

MAR 24 2026



PPA MEMORANDUM CIRCULAR
No. 007 – 2026

SUBJECT: INTERIM GUIDELINES ON THE IMPLEMENTATION OF LEARNING AND DEVELOPMENT PROGRAMS PURSUANT TO OFFICE OF THE PRESIDENT MEMORANDUM CIRCULAR NO. 114

I. BACKGROUND AND RATIONALE

Pursuant to Office of the President Memorandum Circular No. 114 issued on March 6, 2026, all government agencies and instrumentalities are directed to strictly adopt energy conservation protocols, particularly Section 2.C, which mandates the adoption of virtual meetings as the default mode for inter-agency coordination, consultations, conferences, and similar engagements.

In support of these directives and in line with the implementation of PPA Memorandum Order No. 007-2026, which provides for Energy Efficiency and Conservation Measures for the Philippine Ports Authority, the Career Development Division has reviewed and reevaluated the Approved 2026 Learning and Development (L&D) Programs.

Accordingly, adjustments in the mode of training delivery and scheduling of learning activities shall be implemented to support government energy conservation efforts while ensuring the continuous professional development of PPA personnel.

II. PURPOSE

This Memorandum is issued to establish guidelines in the implementation and scheduling of Learning and Development Programs consistent with the Authority's energy efficiency and conservation initiatives.

III. SCOPE

These guidelines shall apply to all PPA personnel particularly those requesting or participating in organic and/or local/foreign training and scholarship programs.

IV. GENERAL GUIDELINES

1. Mode of Training Delivery

- a.) Learning and Development Programs such as seminars, workshops, meetings, consultations, conferences, and even inter-agency coordination and similar engagements **shall adopt online or virtual platforms as the default training modality** in accordance with Section 2.C of President Memorandum Circular No. 114.
- b.) All Responsibility Centers or personnel requesting the implementation of or attendance in face-to-face/in-person training programs shall submit a letter or memorandum providing a clear justification as to why the activity cannot be effectively conducted through an online platform. This shall be subject to review and evaluation by the HRMD prior to the recommendation to the approving authority.

- c.) Attendance in online training programs conducted during the workweek may be undertaken under a work-from-home arrangement, subject to the prior approval of the concerned Responsibility Center (RC) Head, provided that the total training duration meets the *minimum requirement of eight (8) hours per day*.

For training programs scheduled from 8:00 AM to 5:00 PM, participants shall be required to submit an accomplishment report to their respective RC Heads to account for the remaining two (2) hours.

2. Online Training Programs

The following training programs shall generally be conducted through online platforms. These programs are primarily knowledge-based, discussion-oriented, or policy-related, and may be effectively delivered in a virtual environment without compromising learning objectives. Conducting these trainings online also promotes greater accessibility, cost efficiency, and wider participation of personnel from different port management offices and units. These include, but are not limited to the following organic program:

- a.) In-House Training Programs
 - Records Management
 - Cyber Security Awareness Training
 - Online Awareness on Mental Health
 - Online Training on Pre-Retirement Seminar
 - Participation of Newly Hired Employees in the Talent Recruit of Philippine Ports Authority (TRoPPA)
- b.) Leadership Progression Programs
 - PANTALAN Leadership Development Course
 - Managing Performance and Coaching Results
- c.) Integrated Management System (IMS) Training Programs
 - Root Cause Analysis
 - Capacity Building / Understanding the Ease of Doing Business Act
- d.) Gender and Development Programs
 - Online Gender Sensitivity Training
 - Seminar on Anti-Trafficking in Persons
 - Training on Basic GAD Concepts and Sexual Orientation, Gender
 - Identity and Expression, and Sex Characteristics (SOGIESC)
- e.) Other similar trainings that are lecture-based, policy-oriented, refresher courses or awareness programs.

3. Onsite Training Programs

Face-to-face or in-person training programs shall be conducted for activities that require hands-on exercises, practical demonstrations, operational simulations, workshops, or collaborative planning activities. These trainings necessitate direct interaction, immediate feedback, and physical participation to ensure effective learning and competency development. These include, but are not limited to the following:

- a.) In-House Training Programs
 - Basic Port Police Course
 - New Government Procurement Act

- Maritime Security Auditors Training
 - Port Police Annual Strategic Planning
 - Port Facility Security Officers Course and ISPS Code
 - Search and Rescue (SAR) Training
 - Annual Emergency Preparedness and Response Team
 - Capacity Building on Disaster Risk Reduction Management (DRRM)
 - CSD Conference/Workshop on Real Estate of the PPA
 - Refresher Course on Documentation and Titling of PPA Real Estate Properties
- b.) Integrated Management System (IMS) Training Programs
- Hazard Identification, Risk Assessment and Determining Control (HIRADC) and Aspect Impact Identification and Assessment
 - Work Environment Measurement Training
- c.) Gender and Development Programs
- Conduct of Review and Report on Accomplishment of GAD Related Targets
 - Workshop on Gender Mainstreaming and Evaluation Framework
 - Gender Analysis
- d.) Other similar trainings that require hands-on activities, practical demonstrations, workshops, simulations, or field-based exercises

4. Limitation on Training Facilitators and Support Personnel

In line with the Authority's resource optimization measures, the number of training facilitators, coordinators, and support personnel assigned to the conduct of training programs shall be limited to only those necessary for the effective implementation of the activity.

Responsibility Centers shall ensure that only essential personnel are designated to facilitate, coordinate, or provide secretariat support for the training. The assignment of excessive facilitators or support staff, particularly for activities conducted outside the office or requiring travel, shall be avoided.

Requests for the assignment of additional facilitators or support personnel beyond the minimum requirement must be properly justified and shall be subject to the approval of Management.

5. Local Training & Scholarship Programs

- a.) Participation in local training programs, even those free of charge, shall remain subject to approval, taking into consideration the training modality and location of the training.
- b.) In cases where no online modality is available, personnel may be permitted to attend onsite given preference within their respective localities, provided that physical presence is legally required or operationally indispensable, in accordance with Office of the President Memorandum Circular No. 114. The requesting office shall submit sufficient justification for onsite participation, subject to the usual approval process and existing rules and regulations.

6. Official Foreign Scholarship/Desk Programs

- a.) *Non-essential or unnecessary* official international travels, training programs, study tours, and in-person meetings, not directly related to the core mandate of the Authority, especially those with attributable cost to government expenses are hereby suspended.¹
 - a.1) Travel shall be deemed **unnecessary** when (1) the objectives may be effectively accomplished through alternative modalities, such as virtual meetings, electronic communications, or through the consolidation of tasks with other previously scheduled official activities; or (2) undertaken without a clear justification of urgency, operational necessity, or direct programmatic relevance.
- b.) Virtual meetings shall be the default mode for all inter-agency coordination including but not limited to conferences, seminars, workshops, and similar engagements. These shall be conducted through online and/or virtual platforms, except where physical presence is legally required or operationally indispensable such as when virtual alternatives are technically unavailable or would demonstrably compromise national security or communication confidentiality.

7. Training Venue and Travel Considerations

- a.) Training programs/activities shall be conducted within nearby or accessible localities to further reduce travel-related expenses including but not limited to *gasoline consumption, travel expenses, and per diem requirements*. Preference shall be given to venues that minimize overall costs and logistical requirements.
- b.) Training activities that previously required the use of shuttle vehicles shall be minimized or appropriately adjusted to reduce fuel consumption and related operational costs.

8. Scheduling of Training Programs

- a.) In accordance with the implementation of the Compressed Workweek (CWW) under PPA Memorandum Order No. 007-2026, all concerned departments shall take into consideration the four-day workweek schedule (Monday to Thursday) when planning and scheduling training activities. **No official training activities shall be scheduled on Fridays.**
- b.) For local training programs or scholarship activities organized by external Learning Service Providers that are conducted on Fridays, personnel may be allowed to attend; however, such participation shall not result in any additional cost to the Authority. Expenses such as per diem, overtime pay, compensatory time-off credits, or any other additional compensation or benefits beyond the regular authorized entitlements shall be subject to prior approval of the Management.

¹ Pursuant to Department of Transportation Memorandum dated March 9, 2026 "*Guidelines on the Adoption of Mandatory Energy Conservation Measures and Temporary Ban on Non-Essential Activities Pursuant to Memorandum Circular No. 114*"

9. Use of Shuttle Services and Official Vehicles

The use of PPA shuttle services or official vehicles for training activities shall be subject to prior management approval, particularly for activities conducted outside the personnel's official station and beyond their respective localities.

10. Official Travel

All personnel are reminded to limit official travel to essential and indispensable functions. Travel undertaken without a clear justification of urgency, operational necessity, or direct relevance to an official program shall likewise be considered unnecessary. Personnel shall strictly adhere to Executive Order No. 77 (2019), which prescribes the rules and regulations and rates of expenses and allowances for official local and foreign travels of government personnel.

V. COMPLIANCE

All officials and personnel are directed to strictly observe the foregoing interim guidelines to ensure compliance with MC No. 114, applicable laws, regulations, and national policies on energy efficiency and conservation.

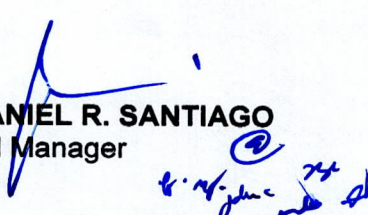
VI. REPEALING CLAUSE

Any existing internal rules, policies, and guidelines inconsistent with the provisions of this Circular are modified accordingly.

VII. EFFECTIVITY

This Circular shall take effect immediately and shall remain in force until further notice.

Should a similar situation arise in the future, this policy may be reinstated as appropriate, subject to periodic review by Management.


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