

08 APR 2016

PORT SECURITY ADVISORY No. 04-2016


FOR : **All PPA Personnel
PPA-Hired Security Guards
Command Center Operators
Janitorial and Outsourced Personnel
All Others Concerned**
This PMO

SUBJECT: **GUIDELINES ON ACCESS TO THE COMMAND CENTER (COMCEN)**

In line with continuing implementation of the International Ships and Port Facility Security (ISPS) Code and in order to protect the sensitive data/information stored at the Command Center (COMCEN) Room, the following guidelines on access to the said area are hereby prescribed and adopted:

1. The Command Center Room is a **RESTRICTED AREA**, hence, all access to the said area shall be on a-need basis and shall be done during office hours only (0800H-1700H);
2. Personnel who may need to access the Command Center Room shall notify the Port Manager/Station Commander for evaluation/approval;
3. Visitors shall register their name, date, time and purpose of visit in the COMCEN logbook;
4. Retrieval of information for verification and related purposes shall be done in the presence of the Station Commander or authorized PPD personnel;
5. Requests for copy of specific data/information from the storage, whether in electronic format or hard copy, is subject to the approval of the Port Manager;
6. Command Center personnel are strictly prohibited from divulging any information related to the operation of the Command Center to other person nor taking out any copy of electronic or hard copy of data outside the Command Center room.

For information, guidance and strict compliance of all concerned.



ISIDRO V. BUTASLAC, JR.
Port Manager



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

VISION

MISSION

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

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

Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

