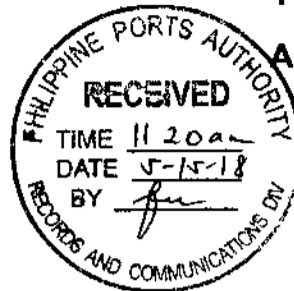


MAY 11 2018

PPA MEMORANDUM ORDER
No 05 -2018



PHILIPPINE
PORTS
AUTHORITY



SUBJECT: IMPLEMENTING GUIDELINES ON THE GRANT OF THE CY 2018 MID-YEAR BONUS

To ensure the proper implementation of the grant of the CY 2018 Mid-Year Bonus to qualified PPA officers and employees pursuant to **GCG Memorandum Circular No. 2018 - 03** dated May 09, 2018, the following guidelines is hereby prescribed

I. COVERAGE

All PPA officials and personnel, permanent or co-terminous, with duly approved appointments and are still in the service as of May 15, 2018, shall be entitled to the CY 2018 Mid-Year Bonus, except for the following

- (1) Members of the Governing Board,
- (2) Consultants and experts hired to perform specific activities or services with expected outputs,
- (3) Laborers hired through job contracts (pakyaw) and those paid on piecework basis,
- (4) Student laborers and apprentices, and
- (5) Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated

II. ELIGIBILITY

A Mid-Year Bonus equivalent to one (1) month basic pay as of May 15, 2018 shall be granted to the qualified officer and employee **not earlier than May 15, 2018** subject to the following conditions

- (1) The officer and employee must have rendered at least a total or an aggregate of four (4) months of service, whether continuous or intermittent, including leaves of absence with pay, from July 01 of the immediately preceding year and are still in the service as of May 15 of the current year
- (2) The officer and employee has obtained at least a satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period. If there is a need for a shorter period, it shall be at least ninety (90) calendar days or three (3) months, provided that the total aggregate service under item 1 hereof is complied with

- (3) Those employees who have rendered a total or an aggregate of less than four (4) months of service from July 01 of the preceding year to May 15 of the current year, and those who are no longer in the service as of the latter date, shall not be entitled to the Mid-Year Bonus
- (4) The Mid-Year Bonus of personnel who transferred from one agency to another shall be granted by the new agency
- (5) A compulsory retiree on service extension may be granted the Mid-Year Bonus, subject to the pertinent guidelines herein

III. LIMITATIONS ON THE GRANT

PPA officers and personnel formally charged with administrative and/or criminal cases which are still pending for resolution, shall be entitled to the CY 2018 Mid-Year Bonus authorized herein until found guilty by final and executory judgment, provided that

- (1) Those officers and employees found guilty shall not be entitled to Mid-Year Bonus in the year of finality of the decision. Any bonus received shall be refunded by them
- (2) If the penalty meted out is only a reprimand, the officer and employee concerned shall be entitled to the Mid-Year Bonus

IV. FUNDING SOURCE

The funding for the payment of the CY 2018 Mid-Year Bonus shall be charged to Authority's approved Corporate Operating Budget (COB)

V. RESPONSIBILITY OF PPA OFFICIALS

Any payment not in accordance with the provisions of the GCG Memorandum Circular No 2018 – 03 and this issuance shall hold liable the responsible officer without prejudice to the refund by the officers and employees concerned of any excess or unauthorized payment

VI. EFFECTIVITY

This Memorandum Order takes effect immediately


JAY DANIEL R. SANTIAGO
General Manager