,475,000.00
24	b. Brgy. Intongcan	b. Brgy. Intongcan	2,475,000.00
25	c. Brgy. San Pedro	c. Brgy. San Pedro	2,475,000.00
26	d. Brgy. Ballan*	d. Brgy. Ballan	2,475,000.00
27	e. Brgy. Soic*	e. Brgy. Soic	2,475,000.00
28	f. Brgy. Tacas	f. Brgy. Tacas	2,475,000.00
29	g. Brgy. Binuntucan	g. Brgy. Binuntucan	2,475,000.00
30	PONTEVEDRA MUNICIPAL WHARF	Pontevedra Capiz	9,900,000.00
31	PORT OF PAWA	Pawa, Capiz	7,425,000.00
32	PORT OF PILAR	Pilar, Capiz	14,850,000.00
33	DEVELOPMENT OF BUENAVISTA WHARF	Buenavista, Guimaras	9,900,000.00
34	PORT POPOO	Brgy. C. P. Gracia Bohol	19,800,000.00
35	PORT LAOANG	Brgy. Muaboa, Laoang, Northern Samar	53,226,360.00
36	PORT OF SAN ANTONIO	Brgy. War III, San Antonio, Northern Samar	34,650,000.00
37	BRGY. MABUHAY WHARF	Brgy. Mabuhay, Almagro, Samar	9,900,000.00
38	BRGY. MARASBARAS WHARF	Brgy. Marasbaras, Almagro, Samar	9,900,000.00
39	PORT OF PADRE BURGOS	Padre Burgos, Southern Leyte	43,409,560.00
40	PORT OF SAN FRANCISCO	San Francisco, Southern Leyte	34,650,000.00
41	PORT OF KAPUTIAN	Samal Island, Davao Del Norte	19,800,000.00
42	PORT OF STA. CRUZ	Talicut Island, Sta. Cruz, Davao del Norte	29,700,000.00
43	PORT OF PILAR	Brgy. Agusan, Pilar, Surigao del Norte	29,921,760.00
44	PORT OF SAN BENITO	Brgy. Poblacion, San Benito, Siargao Island Surigao del Norte	29,700,000.00
45	PORT OF DINAGAT	Brgy. Escolta, Surigao del Norte	39,600,000.00
46	PORT CAMBAS-AC	Brgy. Cambas-Ac, Surigao del Norte	4,950,000.00
47	PORT OF HALIAN	Brgy. Halian, del Carmen, Surigao del Norte	4,950,000.00
48	PORT OF CONSOLACION	Brgy. Consolacion, Dapa, Surigao del Norte	8,900,000.00
49	PORT OF LORETO	Loreto, Dinagat Island	61,905,710.00
		TOTAL***	1,177,514,910.00
		TOTAL FOR TRANSFER	1,083,464,910.00

*DOTC shall endeavor to settle with LGU all Right of Way (ROW) Issue:
**Pending approval of the Department of Budget and Management (DBM)
***Total including Caravan and Commutant Port:

Prepared by:

Recommending Approval

Approved

(Sgd.) ENRICO C. FERRER

(Sgd.) FLORENCIA A. CREUS

(Sgd.) SHERIELYSSE R. BONIFACIO

Chief, Water Transportation Planning Division

Director III, Planning Service

Assistant Secretary Planning and Finance

	PPA Head Office	AFMS Module	PMO	AFMS Module
8. Transfer of excess funds to DOTC indg. interest income	HO-Cash Ho-Due To/From (auto-entry)	CM Module xxx+1,000.00 xxx+100,000.00	PMO-Due To/From (auto-entry)	CM Module xxx
	HO-Cash HO-PMTO-Trust Liability-DOTC	AP Module xxx+1,000.00 xxx+1,000.00	PMO-Cash	xxx
9. Last Billing			HO-PMTO-Trust Liability-Port of Chivayan	AP Module
			HO-Input VAT-DOTC	61,600.00
			PMO-Due to BIR	8,400.00
			HO-PMTO-Trust Liability-Port of Chivayan	4,900.00
10. Closing of Retention Fee			PMO-Retention Fee	10,500.00
			PMO-Cash	7,000.00
			PMO-AP	47,600.00
			PMO-Retention Fee	10,000.00
			PMO-Cash	10,000.00
				GL Module

October 6, 2015

MEMORANDUM

TO : All Responsibility Center Heads

FROM : The Acting Assistant General Manager
Finance and Administration

SUBJECT : OP-Executive Order No. 189

Attached for information and dissemination is the DOTC Memorandum Circular No. 042-2015 on OP-Executive Order No. 189 dated September 17, 2015 pertaining to **“Creating the National Cybersecurity Inter-Agency Committee.”**

(Sgd.) ARMANDO L. GUZMAN

Encl: as stated

Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

September 29, 2015

MEMORANDUM CIRCULAR NO. 042 - 2015

FOR : Undersecretaries
Assistant Secretaries
Heads of Sectoral Offices and Attached Agencies
and Corporations
Head Executive Assistant
Service Directors
RMC Chairmen
Division Chiefs
This Department

For your information and dissemination, transmitted herewith is:

NATURE	DATE	SUBJECT
OP-Executive Order <u>No. 189</u>	September 17, 2015	“CREATING THE NATIONAL CYBERSECURITY INTER-AGENCY COMMITTEE.”

(Sgd.) ROWENA S. QUIOGUE
Director III
Administrative Service

**MALACAÑAN PALACE
MANILA**

BY THE PRESIDENT OF THE PRESIDENT

EXECUTIVE ORDER NO. 189

CREATING THE NATIONAL CYBERSECURITY INTER-AGENCY COMMITTEE

WHEREAS, the 1987 Constitution recognizes the vital role of communication and information in nation building;

WHEREAS, in order to ensure information security and promote a culture of responsibility and discipline in handling classified and sensitive electronic information in the bureaucracy, there is a need to review and update Memorandum Circulars 78 (s. 1964) and 196 (s. 1968) pertaining to the security of classified matters in government offices, in order to account for current developments in information and communications technology;

WHEREAS, Republic Act. (RA) No. 10173, otherwise known as the “Data Privacy Act of 2012,” recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal data information and communications systems in the government and in the private sector are secured and protected;

WHEREAS, the “Data Privacy Act of 2012” mandates that all sensitive personal information maintained by the government, its agencies, and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry;

WHEREAS, among the powers granted to the Cybercrime Investigation and Coordinating Center (CICC) under RA No. 10175, otherwise known as the “Cybercrime Prevention Act of 2012,” is the formulation and enforcement of the national cybersecurity plan and the creation of a national computer emergency response team;

WHEREAS, there is an increasing number of cyber threats against government and commercial information systems which place these institutions at great risk;

WHEREAS, there is an urgent need to assess national vulnerabilities of government and commercial information systems to cyber threats that compromise critical infrastructure and strengthen the nation’s cybersecurity capability by putting in place measures to eliminate or reduce such vulnerabilities;

WHEREAS, it is necessary to create a body which will coordinate government agencies and other relevant sectors in the preparation of appropriate and effective measures to strengthen their cybersecurity capabilities against existing and future cyber threats; and

WHEREAS, under Executive (EO) No. 292, otherwise known as the “Revised Administrative Code of the Philippines,” the President has the continuing authority to reorganize the Office of the President.

NOW, THEREFORE, I BENIGNO S. AQUINO III, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Section 1. Cybersecurity Inter-Agency Committee. There is hereby created a Cybersecurity Inter-Agency Committee, hereinafter referred to as "Committee," under the Office of the President to be chaired by the Executive Secretary, co-chaired by the Director General of the National Security Council (NSC) and the Secretary of the Department of Science and Technology (DOST), and shall further be composed of the following officials:

Members: Secretary of the Department of Energy (DOE);
Secretary of the Department of Finance (DOF);
Secretary of the Department of Foreign Affairs (DFA);
Secretary of the Department of the Interior and Local Government (DILG);
Secretary of the Department of Justice (DOJ);
Secretary of the Department of National Defense (DND);
Secretary of the Department of Transportation and Communications (DOTC);
Secretary of the Presidential Communications Development and Strategic Planning Office (PCDSPO);
Secretary of the Presidential Communications Operation Office (PCOO);
Commissioner of the National Telecommunications Commission (NTC);
Chairman of the National Privacy Commission (NPC); and
Executive Director of the Anti-Terrorism Council – Program Management Center (ATC-PMC).

The Committee may invite concerned public and private agencies or entities to participate, complement, and assist in the performance of its functions.

Section 2. Functions. The Committee shall have the following functions:

- a. Assess the vulnerabilities of the country's cybersecurity;
- b. Issue updated security protocols to all government employees in the storage, handling and distribution of all forms (digital, electronic, snail mail, etc.) of documents and communications. Following best practices, these protocols shall be updated periodically and as necessary, in light of the rapid developments in information and communications technology.
- c. Enhance the public-private partnership in the field of information sharing involving cyberattacks, threats and vulnerabilities to cyber threats.
- d. Conduct periodic strategic planning and workshop activities that will reduce the country's vulnerabilities to cyber threats;
- e. Direct its member agencies and appropriate agencies to implement cybersecurity measures as may be required by the situation;
- f. Serve as the country's coordinating arm on domestic, international, and transnational efforts pertaining to cybersecurity;

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-
- g. Make sure recommendations and/or such other reports as the President may from time to time direct; and
 - h. Perform such other functions as may be necessary.

Section 3. National Cybersecurity Coordination Center. There is hereby created a National Cybersecurity Coordination Center, hereinafter referred to as "NCCC," which shall act as the secretariat of the Committee and shall be composed of officials from the member agencies of the Committee and other agencies the NCCC shall designate. The committee shall provide for the guidelines for the creation of the NCCC, including the suitable ranks of officials that shall comprise the NCCC. The NCCC shall constitute within it a National Computer Emergency Response Team (NCERT) with the head of the NCCC as the team leader of the NCERT. The NCERT shall issue guidelines on the handling of government data/information by members of CERTs to be organized within the respective agencies and shall perform oversight and audit functions as to compliance with said guidelines.

Section 4. Creation of the Computer Emergency Response Teams (CERTs). All bureaus, offices, agencies, and instrumentalities of the Government shall organize their respective CERTs, subject to the guidelines to be issued by the CICC. All CERTs in the country shall directly report to the CICC.

Section 5. Transfer of CICC. The CICC, created under the Cybercrime Prevention Act 2012 attached to the Office of the President, shall be under the administrative and policy supervision of the Committee.

Section 6. Funding. The member agencies are authorized to charge against their current appropriations such amounts as may be necessary for the implementation of this Order. Additional funds and possible funding sources, as may be necessary for the implementation of this Order shall be identified by the Department of Budget and Management. Subsequent funding requirements shall be incorporated in the annual budget proposal of the respective agencies through the General Appropriations Act.

Section 7. Separability. If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 8. Repeal. All orders, rules, regulations, and issuances or parts thereof which are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

Section 9. Effectivity. This Order shall take effect immediately upon its publication in a newspaper of general circulation.

DONE, in the City of Manila, this 17th day of September, in the year of our Lord, Two Thousand and Fifteen.

By the President

(Sgd.) Benigno S. Aquino III

(Sgd.) PAQUITO N. OCHOA, JR.
Executive Secretary

December 21, 2014

PPA MEMORANDUM ORDER
NO. 24 - 2014

TO : Assistant General Managers Concerned
Port Managers Concerned
Department Managers Concerned
BAC, TWG and Secretariat Concerned

SUBJECT : Additional Guidelines on the Implementation of DOTC CY 2015
Funds for Tourism and Social Reform-Related Ports

Further to PPA Memorandum Order No. 14-2015 dated 05 October 2015 and in order to ensure PPA's faithful compliance with the attached Memorandum of Agreement (MOA) dated 12 May 2015 entered into by PPA with the Department of Transportation and Communications (DOTC) and designating PPA as the Implementing Agency for the procurement of the Tourism and Social Reform-related Ports (Project Ports), the following implementing guidelines are hereby issued for the guidance of all concerned:

- A. TRANSFER OF CY 2015 DOTC APPROPRIATIONS TO PPA – The intended transfer of the corresponding DOTC budget that comes from the National Treasury or general appropriations is not a subsidy to PPA but simply to comply with the request of DOTC in facilitating the implementation of the DOTC's Project Ports. As to the treatment of the funds, the following are directed.
1. The Treasury and Controllorship Departments shall ensure that the funds to be transferred to PPA are deposited in a separate depository account clearly identifying that the account is only for and in behalf of DOTC and to be used exclusively to service the transaction activities of the procurement of the Project Ports. In this connection, no PPA Corporate funds shall be co-mingled with the special account of DOTC Project Ports.
 2. All transaction activities relating to the utilization of said DOTC funds shall be duly liquidated on compliance with COA Circular No. 094-2013 and COA Circular No. 001-2012, Item 3.0.
 3. All transactions shall likewise be recorded in a separate and distinct books of accounts for each Project Port which shall be part of the report that shall be regularly submitted to DOTC.

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- B. PROJECT EXECUTION – Pursuant to Item B of the MOA, all concerned shall ensure the following
1. Strict compliance with Annex “A” of Republic Act No. 9184 and its Revised Implementing Rules and Regulations which, among others, include the following per-requisites prior to any procurement activity for each Project Port:
 - 1.1 Feasibility or Preliminary-engineering Study to establish the technical viability of the project and conformance with land use and zoning regulations;
 - 1.2 Detailed Engineering Study duly certified by proper professionals and officials and which shall include, but not limited to the following:
 - Site Inspection – which may include aerial, hydrographic, topographic or sub-surface investigations;
 - Soil and Foundation Investigation – in a manner satisfactory and within PPA working standards to ensure that the preparation of the designs, plans and specifications will result in accurate estimates of materials and other costings that is within tolerable limits allowable by R.A. No. 9184 and its Revised IRR;
 - Design Plans, Quantity & Cost Estimates and Technical Specifications; and
 - Approved Program of Work for each Project Port which shall include, among others, estimates of work items, quantities, cost computation and PERT/CPM;
 - 1.3 Right of Way (ROW) acquisitions, if any, to ensure accessibility to the project site;
 - 1.4 Environmental Impact Statement and/or Environmental Compliance Certificate; and
 - 1.5 Bid and Tender Documents.
 2. No Program of Work for any Project Port shall be approved without detailed engineering studies.
 3. Observe strict attendance in all stages of the procurement process not only by the Regular BAC members, the representatives from COA and the relevant private sectors but also by the DOTC-designated Observer.
 4. Closely coordinate with DOTC-designated representatives to ensure that the implementation of the Project Ports conform with the plans and specifications mutually approved by DOTC and PPA.
 5. Closely coordinate in the conduct of joint inspections and preparation of progress reports with DOTC-designated representatives during project implementation, including final inspections as pre-requisite to final project acceptance.

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- C. SUBMISSION OF REPORTS – All concerned shall ensure that all required periodic reports to the Undersecretary for Planning, Undersecretary for Procurement and Undersecretary for Project Implementation or their respective representatives are complete and submitted on time.
 - D. COA GUIDANCE – Since this is the first time that PPA will act as an Implementing Agency for another government office and as part of its due diligence, a formal request for proper guidance or advice from COA or by the Resident Auditor has been sought.

In the meantime, pending clarifications or clearance from COA, and except for preliminary preparations or studies required for pre-procurement activities as mandated by the above-cited Annex “A” of R.A. No. 9184 and its Revised IRR (feasibility studies, detailed engineering, soil investigation, site inspection, approved POWs, etc.), which are presently on going, the Port Management Offices and Bids and Awards Committees concerned are advised to hold the implementation of the procurement of the Project Port/s within their respective area of responsibility until the proper guidance or clarifications shall have been issued by COA to PPA.

For your guidance and strict compliance.

(Sgd.) JUAN STA. ANA
General Manager

**MEMORANDUM OF AGREEMENT
FOR THE BIDDING AND IMPLEMENTATION OF THE
CONSTRUCTION OF DOTC CY 2015 TOURISM AND SOCIAL
REFORM-RELATED PORTS**

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT, entered by and between:

DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS (DOTC), a national government agency with principal office at The Columbia Tower, Ortigas Avenue, Barangay Wack-Wack, Mandaluyong City, represented herein by its Secretary, JOSEPH EMILIO AGUINALDO ABAYA, and hereinafter referred to as “**DOTC**”;

- and -

PHILIPPINE PORTS AUTHORITY, a government instrumentality with corporate powers created under Presidential Decree No. 857, as amended, with principal office at the Philippine Ports Authority Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, represented herein by its General Manager, JUAN C. STA. ANA, hereinafter referred to as the “**PPA**”;

W I T N E S S E T H:

WHEREAS, Republic Act No. 10651 otherwise known as the “General Appropriations Act (GAA) of FY 2015” has provided appropriations for the construction of various ports in the Philippines which shall be recorded in the books of accounts of the **DOTC** and transferred to the **PPA** an equity contribution of the National Government pursuant to the provisions of Presidential Decree (PD) No. 857, as amended;

WHEREAS, said 2015 GAA has specifically identified the ports to be constructed and/or improved, eight (8) of which are classified as tourism ports by the Department of Tourism’s National Tourism Development Plan of 2011-2016 while the remaining are classified as municipal or social-reform related ports by the DOTC and are located mostly in island communities¹;

WHEREAS, the DOTC is the primary policy, planning, programming, coordinating, implementing and administrative entity of the executive branch of the government on the promotion, development and regulation of a dependable and coordinated network of transportation and communications systems, as well as in the fast, safe, efficient and reliable transportation and communications services;

¹ For purpose of this MOA, the following ports are excluded: (a) those under the Autonomous Region of Muslim Mindanao; (b) those under the Cebu Ports Authority; (c) those with ongoing projects with the DOTC and the PPA, (d) those with existing MOAs with Local Government Units; (e) those with Right of Way issues; (f) the Central Spine Roll-on, Roll-off and; (g) the Mindanao Logistics Network

WHEREAS, the **PPA** is vested with the statutory duty to implement an integrated program for the planning, development, financing and operation of ports for the entire country and to exercise all rights, powers and functions concerning port facilities, port operations and port works pursuant to the provisions of P.D. No. 857, as amended, and that the **PPA** is responsible for the planning, detailed engineering, construction, expansion, rehabilitation, and capital dredging of all ports under its port system;

WHEREAS, the **DOTC** has requested the assistance of the **PPA** in the planning, bidding and implementation of the construction of these tourism and social-reform related ports (herein after referred to as "Project Ports") in conformity with the approved plans and specifications and in compliance with pertinent procurement laws, rules and regulations;

WHEREAS, the **PPA** has the organizational capability and qualified technical personnel to conduct procurement activities and implement the construction of the Project Ports and has accepted the said request of **DOTC** for assistance;

NOW, THEREFORE, for and in consideration of the foregoing premises, the DOTC and PPA agree as follows:

I RESPONSIBILITIES OF THE PARTIES

A. THE DOTC shall:

1. Subject to compliance with pertinent laws, provide the funds for the planning, bidding and implementation of the construction of the Project Ports which are identified in Annex "A" hereof;
2. Cause the money/cash transfer of the first fifty percent (50%) of the funds, which shall be based on the Program of Work (POW), upon the release of the budget by the Department of Budget and Management (DBM) and the other fifty (50%) percent upon the liquidation of first money/cash transfer;
3. Record issuance, utilization and liquidation including the documentation of such money/cash transfer in accordance with the rules and regulations embodied in COA Circular No. 94-2013 and Item 3.0 of COA Circular No. 2012-001 dated December 13, 1994 and June 14, 2012, respectively;
4. Approve plans and issue formal concurrence on the POW to be prepared by the PPA for the Projects Ports;

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5. Designate the Undersecretary for Planning or any duly authorized representatives to review the Terms of Reference (TOR), POW, Detailed Engineering and Design (DED), Technical Specifications, and Approved Budget for the Contract (ABC) of the Project Ports;
 6. Designate the Undersecretary for Procurement and Administration or any duly authorized representatives as observer (DOTC observer) to the Bids and Awards Committee (BAC) meetings for the procurement of the Project Ports;
 7. Designate the Undersecretary for Project Implementation or any duly authorized representatives to monitor the implementation of the construction of the Project Ports.
 8. Conduct final inspection of the Project Ports jointly with PPA prior to the issuance of the Certificate of Final Acceptance.
 9. Issue the Certificates of Final Acceptance, as recommended by its Acceptance Committee for Locally Funded Projects constituted through Special Order No. 2011-106 and approved by the Undersecretary for Project Implementation and Special Concerns, as established through Department Order No. 2011-38, to signify its acceptance of each of the Projects once it is determined that each of the ports is satisfactorily done and free from defects or deviations from the approved POW upon the conduct of final inspection; and
 10. Accept the turnover of the Ports upon completion of the construction thereof.

B. The PPA shall:

1. Designate qualified PPA officers and employees to take charge of the planning, procurement and implementation of the construction of the Project Ports and to coordinate closely with the representatives(s) of DOTC;
2. Prepare the engineering plans and programs of works and other necessary documents of the Project Ports duly identified in the 2015 GAA and in Annex "A" in accordance with PPA engineering standards to be approved by DOTC;
3. Undertake the procurement of the Project Ports duly identified in Annex "A" in accordance with Republic Act No. 9184 and its Revised Implementing Rules and Regulations ("RA 9184 and its IRR");

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4. Notify the DOTC observer in writing at least seven (7) calendar days prior to the conduct of any procurement activity;
 5. Implement the construction, development or improvement of the Project Ports listed in Annex "A";
 6. Provide full time supervision in the construction of the Project Ports, maintaining a continuing and close liaison and cooperation with the authorized representative(s) of the DOTC to ensure that the implementation conforms with the plans and specifications and mutually approved by DOTC and PPA and within the allotted budget and time schedule;
 7. Allow DOTC authorized representative(s) to conduct monthly inspections of the Projects to determine full compliance with the terms and conditions of this MOA;
 8. Submit monthly status reports of the Projects after the procurement process and during the implementation stage for each of the ports included in the Project Ports;
 9. Submit status reports for each of the Project Ports for each milestone achieved during the procurement process;
 10. Prepare and approve all billings of the contractors/suppliers in accordance with the approved terms of the contract/s and furnish DOTC with a copy of all billings approved for payments to the contractors/suppliers;
 11. Comply with the rules and regulation embodied under COA Circular No. 94-013 and Item 3 of COA Circular No. 2012-001 dated December 13, 1994 and June 14, 2014, respectively, for the receipt, utilization, documentation, disbursement, and liquidation of money/cash transfer from DOTC; and
 12. Ensure that all warranties and representation by the contractors/suppliers under RA 9184 and its IRR and other applicable laws are enforced.

II ALLOCATION OF FUNDS FOR PRE-CONSTRUCTION ACTIVITIES AND SUPERVISION DURING CONSTRUCTION – The funds that shall be transferred shall be in accordance with the approved contract cost but not exceeding the approved individual POWs for the Project Ports. Part of the funds to be released by DOTC to PPA shall be allocated for pre-construction activities and supervision during the construction (such as bidding, engineering surveys, preparation of plans and others until the expiration of the warranty of the contractors) which amount should not be more that 3% of the Program Amount for each of the project. The allotted 3% Pre-construction activity cost shall be shared between PPA and DOTC, at 2% and 1%, respectively.

III DEPOSIT OF PROJECT FUND AND ACCOUNTING PROCEDURES TO BE IMPLEMENTED

– The DOTC shall deposit the cash that will be used for the Projects to an account that PPA shall assign solely for the implementation of the Projects. PPA shall maintain separate and distinct books of accounts for each of the Projects, a copy of which shall be turned over to DOTC upon issuance of each Certificate of Final Acceptance of the Projects by the DOTC.

IV EXCESS PROJECT FUND – Any excess of the cash out of the Project Fund that is not spent by PPA after the completion of the Projects shall be returned to **DOTC** with proper acknowledgment of the return (Official Receipt). This includes any and all interests earned by the Project Fund if deposited in an interest bearing account.

V CONDUCT OF JOINT SURVEY – The DOTC and PPA shall conduct joint inspection of the completed works prior to the issuance of the Certificate of Completion and prior to the issuance of the Certificates of Final Acceptance of the Projects by DOTC.

VI OWNERSHIP OF PURCHASED ITEMS/PROPERTIES – Upon completion of turnover and acceptance of the completed port projects, any and all items/properties used during the implementation thereof shall remain with and shall be owned by the DOTC.

VII TERM AND EFFECTIVITY – This Agreement shall become effective upon signing by the duly authorized representatives of the DOTC and PPA subject to approval of the proper authorities and shall be valid until the completion and turn-over of the Project Ports.

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement on _____ day of _____ 2015.

**DEPARTMENT OF TRANSPORTATION
& COMMUNICATIONS**

By:

(Sgd.) JOSEPH EMILIO AGUINALDO ABAYA
Secretary

Signed in the Presence of

(Sgd.)

PHILIPPINE PORTS AUTHORITY

By:

(Sgd.) JUAN C. STA ANA
General Manager

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CITY OF MANILA) S. S.

BEFORE ME, a Notary Public for and in the City of CITY OF MANILA, Philippines, this MAY 12, 2015 personally appeared the following:

NAME	Identification Document	DATE & PLACE ISSUED
Joseph Emilio Aguinaldo Abaya	<u>DOTC ID 3182</u>	_____
Juan C. Sta. Ana	<u>ID NO. PPA 0069-2010</u>	_____

Known to me and to me known to be the same persons who executed the foregoing instrument as:

POSITION	COMPANY	CTC NO.	DATE & PLACE ISSUED
Secretary	DOTC	_____	_____
General Manager	Philippine Ports Authority	_____	_____

and they acknowledged to me that the same is their free act and deed as well as the free and voluntary act and deed of the entity they respective represent.

The foregoing instrument is a Memorandum of Agreement for the bidding and implementation of the construction of DOTC CY 2015 tourism and social reform-related ports consisting of six (6) pages including this page on which this acknowledgement is written signed by the parties and their instrumental witnesses on each and every page hereof.

IN WITNESS WHEREOF, I have hereunto affixed my hand and notarial seal on these presents at the place and on the date first above written.

NOTARY PUBLIC

(SGD.) FLORIDA SANTIAGO-REYES
 NOTARY PUBLIC
 1117 BLUMENTRIT ST. SAMPALOC MANILA
 ROLL. NO RO117 TIN 754-300-905
 MODE NO. IV-0020237 15APRIL2015
 PTR NO 3033569 ON 5 JAN. 2015 MLA.
 AF NO. 565025 ISSUED ON 12 DEC. 2015-IBPED

Doc. No. 125
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 Book No. _____
 Series of 2015

NOTARIAL COMMISSION 2014-095
 UNTIL DEC. 31, 2015

December 29, 2015

MEMORANDUM

TO : All Responsibility Center Heads

FROM : The Acting Assistant General Manager
Finance and Administration

SUBJECT : Guidelines to Implement Executive Order No. 183 Creating
Negros Island Region (NIR)

Attached for information and dissemination is a copy of DOTC Memorandum Circular No. 050-2015 dated December 14, 2015 regarding the Department of Budget and Management Circular Letter No. 2015-13 entitled “Guidelines to Implement Executive Order No. 193 Creating Negros Island Region (NIR)”.

(Sgd.) **ARMANDO L. GUZMAN**

Encl: as stated

Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

December 14, 2015

MEMORANDUM CIRCULAR
NO. 050 - 2015

FOR : Undersecretaries
Assistant Secretaries
Heads of Sectoral Offices and Attached Agencies
and Corporations
Head Executive Assistant
Service Directors
RMC Chairmen
Division Chief
This Department

For your information and dissemination, transmitted herewith is:

NATURE	DATE	SUBJECT
DBM-Circular Letter No. 2015-13	December 1, 2015	“GUIDELINES TO IMPLEMENT EXECUTIVE ORDER NO. 183 CREATING NEGROS ISLAND REGION (NIR).”

(Sgd.) ROWENA S. QUIOGUE
Director III
Administrative Service

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

CIRCULAR LETTER

No. 2015 - 13
December 1, 2015

TO : All Heads of Departments, Bureaus, Offices and Agencies of the National Government; and All Others Concerned

SUBJECT : Guidelines to Implement Executive Order No. 183 Creating a Negros Island Region (NIR)

1.0 PURPOSE

This Circular is being issued to prescribe the guidelines on the organization, staffing and funding of requirements to implement ***Executive Order (EO) No. 183*** entitled, "Creating a Negros Island Region and For Other Purposes," dated May 29, 2015.

2.0 COVERAGE

This Circular covers all regionalized Government entities that are currently situated in Regions VI and VII. The new administrative region shall be composed of the following Provinces, including cities, municipalities and barangays under their jurisdiction:

- a. Negros Oriental; and
- b. Negros Occidental.

3.0 GUIDELINES ON STAFFING

- 3.1 All departments/agencies concerned shall locate their respective NIR offices in Dumaguete City or Bacolod City as previously agreed upon by the two provinces, distributed as follows:

Dumaguete	Bacolod
DepEd, TESDA, DSWD, DOH, CHED	DAR, DENR, DA, HLURB
CSC, PSA, PRC	DOJ, DILG (Interior Agencies), DND, OCD
DOLE, DTI, DOST, DFA, DOT, SEC	DILG (LG Sector), DBM, NEDA, DOF
DPWH, DOTC	COA, COMELEC
Note: The location of Regional offices under the Office of the President shall be specified upon the recommendation of NIR-TWG	

- 3.2 For the initial operation of the NIR Office, all departments/agencies concerned shall submit requests to the oversight agencies, to wit:
- 3.2.1 **Department of Budget and Management (DBM)** – for the issuance of organization code for the NIR office and lower operating units; and
- 3.2.2 **Department of Finance – Bureau of the Treasury** – for opening of MDS Sub-Accounts in Government Servicing Banks pursuant to Treasury Circular No. 02-2014
- 3.3 In the establishment of NIR Office, departments/agencies concerned shall undertake the following:
- 3.3.1 Designate an incumbent Director IV, Director III or Division Chief as the Interim Head of their respective NIR Office not later than **December 15, 2015** to oversee the conduct of the transition activities for the purpose, consistent with **Memorandum Circular (MC) No. 81'** dated August 06, 2015 issued by the Office of the Executive Secretary.
- 3.3.2 Set-up the core staff for the NIR Office who will support the Interim Head in the performance of the intended tasks, assess the department/agency's existing overall manpower complement and initially explore the following:

¹ Directing All Heads of National Government Agencies, Including Government-Owned and/or Controlled Corporations, to Extend their Full Assistance in the Transition to the Negros Island Region

3.3.2.1 Transfer certain existing personnel of Regional Offices (ROs) VI and VII; and/or

3.3.2.2 Detail certain personnel from the department/agency's Central Office and/or other ROs to the NIR Office.

The designated/detailed/transferred personnel, if applicable, may be considered on travel status and be entitled to travel expenses in the performance of their duties for a period not exceeding 30 calendar days, subject to the provisions of EO 248, s 1995, as amended by EO 248-A, s. 1995 and EO 298, s. 2004 and other existing budgeting, accounting and auditing rules and regulations.

Moreover, as provided under Section 74, Chapter 7, Book VI of the Administrative Code of 1987, whenever due to the exigencies of the service, and not at his/her own request, an official or employee is transferred from one station to another, said official or employee and his/her spouse and children below twenty-one years of age shall be entitled to transportation and freight for reasonable and necessary baggage and household effects, which shall be paid from the appropriation for travelling expenses of agency concerned.

3.3.3 Designate a Special Disbursing Officer (SDO) for the respective NIR Office who will be responsible for the management of fund transfers/cash advances.

3.4 In case the departments/agencies concerned will later on determine that the aforementioned designated/detailed/transferred personnel is not adequate to undertake the intended functions/tasks for the purpose, they may submit a request to the DMB for the creation of the "**barest minimum**" number of positions, to augment the core staff of the NIR Office ***not later than December 15, 2015***.

4.0 GUIDELINES ON FUNDING

4.1 On Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) requirements:

4.1.1 For FYs 2015 and 2016, the MOOE and CO requirements of the NIR Office shall be sourced from the budget of the departments/agencies concerned specifically intended for the Provincial Offices of Negros Oriental and Negros Occidental in ROs VI and VII, respectively.

4.1.1.1 If found inadequate, the budget of the NIR Office may be augmented by the Agency Central Office savings in MOOE within the department/agency, subject to the provisions of Sections 70, 71 and 72 of the General Provisions of Republic Act No. 10651 [FY 2015 General Appropriations Act (GAA)] and other DBM issuances on augmentation and/or realignment of savings.

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- 4.1.1.2 The NIR Office for the department concerned shall be established in Bacolod or Dumaguete Cities, as specified in Item 3.1 of this Circular.
 - 4.1.1.3 In the interim, ROs VI and VII may provide a separate area/office for the NIR Office within their existing facilities and/or resources, or through rental of office space, until a Regional Government Center is established/operational.
 - 4.1.1.4 The departments/agencies concerned shall ensure that supplies, materials, information technology-related and other office equipment (e.g., computers copiers, fax machine) that are necessary for the operation of the NIR Office shall be provided from their current inventory or through rental, subject to existing budgeting, accounting and auditing rules and regulations.
 - 4.1.1.5 The procurement of equipment intended for the NIR Office, as necessary, shall continue to be made by the appropriate implementing unit under the interim set up.
 - 4.1.1.6 In case there are "For Later Release" items under the FY 2015 budget, the DBM shall continue to release the allotment/obligational authority in accordance with the program, activity, project (P/A/P) or purpose as appearing in the GAA. Likewise, for FY 2016, the allotment/obligational authority shall be released in accordance with the P/A/P or purpose and to the office as appearing in the GAA.
 - 4.1.1.7 Requests for additional funds, realignment of FYs 2015 and 2016 funds, or use of savings to augment any deficiency in allotment for the NIR Office shall be submitted to the DBM Office concerned for evaluation/recommendation to the approving authority.
- 4.1.2 For FY 2017, the Personnel Services, MOOE and CO requirements necessary for the full operation of the NIR Office shall be included in the FY 2017 budget proposal of the departments/agencies concerned.
- 4.2 Book of Accounts
- 4.2.1 The existing books of accounts for ROs VI and VII shall continue to be maintained until such time that separate budgeting and accounting unit in the NIR Office are created.
 - 4.2.2 A subsidiary record for the operating requirement of the NIR Office shall be maintained by ROs VI and VII. All fund transfers shall be treated as cash advance, subject to liquidation by the designated SDOs of Negros Oriental and Negros Occidental. With this interim set-up, partial deferment to the use of Advice to Debit Account (ADA) as payment mode for Accounts Payable (A/Ps) may be effected.

4.2.3 An inventory of properties, supplies and materials, records and other assets and liabilities shall be maintained for accountability purposes.

5.0 RESOLUTION OF CASES

Cases not covered by the provisions of this Circular shall be referred of the Secretary of Budget and Management for resolution.

6.0 EFFECTIVITY

This Circular shall take effect immediately.

(Sgd.)FLORENCIO A. ABAD
Secretary

**MALACAÑAN PALACE
MANILA**

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 183

CREATING A NEGROS ISLAND REGION AND FOR OTHER PURPOSES

WHEREAS, Article X, Section 4 of the Constitution provides that the President shall exercise general supervision over local government units;

WHEREAS, the administrative regions were established to promote efficiency in the Government, accelerate social and economic development and improve public services;

WHEREAS, Article X, Section 14 of the Constitution requires the President to provide for regional development councils or other similar bodies for purposes of administrative decentralization to strengthen the autonomy of units therein; and

WHEREAS, there is a need to further accelerate the social and economic development of the cities and municipalities comprising the provinces of Negros Occidental and Negros Oriental and improve the delivery of public services in the aforementioned provinces;

NOW, THEREFORE, I, BENIGNO S. AQUINO III, President of the Republic of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Negros Island Region. The Negros Island Region (NIR) is hereby created. The NIR shall be composed of the following provinces, including the cities, municipalities, and barangays comprising the provinces:

- a. Negros Oriental; and
- b. Negros Occidental.

SECTION 2. Negros Island Region Technical Working Group (NIR-TWG). A Negros Island Technical Working Group, composed of the Office of the President (OP), the Department of Budget and Management (DBM), National Economic Development Authority (NEDA), and the Department of the Interior and Local Government (DILG), and the representative of the Provinces of Negros Oriental and Negros Occidental, is hereby constituted to form a Technical Working Group (TWG)

The TWG will formulate a Roadmap to put in place the institutional arrangement for the NIR by 2015-2016; recommend to the OP the preferred Regional Center; arrange the requirements for organizational development, staffing, and budgeting of regional line and regulatory agencies, as well as the imperatives for development planning and investment programming.

Section 3. Regional Councils. Notwithstanding the activities of the NIR-TWG, the following Regional Councils are hereby constituted and the following government agencies are hereby designated as the interim secretaries.

- a. Negros Island Development Council – NEDA Secretariat;
- b. Negros Island Peace and Order Council – DILG as Secretariat; and
- c. Negros Island DRRM Council – Office of Civil Defense (OCD) as Secretariat.

SECTION 4. Funding. The funding for NIR-TWG shall be sourced from the implementing agencies of the NIR-TWG and the provinces making up the NIR, subject to the availability of funds and upon compliance with all existing applicable laws and budgetary, accounting, and auditing rules and regulations.

SECTION 5. Role of Government Agencies. All departments, bureaus, offices, agencies, and instrumentalities of the national government, including government-owned or controlled corporations and government financial institutions, are hereby directed to extend their full assistance to the NIR-TWG in support of its functions and activities.

SECTION 6. Repealing. All orders, issuances, rules and regulation or parts thereof which are inconsistent with the provisions of this Order are hereby repealed, amended, or modified accordingly.

SECTION 7. Separability. If any provision of this Order is declared invalid or unconstitutional, the other provisions unaffected thereby shall remain valid and subsisting.

SECTION 8. Effectivity. This Order shall take effect immediately upon its publication in a newspaper of general circulation.

DONE, in the City of Manila, this 29th of May, in the year of our Lord Two Thousand and Fifteen.

(Sgd.) **BENIGNO S. AQUINO III**
President of the Philippines

By the President:

(Sgd.) **PAQUITO N. OCHOA, JR.**
Executive Secretary

Source: Malacañang Records Office

Office of the President of the Philippines. (2015). [*Executive Order*]. Manila : Malacañang Record Office.

**MALACAÑAN PALACE
MANILA**

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 605

INSTITUTIONALIZING THE STRUCTURE, MECHANISMS AND STANDARDS TO IMPLEMENT THE GOVERNMENT QUALITY MANAGEMENT PROGRAM, AMENDING FOR THE PURPOSE ADMINISTRATIVE ORDER NO. 161, S. 2006

WHEREAS, Administrative Order (AO) No. 161 “Institutionalizing Quality Management System in Government” was issued on 5 October 2006 as one of the National Competitiveness Summit (NCS) Action Agenda to effect actual improvements in public governance in recognition of the International Organization for Standardization (ISO) 9000 series which ensures consistency of products and services through quality processes;

WHEREAS, said AO directs the Departments of Budget and Management-Organization and Productivity Improvement Bureau (DBM-OPIB), the Department of Trade and Industry-Bureau of Product Standards (DTI-BPS) and the Development Academy of the Philippines (DAP) to constitute a committee to formulate the necessary institutional structure, mechanisms and standards to implement the Government Quality Management Program (GQMP), in consultation with relevant Constitutional bodies such as the Civil Service Commission (CSC) and the Commission on Audit (COA);

WHEREAS, for the effective implementation of the law, there is a need to identify with more particularly the guidelines in the pursuit of the components of the GQMP, including the expansion in its coverage, and the necessary structure that shall formulate the policies and oversee the GQMP;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Institutionalization of Quality Management Systems in Government. All departments and agencies of the Executive branch, including all government-owned and/or controlled corporations (GOCCs) and government financial institutions (GFIs), are hereby directed to adopt the ISO 9001:2000 Quality Management Systems as part of the implementation of a government-wide quality management program. The quality management systems shall be certified for demonstrated conformity with ISO: 9001:2000 and the applicable Government Quality Management Systems Standards (GQMSS), with priority to be given to frontline services.

The State Universities and Colleges (SUCs) are likewise enjoined to establish ISO Quality Management Systems (ISO-QMS) and be certified accordingly. The Local Government Units (LGUs), Judiciary, the Legislature and the Constitutional offices are also encouraged to develop ISO-QMS and pursue certification.

SECTION 2. Objectives of the Government Quality Management Program (GQMP). The Government Quality Management Program aims to:

1. Promote and enhance public sector performance through the adoption of ISO 9001:2000 Quality Management Systems in all agencies of government;

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2. Develop an institutional infrastructure that shall provide certification with international accreditation;
 3. Establish the citizens' charter of key government offices that shall be provided to the transacting public as government's manifestation of service guarantee;
 4. Recognize citizen-driven government organizations that have attained ISO 9001-2000 certification for other government agencies to emulate.

SECTION 3. Components of the GQMP. The GQMP shall have the following key components:

1. Government Quality Management System Standards. This component shall involve the development of a guidance document and the adaption of relevant ISO management systems and standards that integrate relevant provisions of pertinent laws and/or rules and regulations to develop a culture of quality and integrity in governance characterized by citizen-focused and well-performing government organizations.
2. Advocacy and Capability Building. This component is expected to promote awareness, generate support, harness resources, and develop organizational capabilities in the establishment, implementation and continuing improvement of quality management systems in public sector organizations.
3. Certification of Agencies' OMS to QMSS. The Philippine Certification for ISO Quality Management Systems (PISO-QMS) shall be established to give due recognition to qualified government organizations that have demonstrated conformity of their QMS to ISO 9001:2000 and the QMSS. As such, this component shall establish the structure and mechanisms to ensure the credibility of all aspects of certification in line with said standards.

SECTION 4. Institutional Structure and Mechanisms. There is hereby created a Government Quality Management Committee (GQMC) to formulate policies and oversee the implementation of the GQMP.

1. Composition of the GQMC. The GQMC shall be composed of the heads of the following agencies
 - (a) Department of Budget and Management as Chairman;
 - (b) Department of Trade and Industry as Co-Chairman;
 - (c) Department of the Interior and Local Government as member;
 - (d) Office of the President-Internal Audit Office as member; and
 - (e) Development Academy of the Philippines as member.
2. Functions of the GQMC. The GQMC shall have the following specific powers and functions:
 - (a) Serve as the steering and policy-making body for the GQMP;
 - (b) Approve the standards, guidelines and institutional mechanisms to implement the program;
 - (c) Coordinate with Leagues and LGUs in the formulation of standards and mechanisms to be adopted by the latter to ensure GQMS certification at the local level;
 - (d) Coordinate with specific departments and agencies to attend to, or address constraints in the implementation of relevant Program activities;
 - (e) Formulate necessary mechanisms to sustain the implementation of ISO-QMS among public sector organizations, including measures to fund the effort, as well as recognition/incentive schemes for Program participants;

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- (f) Monitor and evaluate the implementation of the GQMP and, when necessary, effect appropriate adjustments thereon in the light of changing conditions in both the domestic and international environments; and
 - (g) Submit progress reports to the President.
3. Resource Persons. The GQMC may invite representatives from the COA, CSC, local leagues and local executive as its resource persons.
 4. Technical Working Group of the GQMC. The GQMC shall establish technical working groups (TWG) for the effective implementation of the GQMP, when it deems it necessary.
 5. Secretariat. The GQMC shall organize a secretariat to provide technical and administrative support to the GQMC. The Secretariat shall report directly to the GQMC and be manned by personnel of the member agencies of the GQMC.

SECTION 5. Funding. The implementation of the GQMP at the agency level shall be funded by the existing appropriations of departments/agencies. The DBM Secretary is likewise authorized to set aside funds in pursuit of certain Program activities.

SECTION 6. Implementing Rules and Regulations and Guidance Document. The GQMC shall immediately issue the necessary implementing rules and regulations and the guidance document.

SECTION 7. Repealing Clause. Provisions of existing administrative issuances, rules and regulations regarding the institutionalization of quality management systems in Government inconsistent with this Order are hereby repealed accordingly.

SECTION 8. Effectivity. This Executive Order shall take effect upon its publication in a national newspaper of general circulation.

DONE in the City of Manila, this 23rd day of February in the year of Our Lord, Two Thousand and Seven.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**
President of the Philippines

By the President:

(Sgd.) **EDUARDO R. ERMITA**
Executive Secretary

Source: Malacanañg Records Office

Office of the President of the Philippines. (2007) [*Executive Order Nos. : 601 – 700*]. Manila : Malacanañg Records Office

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