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April 13, 2012



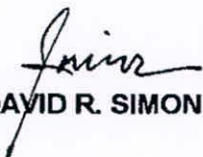
MEMORANDUM

TO : All PPA Head Office Personnel
FROM : The Assistant General Manager
Finance, Legal and Administration
SUBJECT : Amendment to Existing Policy on PPA Head Office
Commuter Shuttle Service

Starting Monday, 16 April 2012, the PPA Head Office service vehicles will be dispatched during afternoons of regular working days not earlier than 5:15 p.m. and up to 5:45 p.m. in front of the PPA Corporate Building to shuttle commuters to the designated/authorized points of destination.

Availment of the shuttle service shall be on a first-come first-served basis. Queuing in front of the Bundy clock or finger scanner prior to 5:00 p.m. is strictly prohibited.

For strict compliance of all concerned.


DAVID R. SIMON

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.