



Republika ng Pilipinas
PANGASIWAAN NG DAUNGAN NG PILIPINAS
(PHILIPPINE PORTS AUTHORITY)
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South Harbor Manila 1018



M. A. 08 '99

PPA MEMORANDUM CIRCULAR
NO. 13 -99

TO • The District Managers, Port Managers
And All Others Concerned

SUBJECT *Clarificatory Guidelines on Documentary Requirements For
The Transfer of Administration of Identified Government
Ports To LGUs and Government Corporation*

To provide guidance to LGU-applicants, the PDOs and PMOs in the processing and evaluation of requests from LGUs and government corporation for the transfer of the administration of government ports pursuant to PPA Admin Order No. 02-98, the following guidelines are hereby prescribed:

1 Basic Requirements

- 1.1 Letter-request from interested LGU for the transfer of the management, operations, maintenance and development of the port within its jurisdiction
- 1.2 Approved port delineation or a Sangguniang Bayan Resolution of the description of the exact location of the port zone taking into account the longitude and latitude coverage of the port.
- 1.3 PMO report which includes justifications and certification that subject port has an annual average cargo traffic of not more than 50,000 m t over the last 3 years, or the port is outside of the PPA Port System
- 1.4 Proposed Memorandum of Agreement (MOA) as prescribed in Annex "A" of PPA Admin Order No. 02-98
- 1.5 PMO and PDO recommendations on the transfer of the port to the LGU

2. Additional Requirements

- 2.1 Memorandum of approval by the General Manager, as recommended by the Office of the AGM for Operations
- 2.2 With the approval of the General Manager, the Transition Committee shall be created composed of the following

Chairman	District Manager
Members	Port Manager of PMO concerned
	Mayor of the LGU or President/General Manager of the Government Corporation or authorized representative

District Attorney

POSD Manager or representative

Similarly, a Technical Working Group shall be formed to assist the Transition Committee composed of the following:

Head Manager, Technical Services Div. (PDO)

Members Manager, PSD, (PMO)
 : Manager, ESD (PMO)
 . Manager, RMD (PMO)

2 3 Evaluation Report from the Transition Committee (TC) to the General Manager with the following:

2 3 1 TC certification that trainings were conducted for the LGU staff to be deployed in the port.

2.3.2 Organizational set-up, operational systems and procedures of the LGU.

2.3 3 TC certification on the readiness of the LGU to operate and manage the port.

2 3 4 TC endorsement to the General Manager for the turn over of the port to the LGU or government corporation.

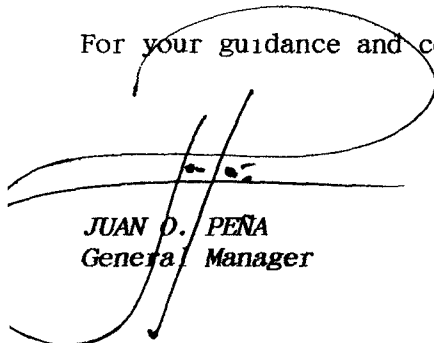
3. Final Requirements

3 1 Evaluation by the Office of the AGM for Operations and recommendation to the Office of the General Manager for the turn over.

3 2 Recommendation by the Office of the General Manager to the PPA Board

3 3 Other attendant requirements for the use of standard letter stationery by the LGU concerned for its communications and the posting of a bill board containing the name of the port shall be complied after the turnover

For your guidance and compliance



JUAN D. PEÑA
General Manager