

23 August 2004

MEMORANDUM

T O : All PPA Head Office Personnel

F R O M : The Assistant General Manager  
Finance and Administration

S U B J E C T : PPA Head Office Commuter Shuttle Service

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GTZ

Starting 01 September 2004, Wednesday, the Administrative Services Department will commence with providing PPA Head Office commuters with shuttle services to and from selected light rail train (LRT I, LRT II, MRT) stations in Metro Manila.

Morning shuttle services will be available to ferry PPA Head Office personnel to Marsman Building, at the following light rail train stations :

1. United Nations Avenue LRT I station at the corner of U.N. Avenue and Taft Avenue
2. Legarda LRT II Station at the corner of Legarda and Bustillos Streets in Sampaloc, Manila
3. Taft Avenue MRT Station at the corner of EDSA Extension and Taft Avenue

PPA Head Office service vehicles will be available at these train stations starting at 7:15 a.m. to 7:45 a.m. during regular working days. The PPA vehicle assigned in the respective train stations shall leave for the Head Office exactly as scheduled.

The same PPA Head Office service vehicles will be dispatched during afternoons of regular working days starting at 5:05 p.m. up to 5:45 p.m. in front of Marsman Building to shuttle commuters to the above mentioned train stations. Availment of the use of the shuttle service shall be on a first come first served basis but no employee should start queuing at Marsman Building prior to 5:00 p.m.

The Administrative Services Department is hereby directed to provide a pool of drivers who shall be assigned to drive shuttle services during mornings and afternoons. A shifting schedule for the month shall be prepared for all motorpool drivers for their information and compliance and a copy of said schedule shall be provided to HRMD in advance for proper recording of the official time in and time out of the drivers.

The shifting schedule shall be as follows :

7:00 a.m. - 4:00 p.m.	Morning shuttle drivers
8:00 a.m. - 5:00 p.m.	Drivers for regular trips
9:00 a.m. - 6:00 p.m.	Afternoon shuttle drivers

Drivers assigned to the shuttle service will still be given regular trips after or before the shuttle service as may be necessary. Drivers who may have to drive beyond their regular time schedule shall be authorized to collect overtime pay subject to existing rules and regulations. Any driver who fails to report for his assigned shift such that the provision of service is hampered shall explain in writing to the AGM-FA within 24 hours. Appropriate sanctions shall be meted to erring drivers in accordance with existing rules & regulations regarding neglect of duty and/or insubordination.

For information of all concerned.

  
AIDA P. DIZON