



SEP 28 2023

**PPA MEMORANDUM ORDER**  
No. 016 - 2023

**SUBJECT: CREATION OF PHILIPPINE PORTS AUTHORITY-PASSENGER TERMINAL BUILDING-SAN ANDRES CATANDUANES PORT SERVICES (PPA-PTB-SACPS) FOR THE MANAGEMENT, OPERATION AND MAINTENANCE OF THE PTB SERVICES AT THE PORT OF SAN ANDRES, CATANDUANES**

In the exercise of the mandate of PPA to manage, operate, develop and maintain the port under its administrative jurisdiction, and to ensure continuous and efficient delivery of PTB services as prescribed by Presidential Decree No. 857, as amended, the PPA-Passenger Terminal Building-San Andres Catanduanes Port Services (PPA-PTB-SACPS) is hereby created.

The PPA-PTB-SACPS shall henceforth manage, operate and maintain the PTB services at the Port of San Andres, with powers, functions and duties as may be necessary to enable it to carry out its purposes, subject to the following guidelines:

1. Ensure the continuous and uninterrupted PTB services in a more efficient manner;
2. Utilize the present labor force of the incumbent PTB 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 the existing PTB Fees, rental rates and other charges for PTB services rendered;
4. Disburse funds to finance the necessary expenses of operations in accordance with the systems prescribed by the PPA;
5. Conduct inventory of properties still in the custody of the PTB Operator as of takeover date;
6. Conduct inventory of PTB records;
7. Conduct inventory of unused forms and supplies which can be used for the takeover;
8. Conduct inventory of office and field personnel; and

9. Submit monthly operational and financial reports to the Assistant General Manager for Operations.

The management, supervision and control of the PPA-PTB-SACPS shall be under the Port Manager of PMO Bicol to be complemented by the PPA officials and employees as the General Manager 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 STU, the management and operations shall be turned over to the winning bidder of the public bidding to be conducted at subject port in accordance with PPA Administrative Order No. 12-2018, entitled "Guidelines for the Selection and Award of Contract Under the Port Terminal Management Regulatory Framework (PPA AO No. 03-2016, as amended)".

Please be guided accordingly.

  
**JAY DANIEL R. SANTIAGO**  
General Manager