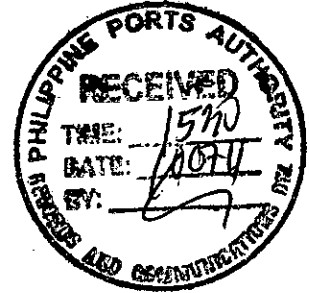




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OCT 05 2011

PPA MEMORANDUM CIRCULAR
NO. 11 - 2011



TO : ALL PORT DISTRICT MANAGERS
PORT MANAGERS
CARGO HANDLING OPERATORS
OTHERS CONCERNED

SUBJECT : GUIDELINES FOR THE PPA TRAINING CENTER
(PPATC) PORTWORKERS' COMPETENCY
CERTIFICATION PROGRAM (PCCP)

Pursuant to RA No. 7796, otherwise known as the National Skills Certification Act of the Philippines and in accordance to Section 6 (ix) of PD 857 entitled the Revised Charter of the Philippine Ports Authority which mandates the promotion of quality port services through training geared towards globally competitive skilled port workers, the following guidelines are hereby prescribed to govern the efficient implementation of the Portworkers' Competency Certification Program (PCCP):

1. PURPOSE

- 1.1 To provide guidelines on the availment of the Portworkers Competency Certification Program;
- 1.2 To ensure uniform interpretation and efficient implementation of the said program.

2. DEFINITIONS

- 2.1 **Competency-Based Curriculum Program** – portworkers training program developed by PPATC based on the occupational skills standards prescribed by the Technical Education skills Development Authority (TESDA).
- 2.2 **Competency Standards**- prescribes the different functions, capabilities and qualifications of a specific occupational trade.
- 2.3 **Occupational Skills** – refers to the vocational and technical competencies of portworkers nationwide.

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.

2.4 **Portworkers** – refers to different skills categories involved in cargo handling activities to include among others, the cargo handling equipment operators.

2.5 **Portworkers Competency Certification Program** – refers to competency-based training program that shall necessarily equipped the cargo handling equipment operators with the required skills and competencies for trade testing by TESDA and the issuance of the corresponding Competency Certificate to successful candidates or trainee.

2.6 **Competency Standards**- refers to the details and contents of the core units of competency required in heavy equipment operation. These units of competency are categorized into basic, common and core competencies which are established by TESDA.

3. **COVERAGE**

3.1 This Circular shall apply to all Cargo Handling Services and their Equipment Operators in government ports under the operational and administrative jurisdiction of the Philippine Ports Authority.

4. **PROGRAM MECHANICS**

4.1 **LEVELS OF TRAINING**

The Portworkers Competency Certification Program shall be implemented in three (3) levels, as follows:

4.1.1 **Level I. Basic Competencies** (Instructional Training for Portworkers) which shall provide the basic information and essential workplace knowledge in the fields of communication, team environment, career professionalism, housekeeping and occupational health and safety procedures.

4.1.2 **Level II. Common Competencies** (Training in Cargo Handling Equipment Maintenance and Operation)- this covers basic training in cargo handling relative to the nature of cargo handling operations and its role in port operations, the ship and its equipment, the cargoes and the cargo handling equipment and gears. The training also covers preparing construction and tools, procedures, technical drawings and plans, mensurations and calculations, and tools and equipment maintenance.



- 4.1.3 **Level III. Core Competencies (Productive Maintenance and Operation for Cargo Handling Equipment)** – this comprehensive training covers topics on safety rules, procedures and practices on dock and on board vessel, safety in handling of containerized cargoes, safety practices at the CFS and safe handling and transport of dangerous goods and hands-on operation.

4.2 GUIDELINES

- 4.2.1 The PPATC will implement the three (3) levels of competency development program to cargo handling personnel which will subsequently **form part of the specific provision of cargo handling management contract**;
- 4.2.2 Said program may be conducted at the national or local scope depending on the optimum number of participants as well as, the training requirements of the cargo handling concerned in the area as the case maybe;
- 4.2.3 As an initial step, priority shall be given to cargo handling equipment operators nationwide;
- 4.2.4 For Level I, a maximum of thirty (30) trainees shall be an optimum number of participants per class. The module includes pre-test, post-test and technical exams. This will be conducted for a minimum of 24 hours of instruction. Those trainees who passed the Level I course, are now eligible to undergo the Level II modules;
- 4.2.5 For Level II, a maximum of thirty (30) participants per class shall also be the optimum number trainees. This will cover theories, pre-test, post-test, workshops and assessment examinations;
- 4.2.6 Those trainees who passed the Level II are now qualified to participate in the Level III modules. This level will include the core competencies and will provide hands-on activities in cargo handling equipment, as well as techniques in the operations and maintenance of cargo lifting equipment used in the ports. This will be conducted for a minimum of forty (40) hours for experienced operators;
- 4.2.7 However for new or would-be cargo handling equipment operators they are required to undergo Level III for a maximum of eighty (80) hours;



4.2.8 Upon completion of the required three (3) levels of competency-based training, the graduates shall now be recommended by the PPATC to TESDA for occupational skills assessment or trade test for the issuance of the Competency Certificate; and

4.2.9 For those trainees who failed in all Levels, they shall be required to undergo a refreshers course to be conducted for five (5) days by the PPATC and TESDA respectively.

5. RESPONSIBILITIES

5.1 The PPA Training Center shall implement Levels 1, II, and III modules of the Competency Certification Program and issue the corresponding Certificate of Training (COT) for those who successfully completed the requirements of the said program;

5.2 The Cargo Handling Operators (CHO) are enjoined to send their cargo handling equipment operators to the aforementioned training program.

5.3 The CHO shall also provide the venue for the training and equipment for the hands-on activities or workshops for Level III which necessarily be conducted by an industry experts and to be supervised by PPATC;

5.4 The CHOs shall also shoulder all training expenses attendant thereto. Training fees and charges shall be cost-based to be determined by the PPATC; and

5.5 TESDA, upon the recommendation of the PPATC, shall conduct the Competency Assessment based on established standards and issue the corresponding Competency Certification to successful trainees.

6. EFFECTIVITY

This Circular supersedes all issuances inconsistent herewith and takes effect immediately.

For strict compliance.


JUAN C. STA. ANA
General Manager