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**PPA ADMINISTRATIVE ORDER
NO. 06 - 2017**

**TO : PPA OFFICIALS AND EMPLOYEES
PORT USERS
ALL CONCERNED**

**SUBJECT : PHILIPPINE PORTS AUTHORITY (PPA) WHISTLEBLOWING
POLICY**

SECTION 1. LEGAL BASES

The PPA Whistleblowing Policy (Policy) is hereby adopted in compliance with GCG Memorandum Circular No. 2016-02 which mandates, among others, that Government Owned or Controlled Corporations (GOCCs) acting through their Governing Board and duly authorized Officers and Employees, shall conduct the affairs, operations and business thereof in full compliance with applicable laws, rules, regulations and that as public officials, all Members of the Board of Directors, Officers and Employees, must exemplify the behaviour and professional demeanour consistent with such laws, rules, regulations, policies and procedures of the highest standard. This is in line with the State's policy that the governance of GOCCs shall be carried out in a transparent, responsible and accountable manner and with the utmost degree of professionalism and effectiveness pursuant to Sec. 2 (c), R.A. No. 10149 and, furthermore, the Governing Board of every GOCC must be competent to carry out the GOCCs functions, be fully accountable to the State as its fiduciaries, and act in the best interest of the GOCC and the State pursuant to Sec. 2 (e) of R.A. 10149.

SECTION 2. PURPOSE

The purpose of this Policy is to enable any concerned individual to report and provide information, anonymously if he/she wishes, and even testify on matters involving the actions or omissions of the Members of the Board of Directors, Officers and Employees of PPA that are illegal, unethical, violate good governance principles, are against public policy and morals, promote unsound and unhealthy business practices, are grossly disadvantageous to the GOCC and/or the Government.

VISION

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability

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MISSION

- 1 Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
- 2 Establish a 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.
- 4 Establish a world-class port operation that is globally competitive adding value to the country's image and reputation

SECTION 3. COVERAGE

This Policy shall be applicable to all officials and employees of the PPA, whatever status of employment, whether permanent or temporary, career or non-career service, receiving compensation from the PPA, including the Members of the Board.

SECTION 4. DEFINITION OF TERMS

- a) PPA Integrity Monitoring Committee (PPAIMC) – refers to the Committee tasked with handling the implementation of this Policy
- b) Management Executive Committee (MEC) – refers to the PPA Committee composed of the General Manager, the Assistant General Managers, the Managers of Legal Services Department, the Corporate Planning Department, the Corporate Board Secretary, and the Special Assistant to the Corporate Head
- c) Respondent - the person who is the subject of a report filed pursuant to this Policy
- d) Retaliation Actions – actions carried out by a Respondent in retaliation against a Whistleblower, such as but not limited to, discrimination or harassment in the workplace carried by a respondent officer against a whistle blowing employee
- e) Whistleblower – a person who reports a Reportable Condition through this Policy
- f) Whistleblowing Report – refers to a complaint filed by a Whistleblower about a Reportable Condition.

SECTION 5. REPORTABLE CONDITIONS

Whistleblowers may report such acts or omissions that are illegal, unethical, violate good governance principles, are against public policy and morals, promote unsound and unhealthy business practices, are grossly disadvantageous to PPA and/or the Government, such as but not limited to:

- (a) Abuse of Authority
- (b) Bribery
- (c) Conflict of interest:
- (d) Destruction/Manipulation of Records
- (e) Fixing
- (f) Inefficiency
- (g) Making False Statements
- (h) Malversation
- (i) Misappropriation of Assets
- (j) Misconduct
- (k) Money Laundering
- (l) Negligence of Duty
- (m) Nepotism
- (n) Plunder
- (o) Receiving a Commission

