



JUN 28 2019

PPA MEMORANDUM CIRCULAR
NO. 02 - -2019



TO : All Port Managers
Others Concerned

SUBJECT : Guidelines on the Exemptions from Payment of Passenger Terminal Fee at the PPA-Owned Passenger Terminal Buildings

Pursuant to PPA Administrative Order No 04-2019 entitled "Exemptions from Payment of Passenger Terminal Fees Amending PPA Memorandum Circular No 07-2014", the following guidelines are hereby issued to ensure proper and uniform implementation thereof

1 All senior citizens, students, persons with disability (PWD) and selected uniformed personnel in active service availing of the exemption from payment of Passenger Terminal Fee (PTF) shall present valid Identification Card at the Passenger Terminal Building (PTB) Counter

2 A valid Identification Card (ID) shall be any of the following

Students	School ID for the current school year
Senior Citizens	Any valid government issued ID indicating bearer's date of birth
Persons with Disability	PWD ID
Selected Uniformed Personnel	Valid Armed Forces of the Philippines (AFP), Philippine National Police (PNP) and Philippine Coast Guard (PCG) ID

3 Upon presentation of the ID, the authorized PTF collecting officer shall perform the following

3.1 Rubber stamp the ship/boat passenger ticket with "PTF Exempt"

3.2 Register the name and ID number of the passenger availing the exemption using the prescribed format in **Annex "A"**

3.3 Secure the signature of the PTF exempted passenger

- 4 The PPA assigned personnel shall summarize and tabulate the list of exempted passengers at the end of the shift and submit the same to the PMO Finance Division in a daily manner for monthly consolidation
- 5 The Port Manager shall submit a monthly report in electronic format to the Office of the General Manager, copy furnished the Office of the AGM for Operations and Commercial Services Department using the prescribed format in **Annex "B"**

For strict compliance


JAY DANIEL R. SANTIAGO
General Manager

HEM/LLM/CRE

CSD/PPD/Guidelines PTF Exemption
Ref No CSDO ___ 2019

Published in the Philippine Star - June 30, 2019

PORT MANAGEMENT OFFICE: _____

TERMINAL MANAGEMENT OFFICE: _____

Date: _____

DAILY REPORT ON PASSENGER TERMINAL FEE (PTF) EXEMPTION

NAME	CATEGORY				ID Number	Signature
	Students	Senior Citizens	Persons With Disability (PWD)	Uniformed Personnel (AFP, PNP & PCG)		

Total _____

Prepared By:

 Authorized PTF Collecting Officer

PORT MANAGEMENT OFFICE: _____
 For the Month of _____

MONTHLY REPORT ON PASSENGER TERMINAL FEE (PTF) EXEMPTION

Date	CATEGORY			
	Students	Senior Citizens	Persons With Disability (PWD)	Uniformed Personnel (AFP, PNP & PCG)

Total No. of Passengers Exempted _____
 Prevailing PTF _____
 Estimated Revenue Exemption _____

Prepared By:

 PMO Finance Manager

Noted By:

 Port Manager