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PPA MEMORANDUM ORDER
NO. 21 - 2007



TO : Assistant General Managers
Port District Managers
Department Managers
Port Managers
All Concerned

SUBJECT : ACCESS TO PUBLIC RECORDS

Taking into account the public's right to access to public records pertaining to official acts and transactions, and the need to prevent the disclosure or release of public records which are exempted from their being made accessible and available to the public, the following guidelines on the access/release thereof must be observed:

1. Any person who seeks to obtain or access to, or copy of, a public record in the custody of the PPA shall be required to make a written request to the concerned office that has custody or control of the information or record, specifying the subject-matter of the record requested with sufficient particulars to enable the office concerned to identify the record.
2. "Public record" shall mean all documents, papers, letters, maps, books, photographs, films, sound and video recordings, magnetic or other tapes, electronic data processing records, computer stored data, electronic mail messages, or any other like or similar data or material, recorded, stored or archived in whatever form or format, which are made, received or kept in or under the control and custody of the PPA pursuant to law, executive order, rules and regulations, or in connection with the performance or transaction of official business by the PPA.
3. All public records as defined above shall be made available and accessible to the public, except those falling under the following classifications:
 - (a) Records or information gathered by the PPA in closed or executive session;
 - (b) Trade secrets and commercial or financial information obtained from a person, firm or corporation which is privileged or confidential in nature;
 - (c) Preliminary drafts, notes, impressions, working papers, draft regulations, or other similar records;

VISION

By 2010, PPA shall have met the international standards in port facilities and services in at least ten (10) ports in support of national development.

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.

- (d) Records or information the disclosure or release of which could constitute unwarranted invasion of personal privacy;
- (e) Records or information subject to attorney-client or doctor-patient relationship and any other records or information which are considered privileged communication either by law or the rules of court; and,
- (f) Records specifically authorized to be kept secret or ordered classified in the interest of national security.

4. Clearance for the release of said public record shall be issued by the head of the office which has custody of the record. In case of doubt as to whether the record being requested falls within the exemption provided above or under existing laws, rules and regulations, clearance shall be sought from the Legal Services department (LSD) or the Office of the General Manager (OGM). Where access to the record is refused, the applicant must be notified in writing, stating the reasons for the refusal.



ATTY. OSCAR M. SEVILLA