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May 4, 1981

PPA ADMINISTRATIVE ORDER  
No. 03 - 81

**T O** : All Port Managers and  
Others Concerned

**SUBJECT** : Guidelines Defining the Functions,  
Composition, and Holding of Meet-  
ings of Port Management Advisory  
Councils (PMAC's) in the Port  
Management Units

Pursuant to Section 9-A of Presidential Decree No. 857, as amended, a National Port Advisory Council has been created composed of the General Manager of the Philippine Ports Authority as Chairman and a representative each from the Ministry of Labor, the Bureau of Customs, Chamber of Commerce and Industry, Import and Export Associations, the Local Shipping Companies, the Foreign Shipping Companies, Arrastre and Stevedoring Companies, Consumers Group, Shippers Council and such other aggrupations as the Authority may deem expedient as members. Hence, there is a felt need to reactivate and reorganize the existing Port Management Advisory Councils in the different Port Management Units to conform with the creation of the National Port Advisory Council.

The Port Management Advisory Council's composition, functions, and holding of meetings shall be as follows:

- I - Composition.** - The Port Management Advisory Council's (PMAC) shall be composed of the Port Manager as Chairman and a representative each from the Bureau of Labor, Bureau of Customs, Chamber of Commerce and Industry, Import and Export Associations, Local Shipping Companies, Foreign Shipping Companies, Arrastre and Stevedoring Companies, Consumers Group, Shippers Council, and such other aggrupations as the Authority may deem expedient as members.
- II - Functions.** - The Port Management Advisory Council's (PMAC) shall have the following functions;
1. Act as an advisory body of the Port Management Unit;
  2. Serve as a regular forum of port users in the identification, discussion and settlement of port problems to avoid tedious administrative and/or court litigations;
  3. Assist the Port Management Unit in the preparation of studies and formulation of local port rules and regulations;
  4. Advise the Port Management Unit in the determination of ways and means of efficiently operating and administering the ports;
  5. Perform other functions as may be requested by the Authority from time to time.

III - Holding of Meetings.- The Port Management Advisory Council's (PMAC) shall adopt the following procedures in holding meetings:

1. The PMU as Secretariat of PMAC shall prepare and serve notice and agenda of meetings to the members and shall also keep records of all proceedings of meetings;
2. PMAC members shall host meetings on a rotation basis. The host shall have the option to choose the venue of meetings;
3. In the conduct of meetings, the accepted parliamentary rules of order shall be observed;
4. Written proposals of members on suggested topics for inclusion in the agenda shall be submitted to the Secretariat not later than one week before the scheduled meeting.

This Order supercedes all issuances inconsistent herewith and shall take effect immediately.



E.S. BACLIG, JR.  
General Manager

