

13 April 2020

**PMO MEMORANDUM CIRCULAR**

No. 11-2020

TO : **All Division and Terminal Managers**  
*This PMO*

SUBJECT : **Procedures for the Electronic Approval of Routine Transactions**

---

**RATIONALE**

The prevailing Covid-19 pandemic situation has called for the implementation of innovative, novel precautionary measures to avert occurrence of the disease in the public workplace. It has likewise paved way for alternative work arrangement (e.g. work-from-home, compressed workweek, skeletal workforce) that ensures continuity of public services. As an upshot of this development, work procedures need to be modified or enhanced to support this setup.

**SCOPE**

These guidelines shall apply to routine office documents in the PMO that undergo prior review, validation and/or evaluation of concerned RCs prior to approval by the Port Manager, to wit:

1. Application for Overtime Request and Accomplishment Report
2. Application for Work-From-Home and Accomplishment Report (Annex A and B)
3. Application for Leave
4. Daily Time Record and Daily Time Record for Overtime
5. Travel Order
6. Outgoing Communication
7. OPCR Report
8. Duty Schedule
9. Permit to Operate Ancillary Services

**PROCEDURES**

**1. Applications for Overtime, Work-From-Home and its Accomplishment Reports**

- 1.1. The Employee shall accomplish the prescribed application form in softcopy with his/her electronic signature affixed therein and submit the same thru email to his/her Immediate Supervisor;
- 1.2. The Immediate Supervisor shall endorse said application with his/her electronic signature affixed therein and forward the same thru email to his/her Division Manager;

- 1.3. The Division Manager shall evaluate the application and endorse approval thereof by affixing her electronic signature on the application and submit the same via email to the Office of the Port Manager thru [moc\\_opm@ppa.com.ph](mailto:moc_opm@ppa.com.ph);
- 1.4. Upon review of the application by the OPM Staff, the Port Manager, thru the OPM Secretary, shall approve the application by affixing his/her electronic signature with corresponding Quick Response (QR) Code as proof of authenticity, and forwards the same to the Administrative Division thru [moc\\_admin@ppa.com.ph](mailto:moc_admin@ppa.com.ph), copy furnished the applicant and his/her concerned Division Manager.
- 1.5. The Admin Staff shall print the approved application and maintains file copy thereof.

## 2. Application for Leave

- 2.1. The Employee shall accomplish the prescribed application form in softcopy with his/her electronic signature affixed therein and submit the same thru email to his/her Immediate Supervisor;
- 2.2. The Immediate Supervisor shall endorse said application with his/her electronic signature affixed therein and forward the same thru email to his/her Division Manager;
- 2.3. The Division Manager shall evaluate the application and endorse approval thereof by affixing her electronic signature on the application and submit the same via email to the Administrative Division Manager thru [moc\\_admin@ppa.com.ph](mailto:moc_admin@ppa.com.ph);
- 2.4. The Administrative Manager shall verify and update the leave balance of the employee and forwards the application with his/her electronic affixed therein to the Office of the Port Manager thru [moc\\_opm@ppa.com.ph](mailto:moc_opm@ppa.com.ph);
- 2.5. Upon review of the application by the OPM Staff, the Port Manager, thru the OPM Secretary, shall approve the application by affixing his/her electronic signature with corresponding Quick Response (QR) Code as proof of authenticity, and forwards the same to the Administrative Division thru [moc\\_admin@ppa.com.ph](mailto:moc_admin@ppa.com.ph), copy furnished the applicant and his/her concerned Division Manager.
- 2.6. The Admin Staff shall print the approved application and maintains file copy thereof.

## 3. Daily Time Record

- 3.1. The Employee shall prepare his/her Daily Time Record based on biometric attendance data or timecard using the prescribed form in softcopy with his/her electronic signature affixed therein and submit the same thru email to the Office of the Port Manager thru [moc\\_opm@ppa.com.ph](mailto:moc_opm@ppa.com.ph);
- 3.2. Upon review of the application by the OPM Staff, the Port Manager, thru the OPM Secretary, shall approve the application by affixing his/her electronic signature with corresponding Quick Response (QR) Code as proof of authenticity, and forwards the same to the Administrative Division thru [moc\\_admin@ppa.com.ph](mailto:moc_admin@ppa.com.ph), copy furnished the applicant.
- 3.3. The Admin Staff shall print the approved DTR and maintains file copy thereof.





#### 4. Travel Order

- 4.1. The Administrative Staff In-charge shall prepare the Travel Order using the prescribed form in softcopy and forwards the same to the Administrative Manager for his/her endorsement;
- 4.2. The Administrative Manager endorses approval to the Port Manager by affixing his/her electronic signature on the Travel Order and transmits the same thru email address [moc\\_opm@ppa.com.ph](mailto:moc_opm@ppa.com.ph);
- 4.3. Upon review by the OPM Staff, the Port Manager, thru the OPM Secretary, shall approve the Travel Order by affixing his/her electronic signature with corresponding Quick Response (QR) Code as proof of authenticity, and forwards the same to the Administrative Division thru [moc\\_admin@ppa.com.ph](mailto:moc_admin@ppa.com.ph), copy furnished the concerned employee/s.
- 4.4. The Admin Staff shall print the approved Travel Order and maintains file copy thereof.

#### 5. Outgoing Communications and OPCR Reports

- 5.1. All draft outgoing communications, including OPCR reports that requires the signature of the Port Manager, must be submitted thru email to his email address, copy furnish the OPM Staff via [moc\\_opm@ppa.com.ph](mailto:moc_opm@ppa.com.ph), with complete supporting documents;
- 5.2. Once the draft is approved by the Port Manager, the Preparer submits the final version thereof to the OPM Staff for final review;
- 5.3. Upon review by the OPM Staff, the Port Manager, thru the OPM Secretary, shall approve the document by affixing his/her electronic signature with corresponding Quick Response (QR) Code as proof of authenticity, and returns the same to the Preparer, copy furnished the concerned Division Manager.

#### 6. Duty Schedule

- 6.1. The Division Manager concerned shall submit the Duty Schedule of his/her division in softcopy thru email to the Port Manager, copy furnish the OPM Staff via [moc\\_opm@ppa.com.ph](mailto:moc_opm@ppa.com.ph);

6.2. In order, the Port Manager, thru the OPM Secretary, shall approve the Duty Schedule by affixing his/her electronic signature with corresponding Quick Response (QR) Code as proof of authenticity, and forwards the same to the Administrative Division thru [moc\\_admin@ppa.com.ph](mailto:moc_admin@ppa.com.ph), copy furnished the concerned Division Manager;

#### 7. Permit to Operate (PTO) Ancillary Services

- 7.1. The BDMO processes and endorses approval of PTO applications via the Electronic Permits Management System (EPMS);
- 7.2. The BDMS reviews PTO applications and endorses approval to the Port Manager;
- 7.3. The Port Manager approves the PTO application thru EPMS;
- 7.4. The BDMO prints hardcopy of the PTO with complete supporting documents and forwards to the OPM Secretary;

- 7.5. The OPM Secretary affixes the electronic signature of the Port Manager with corresponding Quick Response (QR) Code as proof of authenticity, and forwards the same to the BDMO, copy furnished the BDMS, PPD and PSD;
- 7.6. The BDMO maintains file copy of the approved PTO.

## 8. Reporting Requirements


- 8.1. The OPM Secretary shall maintain a database of QR Codes with unique identifiers which shall ensure that the approved document bearing said QR Code is authentic;
- 8.2. The OPM Secretary shall maintain a log of all documents approved electronically by the Port Manager and provide daily summary of approved documents to the Port Manager.

All Division/Terminal Managers and Unit Heads are encouraged to propose other routine processes/tasks to be considered by MO/C for electronic transmission/processing to avoid direct person to person engagement and contribute in the containment/transmission of the dreaded virus COVID-19.

## EFFECTIVITY

This Memorandum shall take effect immediately and shall remain valid unless otherwise revoked or amended.

For your guidance and compliance.

  
**ISIDRO V. BUTASLAC, JR.**  
Port Manager

