



PPA MEMORANDUM ORDER
No. 20 - 2013

SUBJECT: **IMPLEMENTING GUIDELINES FOR THE PPA CHORALE**

The PPA Chorale is organized pursuant to CSC Memorandum Circular No. 30 s. 1994, Item No. 37 to "provide opportunities for employees' social development through office outing, or excursion, periodic socials, choral/dance group and team building" and in line with the Philippine Ports Authority's effort in preserving the Philippines' rich cultural heritage and promoting the employees' well-being by way of recognizing their musical potentials and inclinations. It is believed that one of the best ways to discover the beauty, color and excitement of the Filipino culture is through music and dance especially when showcased to visiting ASEAN neighbours and other guests. This reawakens the sense of regional oneness and pride among the employees.

A. MEMBERSHIP

1. Membership shall be composed of employees of the Philippine Ports Authority based in Manila;
2. Members shall have passed through a screening conducted by the group's Musical Director.

B. SCHEDULE

1. Regular practice schedules shall be held two (2) times a week for two hours per practice day;
2. Rehearsals for major performances shall be allowed at least three (3) months prior to the occasion/presentation;
3. Rigid rehearsals shall be allowed at least four (4) hours per day for two (2) weeks before the major performance/event/contest;
4. Voice recordings shall be allowed before the major performance.

C. INCENTIVES

1. Allowances

1.1 Allowance of P100 during regular rehearsals which is twice a week shall be provided for each member which shall cover expense for snacks. However, during recordings and/or rigid rehearsals, food allowance of P250 shall be provided at least before any performance;

1.2 Performance allowance shall be P500 for each member to cover meal and transportation expenses in case of performances outside the PPA premises.

2. Uniforms/Costumes

2.1 At least two (2) sets of formal uniform/costume per year shall be given to each member in accordance with the approved budget;

VISION

By 2030, customers doing business in our ports shall experience full and sustained productivity, efficiency,

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities,

- 2.2 Each member is accountable for the safekeeping and maintenance of his/her uniform/costume. Cost of dry cleaning of delicate costumes shall be chargeable against HRMD Athletics & cultural fund;
- 2.3 Costumes issued to members shall be used only during performances. Any member who is unable to perform in any one (1) event of the PPA Chorale, without justifiable reason shall be obliged to return the issued uniform/costumes to HRMD and henceforth, shall ceased to be a bonafide member of the chorale;
- 2.4 Additional costumes, accessories and props may be purchased if necessary for new performances subject to the availability of funds;
- 2.5 All costumes, accessories and props shall be strictly for the use of the members, and shall be issued a Memorandum Receipt (MR).

D. OTHER CONDITIONS

1. Performance invitations from other government offices or private institutions shall be approved by the General Manager through the Assistant General Manager for Finance, Legal & Administration. A minimum of two (2) weeks lead time shall be given to notify the group;
2. All expenses (air fare, meals, accommodation, transportations and per diems as may be applicable) to be incurred by the group in non-PPA local and international performances shall be provided by the inviting party;
3. Members shall secure an approved confirmation form from their Immediate Supervisors for all the scheduled rehearsals and performances;
4. The elected officers of the chorale shall act as coordinators for the group. They are tasked to prepare all the required communications, documentations, reports and other requirements as needed.

E. LEAD OFFICE

1. The Human Resource Management Department shall be the authorized RC to handle and supervise the PPA Chorale;
2. The group shall report directly to the HRMD Manager and shall get instructions regarding matters, concerns and activities from the said officer;
3. The funds for expenses relative to the Chorale shall be charged against the approved budget for Athletics & Cultural subject to the usual accounting and auditing rules and regulations.

This Memorandum Order takes effect immediately and shall remain in force until subsequently amended or modified.


JUAN C. STA. ANA
General Manager

