

**PHILIPPINE PORTS
AUTHORITY**

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MAR 31 2015



PPA MEMORANDUM ORDER

NO. 04 - 2015

**SUBJECT : REVISED IMPLEMENTING GUIDELINES ON THE
GRANT OF SPECIAL PRIVILEGES TO RETIRING
PPA OFFICIALS AND EMPLOYEES**

Pursuant to Section 4, Article VIII of the 5th Collective Negotiation Agreement, the following guidelines, rules and regulations, and procedures implementing the grant of Special Privileges to retiring officials and employees are hereby prescribed:

I. COVERAGE

1. All PPA officials and employees who are about to retire either mandatory or voluntary are entitled to these Special Retirement Privileges;
2. For optional retirement, availment shall be limited to retirees at age sixty (60) to sixty four (64);
3. Upon request, officials and employees who are due for retirement shall:
 - 3.1 be given privileged duties and assignments at most six (6) months prior to his/her actual date of retirement; and
 - 3.2 be allowed to visit a maximum of three (3) domestic ports of his/her choice on official business with a maximum duration of five (5) calendar days per port inclusive of travel time at least two (2) months before their retirement date.

II. GUIDELINES

1. The following PPA officials and employees shall not be entitled to the privileges mentioned in item I.3 above:
 - 1.1 Those who are absent without an approved leave (AWOL) as of the date of retirement;
 - 1.2 Those who were dropped from the rolls prior to the filing of retirement; and

VISION

By 2030, PPA shall have provided globally competitive port service in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

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1. Provide reliable and responsive services in ports, sustain development of community and the environment, and be a model corporate agency of the government.
2. Establish mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.

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- 1.3 Those who have been formally charged administratively as well as criminally for acts or omissions in connection with their official duties and functions and have been found guilty and/or meted penalties other than reprimand.
2. The special retirement privilege to travel on official business maybe availed separately or singly.
3. Funds for the special travel privilege shall be incorporated in the HRMD budget to be released to RCs where availing officer/employee is assigned.
4. Refund shall be made of the benefits enjoyed if the retiree after age sixty (60) opted to stay for more years in PPA. A Deed of Undertaking (see attached form) shall be executed by the optional retiree indicating willingness to refund prior to official travel.
5. The Human Resource Management Department (HRMD) shall be responsible for monitoring the compulsory retirement or the optional retirement dates of PPA officials and employees covered above.

III. PROCEDURES

1. Retiring PPA officials/employees who opted to avail of the port visitation shall submit their written intent to the General Manager thru the AGM-Finance & Administration (AGM-FA), attention to the Manager, Human Resource Management Department (HRMD), at least six (6) months prior to the actual date of retirement.

Scheduled travel shall be done within the prescribed period, which should not be earlier than two (2) months prior to retirement date.

2. The retiring official/employee shall be required to submit their Service Record, Travel Order approved by RC Head and Itinerary of Travel indicating the computation of estimated travel expenses to be incurred for a maximum of three (3) domestic ports of his/her choice.



DEED OF UNDERTAKING
(For Optional Retirees)

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

I, _____, of legal age, single/married, and residing
at _____, hereby depose and say:

1. That I have been a government employee duly employed with the Philippine Ports Authority for _____ years and will avail of the optional retirement on _____;
2. That at present I am availing of the privilege granted to those retiring officials/employees pursuant to Section 4, Article VIII of the 5th Collective Negotiation Agreement, to wit:

“Upon request, employees who are due for retirement shall:

- 4.1 be given privileged duties and assignments at most six (6) months prior to his/her actual date of retirement;
- 4.2 in conjunction with the availment of 4.1 above, be allowed to visit a maximum of three (3) domestic ports of his/her choice on official business with a maximum duration of five (5) calendar days per port inclusive of travel time.”

3. That I am willing to refund whatever amount was granted to me in availing of this special travel privilege in case I opted to stay for more years in PPA wherein such shall be deducted from my salary or from any monies due me from PPA within two (2) months.

IN WITNESS THEREOF, I affix my signature this ___ day of _____ at
the City of Manila.

Affiant

Witnesses:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

BEFORE ME, a Notary Public, for and in the City of Manila, Philippines, this
_____ day of _____ personally appeared before me:

Name	Community Tax Cert.	Date/Place Issued
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Known to me to be the same person who executed the foregoing Deed of Undertaking and acknowledged to me that the same is her/his free act and voluntary deed.

WITNESS MY HAND AND SEAL.

Doc No. _____
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