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JAN 07 2008

MEMORANDUM CIRCULAR
NO. 03 - 2008



TO : The AGM for Operations
All District/Port Managers
Harbor Pilots and Pilots' Associations
Others Concerned

SUBJECT : ISSUANCE OF PROBATIONARY APPOINTMENT AND
EVALUATION OF THE PERFORMANCE OF HARBOR PILOTS

Pursuant to Section 6 (a)(viii) of Presidential Decree No. 857, as amended, and pending review of all PPA issuances affecting pilotage services, the following guidelines are hereby prescribed:

a.) **Probationary Appointments**

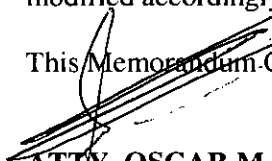
1. Clearance to fill up a Harbor Pilot vacant position shall be secured from the General Manager prior to the advertisement in a local newspaper or posting in conspicuous places within the Port Management Office (PMO).
2. Approval of the probationary appointment of Harbor Pilots shall be made by the General Manager upon the recommendation of the Port District Office (PDO) concerned and the Port Operations and Services Department (POSD), with the endorsement of the AGM for Operations.
3. All pending vacancies for filling up and pending applications for issuance of probationary appointments shall be covered by this Memorandum Circular.

b.) **Performance Evaluation**

1. The PMOs must ensure that the performance of the harbor pilots in rendering pilotage services to vessels as required under PPA Memorandum Circular No. 40-2002 is conducted at least quarterly by the Master of the vessels operating within the pilotage district.
2. The General Manager shall be provided with the result of the review by the PMOs of the performance evaluation immediately upon completion of the review.

All PPA Orders, Circulars, and other issuances inconsistent herewith are hereby amended or modified accordingly.

This Memorandum Circular takes effect immediately.


ATTY. OSCAR M. SEVILLA
General Manager

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.