



PHILIPPINE
PORTS
AUTHORITY



07 AUGUST 2020

PMO MOC MEMORANDUM CIRCULAR
No. 017 -2020

TO : All Divisions
Terminal Management Offices
PPA Lessees/Concessionaires

FROM : The Port Manager
This PMO

SUBJECT : Staggered Payment of Rental Fees Covering the Period March 15, 2020, to July 31, 2020

To provide temporary economic relief to PPA lessees affected by the COVID-19 pandemic, pursuant to RA 11469 or the Bayanihan to Heal as One Act and in consonance with various issuances, PPA issued the following guidelines on the staggered payment of rental fees per PPA Administrative Order No. 04-2020, applicable to all PPA lessees with existing lease contract, agreement, or undertaking:

1. Lessees who were not able to pay the monthly rentals for the period March 15, 2020 to July 31, 2020 shall have the option to pay the cumulative rents in monthly installment for five (5) months during August 2020 up to December 2020 without interests and penalties;
2. The Lessee shall execute a **promissory note or letter** indicating his/her intention to pay in installment. Sample format of promissory note is attached as Annex "A";
3. Lessees who intended to pay in full the cumulative rentals from March 2020 to July 2020 in August 2020 shall **not be imposed interests and penalties**;
4. Lessees who already paid their rentals from March 15, 2020 to July 31, 2020 shall **not be refunded** and not allowed to avail the installment plan;
5. Rental payments due from August 1, 2020 including the computed monthly installment shall be paid as and when they fall due;
6. Interest and penalty charges shall be imposed on late payment of rental due for August 2020 onwards reckoned from the day following the due date.

For guidance and compliance.


ISIDRO V. BUTASLAC, JR.



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