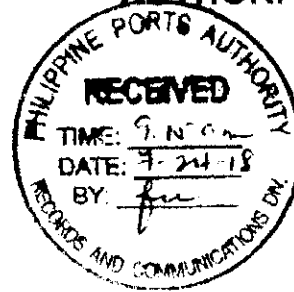


JUL 20 2018

PPA MEMORANDUM CIRCULAR
NO. 16 - 2018

The Port Manager, PMO Cotabato
The Port Manager, PMO SocSarGen
All Head Office RC Heads and Staff Concerned



SUBJECT: **GUIDELINES ON WIND UP ACTIVITIES FOR PMO COTABATO**

In line with the Special Order converting PMO Cotabato to a terminal office, the respective Port Managers of PMO Cotabato and PMO Socsargen are directed to oversee the smooth implementation of the activities as detailed in Annex A. The following dates are set to guide the PMO in accomplishing the tasks:

- a. 31 July 2018 – Date for the closing of PMO Cotabato books and preparation of required reconciliation statements, schedules and reports for all areas, engineering, operations, financial and administrative matters.
- b. 01 August 2018 – PMO Socsargen takes over the operation of PMO Cotabato as a terminal under TMO Sultan Kudarat. Requirement of TMO Cotabato during the transition period such as processing of salaries and wages of personnel still reporting at TMO Cotabato and other expenses necessary in accomplishing the wrap up activities shall be handled by PMO Socsargen.

The Controllership Department shall recall all budget balances of PMO Cotabato as of end of office on 31 July 2018 and transfer/release the budget for Personal Services to PMO Socsargen or to the PMO where the employees were transferred. Budget for MOOE and CAPEX shall be evaluated and released as directed.

The Port Managers of PMO-Cotabato and Socsargen shall be primarily responsible for ensuring the smooth turnover of responsibilities, movement of personnel, records and assets of PMO Cotabato. All other activities not specified in the check list (Annex A) but which the PMO concerned may deem necessary shall be undertaken by both parties with proper notification to the Office of the Assistant General Manager for Special Concerns.

Copy of Annex A showing the status/actions taken on the wind up activities shall be submitted to the AGM for Special Concerns not later than 31 July 2018.

For strict compliance.


JAY DANIEL R. SANTIAGO
General Manager

Attached As stated

Check List of Activities

PMO: PMO Cotabato and PMO SocSarGen

Activities	OPR	Target Date	Status/Date Completed
<p><u>WINDING UP ACTIVITIES</u></p> <p>PORT OPERATIONS TRANSACTIONS</p> <p>1.1. Conduct of inventory and preparation of required reports to include among others the following:</p> <p>1.1.1. Permits issued to port users that are still valid/active beyond 2018 i.e. <i>CHS permit under Hold Over Authority (HOA), Clearance to Develop, Permit to Construct, Permit for Conversion from private non-commercial to private commercial, HOA for Panaser, Permits for Shore Reception Facilities, Approval of extension of free storage period, permit to operate. 3rd party permit for Security Services, annual vehicle pass with two years validity, etc.</i></p> <p>1.1.2. Contracts with validity beyond 2018, i.e. <i>lease contracts, CHS contracts, port operation and management contracts, etc.</i></p> <p>1.1.3. All pending applications for contract of <i>lease, private port clearance, Permits and registration and all requests for exemptions/waiver from payment of port charges</i></p> <p>1.1.4. Requests for refunds of port charges, rental deposits and other fees pending with the PMO</p> <p>1.1.5. All other port operations related documents /records pending with the PMO and those required to be retained in accordance with the PPA Records Retention Program approved by NAP.</p> <p>1.2. Preparation of report or list of abovementioned files/records and compilation of all supporting documents relative thereto.</p> <p>1.3. Scanning (creation of electronic/digital file) of all documents to be turned over to Socsargen which shall be <u>stored in an external drive or available electronic device</u>. This will facilitate easy retrieval in case of need (query or request for copy) after the transfer of the PMO</p>	<p>PSD/ TSD</p>		
<p>2. ENGINEERING PROJECTS</p> <p>2.1. Conduct of inventory and preparation of the list of all contracts (active) for engineering projects, on-going and those under warranty showing estimated date of completion of the projects.</p> <p>2.2. Monitoring and supervision of all remaining ongoing projects until completion. Upon completion, projects</p>	<p>ESD</p>		

Activities	OPR	Target Date	Status/Date Completed
<p>shall be accepted by the PMO Socsargen together with all documents relative to the project like project acceptance, bid documents, plans, design, POW, change order, etc.</p>			
<p>2.3. Preparation of Detailed Physical Accomplishment Report as of effectivity date of transfer to be furnished to the Finance Section- PMO Socsargen for purposes of setting up amounts claimable by the contractors.</p>			
<p>2.4. Conduct of inventory and preparation of inventory report of all documents relative to completed engineering projects to include POW, plans, designs, etc.</p>			
<p>2.5. Preparation of separate List of All Projects that are suspended, abandoned, subject of a legal case and/or COA audit findings/suspension/disallowance, if any.</p>			
<p>2.6. Compilation of all engineering files/records/documents together with all pertinent documents relative to each project</p>			
<p>2.7. Scanning (creation of electronic/digital file) of all documents to be turned over to PMO SocSarGen which shall be stored in an external drive or available electronic device. This will facilitate easy retrieval in case of need (query or request for copy) after the transfer.</p>			
<p>3. Legal Records/Documents</p>	<p>OPM</p>		
<p>3.1. Conduct of inventory of all records and documents pertaining to legal cases to include the following:</p> <ul style="list-style-type: none"> 3.1.1. cases still under litigation or still unresolved; 3.1.2. resolved/decided cases 3.1.3. compromise agreements and legal opinions rendered 3.1.4. all other legal documents required to be retained based on the approved PPA Records Retention Program 			
<p>3.2. Preparation of report or list of abovementioned documents and compilation of all documents /records/papers relative to each case.</p>			
<p>3.3. Scanning (creation of electronic/digital file) of all documents to be turned over PMO SocSarGen which shall be stored in an external drive or available electronic device. This will facilitate easy retrieval in case of need (query or request for copy) after the transfer.</p>			
<p>4. ADMINISTRATIVE/PERSONNEL DOCUMENTS/MATTERS</p>	<p>AD /RMD</p>		

4

Activities	OPR	Target Date	Status/Date Completed
<p>4.1. Conduct of inventory and preparation of reports of all administrative records to include among others the following:</p> <p>4.1.1. Personnel Records and files i.e. employee leave credit cards, 201 files, reports, personnel information/service records, etc.</p> <p>4.1.2. Personnel loan records and supporting documents i.e. promissory notes for Calamity, HMLA and all other loan accounts</p> <p>4.1.3. Contracts for goods & services acquisition i.e. security services contract, maintenance contract for PMO building, etc.</p> <p>4.1.4. All records and documents qualified for disposal based on the rules and guidelines set by NAP</p> <p>4.1.5. All other official records with required retention period listed in the PPA Records Retention Program approved by NAP.</p> <p>4.2. Processing and issuance of clearance to all employees of PMO Colabato to ensure that all property accountabilities are returned to the Supply/Property Officer and are properly accounted for before the officer/employee transfer.</p> <p>4.3. Securing all personnel files (201, PDS etc.) to be forwarded to the PMO where affected personnel will be transferred based on Personnel Placement Notification.</p> <p>4.4. Physical inventory of the following:</p> <p>4.4.1. Fixed assets, office supplies and materials and all items recorded in the inventory accounts</p> <p>4.4.2. Inventory of Unserviceable Assets for disposal.</p> <p>4.5. Preparation of Physical inventory Reports of all assets defined in 4.4. using the prescribed NGAS forms with the asset tag number generated in the Fixed Asset Module of AFMS indicated in the form.</p> <p>4.6. Compilation of all administrative files /records /documents.</p> <p>4.7. Scanning (creation of electronic/digital file) of all documents to be turned over to PMO SocSarGen which shall be stored in an external drive or available electronic device. This will facilitate easy retrieval in case of need (query or request for copy) after the transfer.</p>			
<p>5. FINANCIAL TRANSACTIONS</p>			
<p>5.1. Conduct of inventory and preparation of the reports of all financial records/documents to include among others the following:</p> <p>5.1.1. Accountable forms issued to Cashier/SCO and those on stock</p>	<p>FD/ RMD</p>		

H

Activities	OPR	Target Date	Status/Date Completed
<p>5.1.2. Financial records i.e. book of accounts, financial reports and schedules, audited financial reports issued by COA, etc.</p> <p>5.1.3. Financial documents i.e. disbursement vouchers, official receipts, journal vouchers together with supporting documents, bank books, unissued checks, etc.</p> <p>5.1.4. COA Audit Observation Memo/ COA suspensions/disallowances together with supporting documents</p> <p>5.1.5. Schedule of restructured accounts receivable supported with all pertinent documents</p> <p>5.2. Reconciliation of physical inventory report against book account balances as of date of transfer of the PMO under PMO SocSarGen. This will cover all fixed assets and inventory accounts such as Supplies and Materials Inventory, Spare Parts Inventory, Construction Supply Inventory.</p> <p>5.3. Review and recording of all adjustments to reconcile the balances per book against the inventory reports before closing the PMO books.</p> <p>5.4. Transfer of accountabilities (calamity loan balances, HMLA balances) of officers/employees to the PMO where affected personnel were transferred per special order.</p> <p>5.5. Ensure settlement/liquidation of cash advances and cash accountabilities of all accountable employee.</p> <p>5.6. Completion of all activities to close the PMO books to include the following:</p> <p>5.6.1. Closing of the books and generation of the financial reports.</p> <p>5.6.2. Closing of all accounts payable set up without valid claims/documents</p> <p>5.6.3. Liquidation of cash advance for STU operations recorded in the PMO books, if any.</p> <p>5.6.4. Transfer of fully completed projects still recorded under "Construction in-Progress" account to recipient PMO</p> <p>5.6.5. Analysis and reconciliation of real accounts' schedules with the GL control accounts</p> <p>5.6.6. Preparation of bank reconciliation statement</p> <p>5.6.7. Preparation of all tax reports and schedules of trust accounts - GSIS, Pag-ibig, BIR, Philhealth, and all other trust accounts).</p> <p>5.6.8. Remittance of all taxes and trust accounts as defined in item 5.6.7 herein to appropriate government agencies.</p> <p>5.6.9. Collection of accounts receivable.</p> <p>5.7. Provision of complete duly certified financial reports and records to PMO SocSarGen as reflected in the system.</p>			

Activities	OPR	Target Date	Status/Date Completed
<p>5.8. Compilation of all financial files/records/documents.</p> <p>5.9. Scanning (creation of electronic/digital file) of all documents to be turned over to PMO SocSarGen which shall be stored in an external drive or available electronic device. This will facilitate easy retrieval in case of need (query or request for copy) after the transfer.</p>			
<p><u>TURN OVER ACTIVITIES</u></p>			
<p>6. Transfer and Closing of Bank Accounts</p> <p>6.1. Retention and closing of collection/savings account balances. All cash balances of accounts to be closed shall be transferred to PPA Head Office bank accounts upon advised by Treasury Department.</p> <p>6.2. Transfer of bank balances of all disbursement accounts net of outstanding checks and reconciling items.</p> <p>6.3. Treasury Department shall coordinate closing of the PMO combo account after all outstanding checks as reflected in the Bank Reconciliation Statement have been received and negotiated with the bank.</p> <p>6.4. Treasury Department shall review Bank Reconciliation Statements submitted by the PMO to ensure correctness of closing bank balances.</p> <p>6.5. Treasury Department shall notify the Bureau of Internal Revenue for the change in the PMO status and implement necessary changes needed in the tax registration of the terminal.</p>	<p>FD/ RMD/ HO-TD</p>		
<p>7. Turnover of records, documents and assets</p> <p>7.1. The division/section/unit of the PMO responsible for the implementation of wind up activities as identified in the preceding provisions shall ensure that:</p> <p>7.1.1. all records and documents to be turned over are neatly packed in boxes, sealed and properly labeled with the year clearly indicated;</p> <p>7.1.2. all records/documents subject of legal case, COA suspensions / disallowances, abandoned / suspended projects are separately packed and properly labeled; and</p> <p>7.1.3. all records and documents for disposal are separately packed and request for their disposal was submitted to NAP. Copy of the request for disposal shall be submitted to PMO Socsargen that will ensure proper storage of the documents/items within the terminal office.</p> <p>7.2. PMO Socsargen shall acknowledge receipt of all records, documents and assets.</p>	<p>PMO - Cotabato / SocSar Gen</p>		

Activities	OPR	Target Date	Status/Date Completed
<p>7.3. Reports of turnover of all asset, records and reports must be duly signed by authorized officers of PMO Socsargen and PMO Cotabato as follows:</p> <p>7.3.1. Finance Division Manager - financial records/documents</p> <p>7.3.2. Legal Officer - legal documents</p> <p>7.3.3. ESD Manager - engineering documents</p> <p>7.3.4. Port Services Division Manager - port operations documents</p> <p>7.3.5. Admin Manager - all personnel records and files</p> <p>7.3.6. Supply/property Officer - unused supplies and materials, office equipment, fixtures and all other tangible assets.</p> <p>7.3.7. Records Officer - all administrative records/documents and other files including the digital or electronic copy of all documents.</p> <p>7.4. The receiving PMO- SocSarGen shall be responsible for proper storage/safekeeping of all assets, records and documents turned over by PMO Cotabato.</p> <p>7.5. All movable assets (i.e. motor vehicle, office equipment, fixture, etc) shall be transferred to receiving PMO Socsargen.</p>			
<p>8. Revising access to PPA computerized system of affected personnel</p> <p>8.1. Information and Communication Technology Department (ICTD) shall disable access to the AFMS, POMS, REMS and PEMS of the PPA Computerized system of all transferred PMO officers/personnel. New access will be created by ICTD based on the request that will be submitted by the receiving PMO.</p>	<p>PMO - Cotabato / SocSar Gen</p> <p>HO-ICTD</p>		
<p>9. Closing of remaining financial account balances</p> <p>9.1. Copy of Trial Balance duly signed by authorized officials of PMO Cotabato shall be furnished to receiving PMO Socsargen. The latter shall review all remaining real account balances and ensure that amounts to be transferred to the PMO Socsargen books are supported with reconciled schedules and complete supporting documents duly signed by authorized officials.</p> <p>9.2. Copy of the Trial Balance shall also be submitted to the Controllership Department (CD) duly signed by both PMO Cotabato and PMO Socsargen.</p> <p>9.3. Controllership Department shall execute transfer of the account balances of all remaining real accounts in the books of PMO Cotabato to PMO Socsargen through AFMS.</p>	<p>PMO - Cotabato / SocSar Gen</p> <p>HO -CD</p>		

Activities	OPR	Target Date	Status/Date Completed
10. OTHER ACTIVITIES (deemed necessary, if any)			

Winding up activities Annex

+