



PHILIPPINE  
PORTS  
AUTHORITY



OCT 17 2024

**PPA MEMORANDUM CIRCULAR**  
**No. 011 - 2024**

**SUBJECT:           ADDENDUM TO PPA MEMORANDUM CIRCULAR NO. 005-2024 RE GUIDELINES ON THE CONDUCT OF WORKPLACE TEAM BUILDING AND WELLNESS PROGRAM CY 2024**

In view of PPA Memorandum Circular No. 005-2024 issued on April 11, 2024, the following provisions shall be part of the guidelines in conducting the Workplace Team Building and Wellness Program of the Authority:

**VI. ADDITIONAL PROVISIONS**

1. Participation in the Workplace Team Building and Wellness Program, is voluntary.
2. Due to the nature of the program, which may include physically demanding or strenuous activities, submission of a ***Declaration of Fitness and Liability Waiver*** is required from all the participants.
3. The Human Resource Management Department (HRMD), in collaboration with the key personnel of each Head Office Responsibility Center (HO RC)/Port Management Office (PMO), shall facilitate the implementation of this program, ensuring achievement of its objectives and adherence to its principles.
4. Similar to other activities governed by the issuance of Special Orders, where PPA personnel are officially authorized by the Head of Agency to be present at a location outside the regular workplace, ***strict adherence to PPA Memorandum Circular No. 013-2023, dated August 18, 2023, regarding the Reiteration of the Strict Prohibition on the Consumption of Alcoholic Beverages in the Workplace***, is mandatory.

This Memorandum Circular shall take effect immediately and rescinds or revokes circulars/issuances inconsistent herewith.

**JAY DANIEL R. SANTIAGO**  
General Manager