



PHILIPPINE  
PORTS  
AUTHORITY



MAR 28 2023

PPA Memorandum Circular  
No. 003 - 2023

TO : ALL CONCERNED

SUBJECT : REVISED SCHEDULE OF FEES FOR THE USE OF  
FUNCTION ROOMS/AMENITIES AT THE PPA HEAD  
OFFICE BUILDING

Pursuant to Section 54, Chapter 12, Book IV of Executive Order No. 292 entitled Administrative Code of 1987, Executive Order No. 159 dated February 23, 1994; Executive Order No. 197 dated January 13, 2000 and Administrative Order No. 31 dated October 1, 2012, the following fees/charges are hereby prescribed to recover the operating maintenance costs of PPA function rooms/amenities at the PPA Head Office Building from government offices and/or non-government organizations using the areas for their official activities:

**Rates (in PhP)**

• **Non-Government**

Facilities	First Four Hours	Per Hour Rate (Additional fee per hour in excess of minimum charge for first 4 hours use)
Conference Room A	15,000.00	1,000.00
Conference Room B	15,000.00	1,000.00
Conference Room C	15,000.00	1,000.00
Multipurpose Hall	16,000.00	2,000.00

• **Government**

Conference Room A	7,500.00	500.00
Conference Room B	7,500.00	500.00
Conference Room C	7,500.00	500.00
Multipurpose Hall	8,000.00	1,000.00

*\*Above rates are exclusive of 12% VAT*

*\*Above rates are inclusive of tables, chairs WI-FI, microphones and basic sound system*

*\*Rates are subject to change without prior notice*

Finally, it is hereby reminded that the Boardroom shall be for the exclusive use of PPA.

The above rates shall take effect thirty (30) days after publication of this Circular in a newspaper of general circulation.

For the guidance of all concerned.

  
**JAY DANIEL R. SANTIAGO**  
General Manager

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