

MAY 20 2008



PPA MEMORANDUM ORDER
No. 38 2008

SUBJECT: **PRESCRIBING GUIDELINES FOR THE GRANT OF AWARDS AND INCENTIVES FOR ACADEMIC ACCOMPLISHMENTS AND RELATED ACHIEVEMENTS OF PPA OFFICIALS AND EMPLOYEES**

Pursuant to the provisions of PPA Memorandum Circular No. 21-2003; CSC Memorandum Circular No. 01-2001 and PPA National PRAISE Committee Resolution No. 01-2007, the Philippine Ports Authority hereby adopts following guidelines in granting recognition and monetary awards for academic accomplishments and related achievements of PPA officials and employees.

I. COVERAGE

All PPA officials and employees in the career and non-career service who have rendered at least one (1) year of satisfactory service in PPA.

II. TYPES OF ACADEMIC/SPECIAL STUDIES ACCOMPLISHMENTS

1. Baccalaureate Degree
2. Master's Degree
3. Completion of a Special Course, Scholarship and Local and Foreign Grants
4. Passing of Board or Bar Examination

III. INCENTIVES AND AWARDS

1. PPA employees who graduated from a baccalaureate degree or master's degree at their own expense shall be given a certificate of recognition and cash award of P5,000.00 each.
- ✓ 2. Any PPA employee who graduated from a baccalaureate degree at one's own expense and who received any of the following honors: cum laude, magna cum laude and summa cum laude shall be awarded with a certificate of recognition and cash award of P10,000.00.

3. Any PPA employee who completes a special course or degree under a scholarship grant within and outside the country with honors shall be awarded with a certificate of recognition and cash award of P 10,000.00.

4. A PPA employee who graduated from baccalaureate degree under the PPA NSFD Special Off-Campus Program and who was given recognition by the school/university for obtaining the Highest General Weighted Average (GWA) rating of not lower than 2 in his/her batch/class shall be awarded with a certificate of recognition and cash award of P 5,000.00.

5. PPA employees who passed the bar or board examinations without having availed of the study leave granted to PPA officials and employees shall be given recognition in the form of a certificate of recognition and cash award, as follows:

P 5,000.00 each for Board and Bar Passer

P 10,000.00 each for Top Ten Placers in the Board and Bar Examinations

6. PPA employees who availed of the study leave benefit and who passed the board/bar examination shall likewise be given a certificate of recognition and the following cash award:

P 3,000.00 each Board/Bar Passer

P 10,000.00 each for Top Ten Placers in Board and Bar Examinations

IV REQUIREMENTS

Qualified PPA Head Office employees shall report their academic accomplishment to the Chairman, National PRAISE Committee thru the Career and Development Division (CDD), HRMD. PDO/PMO employees shall report their academic achievements to the Chairman, PDO/PMO PRAISE Committee concerned, for evaluation and subsequent endorsement to the National PRAISE Committee thru the Career Development Division, HRMD. The report must be accompanied by the following applicable requirements:

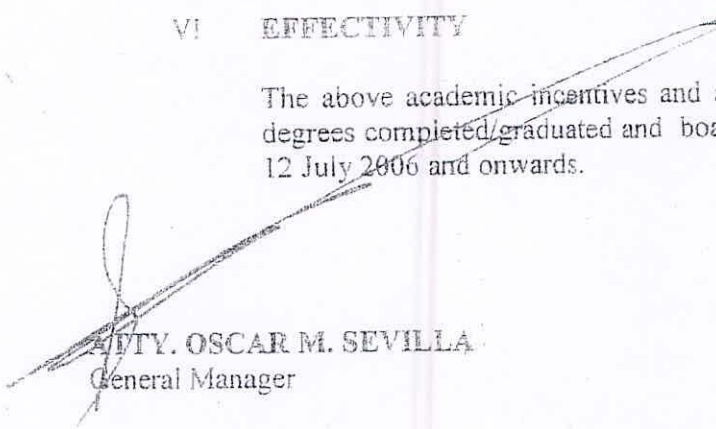
- i. Authenticated diploma and certified true copy of transcript of records for baccalaureate/masteral degrees.
- ii. Authenticated certificate of completion or diploma for special courses, local and foreign grants.
- iii. Authenticated certificate of rating from the Professional Regulation Commission or Certificate of Membership in the Philippine Bar for board/bar passers.

V VALIDATION OF ACADEMIC ACCOMPLISHMENT/
ACHIEVEMENT

The PDO/PMO PRAISE Committee thru the Administrative Section, Resource Management Division shall validate the authenticity of the documents submitted by the graduates, bar/board passers before submitting and endorsing the same to the National PRAISE Committee. On the other hand, the Career Development Division shall be responsible for verifying pertinent documents submitted by Head Office graduates and board/bar passers.

VI EFFECTIVITY

The above academic incentives and awards shall apply to courses or degrees completed/graduated and board/bar examinations passed as of 12 July 2006 and onwards.


ATTY. OSCAR M. SEVILLA
General Manager



AUG 26 2009

PPA MEMORANDUM ORDER
No. 50 2009



SUBJECT: AMENDMENT TO PPA MEMORANDUM ORDER NO. 38 S. 2008

Pursuant to the provisions of PPA PRAISE Committee Resolution No. 03 s. 2009, Sections II (2) and III (1) of PPA Memorandum Order No. 38-2008 (Prescribing Guidelines For the Grant of Awards and Incentives for Academic Accomplishments and Related Achievements of PPA Officials and Employees) are hereby amended and shall read, as follows:

- II. TYPES OF ACADEMIC/SPECIAL STUDIES ACCOMPLISHMENTS
2. Master's/Doctorate Degree
- III. INCENTIVES AND AWARDS
1. PPA employees who graduated from a baccalaureate degree, master's degree and **doctorate degree** at their own expense shall be given a certificate of recognition and cash award of P5,000.00 each. **The doctorate degree, however, shall not earn additional points for education criteria/factor for purposes of personnel selection and promotion.**

This Order takes effect **June 16, 2009**. All other provisions of PPA Memorandum Order No. 38-2008 not inconsistent herewith shall continue to remain in full force and effect.

ATTY. OSCAR M. SEVILLA
General Manager

