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JAN 21 2004

PPA MEMORANDUM CIRCULAR
Number 03 - 2004

SUBJECT : **PPA SPORTS/PHYSICAL FITNESS, RECREATIONAL
and CULTURAL DEVELOPMENT PROGRAM**

I. POLICY

It is the policy of the Philippine Ports Authority to support sports, physical fitness, recreational and cultural programs designed to develop the overall well-being of its personnel. This shall be achieved through the provision of a continuing diverse athletic, recreational and cultural activities programmed to cultivate the individual's skill, kindle in him healthy camaraderie, a friendly spirit of competition, and at the same time attain and maintain a high degree of physical fitness with the end in view of encouraging active participation of all the manpower complement.

II. OBJECTIVES

The objectives of the PPA Sports, Physical Fitness, Recreational and Cultural Development Program are as follows:

1. To develop, among others, healthy camaraderie and a friendly spirit of competition among all units of the organization as well as with other agencies;
2. To attain and maintain a peak level of physical condition among employees, at the same time providing recreation to ease tension, soothe and calm nerves;
3. To cultivate within the employee the true spirit of sportsmanship;
4. To identify within the employee the varied degrees of proficiency and skill in athletic competition, talents, recreational, cultural activities and potentials for further development;

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.

5. To contribute and participate in national sports development efforts of the government;
6. To develop and provide a training ground for the Authority's representation and participation in port community, national and international sports, recreational and cultural activities;
7. To showcase the artistic talents of PPA employees in dancing, singing and use of musical instruments, and other related instruments; and
8. To promote goodwill and further enhance public relations of PPA with both government and private agencies through participation in various sports, recreational and cultural activities.

III. GENERAL GUIDELINES

To ensure an orderly and proper implementation of the Program, the following guidelines are hereby established :

1. The Program shall be planned and implemented by the **Sports, Physical Fitness, Recreational and Cultural Committee (SPFRCC)** and assisted by two (2) Sub-Committees.
2. The concept of sports, physical fitness, cultural and recreational development is to encourage the involvement of all PPA employees. Participation shall be extended through the ancillary and physical conditioning in terms of physical exercises, knowledge of sports, dancing, singing, use of musical instruments and other related instruments.
3. A member of a sports team, recreational or cultural group shall be entitled to all allowable and necessary expenses.
4. Participation in any activity is a privilege granted to an employee and once he/she is selected as a player or participant, his/her attendance in practices and official games or cultural activities shall be mandatory. Any player or participant who fails to attend such activities without justifiable reasons confirmed or determined by the Division Manager or RC Head in writing, shall refund the cost involved.
5. Rules and regulations governing each event, recreational activities or cultural presentation shall be disseminated by the coordinator. He/she shall see to it that these rules and regulations are strictly followed.
6. Report on outcome of the games, recreational or cultural events shall be submitted by the respective sub-committee to the SPFRCC within one (1) week after the concluded games or events.

7. Problems and disputes arising from sports events or activities within or between teams, recreational or cultural groups shall be decided by the sub-committee whose decision may be appealed to the SPFRCC. The decision of the latter shall be final and executory.
8. Unsportsmanlike act committed by any player or participant beyond those that fall under the rules of the game, recreational or cultural activities shall be penalized by the SPFRCC through the recommendation of the sub-committee after conducting appropriate investigation and approval of the General Manager thru the AGM for Finance and Administration. Penalties shall range from suspension to banning from playing in any sports events or participating in recreational or cultural groups.
9. All employees, regardless of status of appointment and provided they are physically fit, can join the sports, physical fitness, cultural and recreational programs subject to the following conditions:
 - 9.1. Only PPA regular employees are qualified to participate in any sports, recreational and cultural activity. Resident COA personnel and other detailed employees may be allowed to participate in abovementioned activities.
 - 9.2. Casual or contractual employees with duly approved CSC appointment may be allowed to participate in sports, recreational or cultural events provided they have rendered at least six (6) months continuous service in PPA before the actual start of a particular event.
 - 9.3. Each employee covered by Items 9.1 and 9.2 above will only be allowed to participate in one (1) sports/physical activity and one (1) recreational or cultural activity in a particular calendar year.
10. Based on applicable guidelines the approved annual budget shall be implemented by the SPFRCC per sports event or cultural group as well as physical fitness and recreational activity.

IV. PROGRAM CONCEPT

The Program shall consist of the following:

1. Sports and Physical Fitness

These are activities intended to upgrade or develop the employee's skill and proficiency in competitive sports. The program shall provide the employees with the opportunity and time to pursue activities directed towards the

attainment of a peak level of physical fitness. It shall be held on a regular basis to achieve utmost effectiveness.

2. Cultural and Recreational

These are activities intended to showcase the artistic talents of PPA employees in dancing, singing and use of musical instruments and other recreational and cultural endeavors that enhance employees' total development.

V. SPORTS BODY

The annual sports, physical fitness, recreational and cultural programs shall be planned, formulated and implemented by the following committees and the secretariat, the members of which shall be covered by an official issuance from PPA Management.

Sports, Physical Fitness, Recreational and Cultural Committee (SPFRCC)

1.1. Composition of SPFRCC

The SPFRCC shall be jointly chaired by the HRMD Manager and PANTALAN President. The Committee shall be composed of ten (10) members as follows:

1.1.1. Five (5) PPA Management Representatives

1.1.2. Five (5) PANTALAN Representatives

1.2. Functions of SPFRCC are as follows:

1.2.1 To plan and formulate policies and guidelines;

1.2.2 To come up with an annual program of activities applicable to Head Office, PDOs and PMOs;

1.2.3 To implement the approved sports, physical fitness, cultural and recreational activities;

1.2.4 To decide on appeal about contested games or complaints regarding physical fitness events, cultural and recreational activities. Its decision shall be final and executory;

1.2.5 To review and evaluate the results of concluded events/activities;

1.2.6 To handle publication of PPA Sports, Cultural and Recreational

Bulletin to help employees keep abreast of recent sports, physical fitness, recreational and cultural activities;

- 1.2.7. To determine and propose the necessary budget for the proper implementation of the annual program for sports, physical fitness, recreational and cultural activities.

2. Sub-Committee for Sports and Physical Fitness (SSPF)

2.1. Composition of SSPF:

- 2.1.1. One (1) Chairman (Management Representative)
- 2.1.2. One (1) Co-Chairman (PANTALAN Representative)
- 2.1.3. One (1) Member (Management Representative)
- 2.1.4. One (1) Member (PANTALAN Representative)
- 2.1.5. One (1) SSPF Coordinator each from Head Office and the five (5) PDOs

2.2. Functions of SSPF are as follows:

- 2.2.1. To assist SPFRCC in the proper implementation, monitoring and control of all approved sports and physical fitness activities;
- 2.2.2. To formulate rules and regulations of every sports and physical fitness events;
- 2.2.3. To monitor the active participation of players or participants during practice, actual games and physical workout;
- 2.2.4. To decide on any problem, dispute, contested game results or questions on technicalities arising from the varied interpretations of rules and regulations;
- 2.2.5. To submit written report to the SPFRCC on the final result of every concluded sports and physical fitness events.

3. Sub-Committee for Cultural and Recreational (SCCR) Activities:

3.1. Composition of SCCR:

- 3.1.1. One (1) SCCR Chairman (Management Representative)

- 3.1.2. One (1) SCCR Co-Chairman (PANTALAN Representative)
- 3.1.3. One (1) SCCR Member (Management Representative)
- 3.1.4. One (1) SCCR Member (PANTALAN Representative)
- 3.1.5. One (1) SCCR Coordinator each from Head Office and five (5) PDOs
- 3.2. Functions of SCCR are as follows:
 - 3.2.1. To assist the SPFRCC in the proper implementation, monitoring and control of all approved cultural and recreational activities;
 - 3.2.2. To assist the SPFRCC organize a PPA Cultural Dance Troup, Choral Group, Band/Rondalla/Drum and Bugle Corps and other related activities;
 - 3.2.3. To coordinate with government and private agencies about PPA attendance and participation in various recreational activities and cultural presentations and competitions;
 - 3.2.4. To assist the SPFRCC in determining various recreational and cultural activities; and
 - 3.2.5. To submit written report to SPFRCC about the outcome of concluded cultural and recreational activities.

VI. PROGRAM CYCLE

The annual program shall consist of four (4) phases, as follows:

- 1. Planning
- 2. Procedures
- 3. Implementation; and
- 4. Evaluation of Results
 - 1. Yearly Planning Activities
 - 1.1. All information and data from surveys, previous activity reports, researches and comments shall be consolidated every year to develop future activity planning.

- 1.2. Plans shall include all activities to be undertaken, budget allocations, timetable and schedule.
- 1.3. The program design shall be prepared by the sub-committees for review by the SPFRCC which shall in turn be submitted to the General Manager thru the AGM-FA for approval.

2. Procedures

- 2.1. Approved programs shall be properly disseminated by the SPFRCC.
- 2.2. The two (2) sub-committees shall meet with the SPFRCC in laying out plans for the implementation of the annual program.
- 2.3. The two (2) sub-committees shall submit to the SPFRCC their consolidated reports of activity.

3. Implementation

- 3.1. The annual approved Program shall be implemented as follows:
 - 3.1.1 PPA Wide Sports Anniversary Meet
 - 3.1.2. Annual GCAA Sports Activity Calendar
 - 3.1.3. Sports, Physical Fitness, Recreational and Cultural activities at their respective RCs
 - 3.1.4. All PDOs and PMOs shall form their respective Committee to assist the SPFRCC in the implementation of the annual program.
- 3.2. Evaluation/Appraisal

The SPFRCC shall submit two (2) Reports to the General Manager thru the AGM for Finance and Administration, namely:

- 3.2.1 Quarterly Report of Activities Undertaken
- 3.2.2. Year-End Report with Evaluation


VII. HONORARIUM

Subject to the availability of funds and the provisions of existing COA rules and regulations, members of the SPFRCC, Sub-Committees and Secretariat as well as PDO/PMO Committees created hereafter by virtue of an office issuance shall be

entitled to reasonable honoraria while attending meetings not to exceed twice (2x) for every quarter or as may be required by the Sports, Physical Fitness, Recreational and Cultural Committee (SPFRCC) of the Head Office-PPA.

VIII. EFFECTIVITY

This circular amends by substitution PPA Memorandum Circular No. 23-82 dated 28 July 1982 and shall take effect immediately.



ALFONSO G. CUSI
General Manager