



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2022 (4th Edition)

PORT MANAGEMENT OFFICE
(External Services)

43. Handling of Incoming Communications (Internal)

This provides details on the procedure of handling incoming communications that do not fall under any particular service provided in other specifications in this handbook.

Office/Division:	Port Management Office Records Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All units within the PMO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not applicable		
* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, service providers , port users , stakeholders and the general public shall follow a minimum health and safety protocols in all PPA offices and facilities.				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Division/ unit transmits communication to the PMO Records Section.	1.1 Receives communication/ document.	None	1 min.	Designated Records Officer
	1.2 Logs and scans communication /document in incoming logbook and assigns control number.	None	10 mins.	Designated Records Officer
	1.3 Prepares routing slip for incoming communication /document.	None	2 mins.	Designated Records Officer
	1.4 Forwards incoming documents / communication to the concerned Responsibility Center.	None	2 min.	Designated Records Officer

	1.5 Incoming communication is evaluated and assessed.	None	1 day	Port Manager /RC Head
	1.6 Documents / communication are routed to concerned person responsible to address the incoming communication.	None	5 mins.	Office of the Port Manager
	1.7 Incoming communication is handled accordingly	None		Concerned Personnel
TOTAL:		-	1 day and 20 minutes	
* Adjustments made to adopt to the new normal				