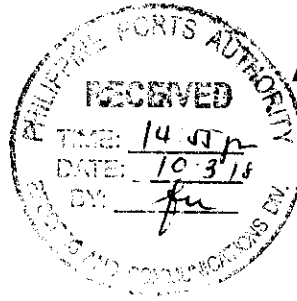


OCT 01 2018

PPA MEMORANDUM ORDER
NO. 20 - 2018



PHILIPPINE
PORTS
AUTHORITY



SUBJECT: **Creation of PPA-Tabaco Port Services (PPA-TPS)**

In the exercise of the inherent function of the Authority to directly provide and operate cargo handling and related services as prescribed by Presidential Decree No. 857, as amended, there is hereby created the PPA-Tabaco Port Services (PPA-TPS).

The PPA-TPS shall, henceforth, provide and operate the arrastre, stevedoring and related services at the Port of Tabaco, with powers, functions and duties as are or may be necessary to enable it to carry out its purposes, subject to the following guidelines:

1. Ensure the continuous and uninterrupted delivery of vital cargo handling services in a more efficient manner.
2. Utilize the present labor force of the incumbent cargo handling operator under the same terms and conditions prevailing at the time of the effectivity of this Order and observe all labor laws, rules and regulations.
3. Collect at existing rates and amounts, such charges for services rendered.
4. Disburse funds to finance the necessary expenses of operations in accordance with the system prescribed by the Authority.
5. Conduct inventory of cargoes received and still in the custody of the operator as of takeover date.
6. Conduct inventory of cargo handling equipment, gears, tools and other property of the operator.
7. Conduct inventory of cargo records and claims.
8. Conduct inventory of unused forms and supplies which can be used for the takeover.
9. Conduct Inventory of office and field personnel.
10. Submit monthly operational and financial reports to the AGM for Operations.

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The management, supervision and control of the PPA-TPS shall be under the Acting Port Manager of PMO-Bicol to be complemented by the PPA officials and employees as the General Manager or AGM for Operations may hereafter designate.

This Order takes effect immediately and shall remain in force unless otherwise revoked or shortened as circumstances may warrant, provided, however, that when there is no more need for such Special Takeover Unit (STU), the cargo handling operations shall be turned over to the winning bidder of the public bidding to be conducted for the cargo handling services at subject port.

For guidance.



JAY DANIEL R. SANTIAGO
General Manager