



PHILIPPINE
PORTS
AUTHORITY



SEP 17 2020

PPA MEMORANDUM CIRCULAR
NO. 35 - 2020

TO : All Port Managers
All Department Managers
Others Concerned

SUBJECT : **GUIDELINES ON THE ELECTRONIC SUBMISSION OF
OPERATIONAL REPORTS**

1. **Legal Bases**

- 1.1 Sections 6-a (ii), (iii) of Presidential Decree No. 857, as amended.
- 1.2 Republic Act No. 8792 or the Philippine E-Commerce Law
- 1.3 Department of Information and Communication Technology (DICT) Department Circular No. 2017-002 entitled "Prescribing the Philippine Government's Cloud First Policy"

2. **Objectives**

With the advent of paperless communications, where valuable data and information in prescribed formats can be transferred and stored electronically, this Circular aims to:

- 2.1 Facilitate timely and efficient paperless submission of operational reports from the PMOs to Head Office.
- 2.2 Optimize utilization of the Cloud-based Storage technology and other executive tools and reporting applications available for PPA.
- 2.3 Provide easy access to consolidated port data and information.
- 2.4 Provide a ready and comprehensive reference on operational reports for all PPA responsibility centers requiring information on port operations.
- 2.5 Facilitate monitoring of operational report submissions.
- 2.6 Set rules and procedures for the electronic submission.
- 2.7 Update operational reports into a single, comprehensive manual of inventories.

3. **Scope**

This Circular covers all operational reports submitted to the Office of the AGM for Operations (OAGMO), and the Departments thereunder, including those operational reports that may hereinafter be required by PPA, from all Port Management Offices (PMOs).

4. **Definition of Terms**

The terms or words used herein shall mean or be understood to mean as follows:

Cloud-based Storage - a model of data storage in which the digital data is stored in logical pools and spans multiple servers keeping the data available and accessible and the physical environment protected and running. Rather than keeping files on a proprietary hard drive or local storage device, cloud-based storage makes it possible to save them to a remote database. As long as an electronic device has access to the web, it has access to the data and the software programs to run it.

Electronic Signature - a digital format of sender's identification embedded in an electronic document to ensure authenticity of the document and security of transmission of electronic information.

Virtual Folder - an organized location of files which can be assembled and accessed on the fly.

Mirror File - pertains to the exact copy of the file usually stored in a location different from cloud storage.

Operational Reports - are reports required under existing PPA policies to be submitted by PMOs to Head Office covering data or information in prescribed formats used for monitoring and analysis of situation of ports.

5. **Electronic Submission of Reports**

- 5.1 All operational reports covered by this Circular shall be submitted using the prescribed Excel format and file naming scheme.
- 5.2 A screen shots of operational report folders are hereto attached as **Annex A**.
- 5.3 A step-by-step procedure on the electronic submission of operational reports is hereto attached as **Annex B**.
- 5.4 An inventory of operational reports, indicating the deadline of submission, subject of this Circular is hereto attached as **Annex C**.
- 5.5 The date and time of submission shall be reckoned from the date and time of uploading of the report. Each of the Departments under the OAGMO shall be responsible for monitoring timeliness of operational report submission in coordination with the Corporate Planning Department (CPD).
- 5.6 In the event that submission is not possible through cloud storage prescribed by this Circular, the PMO shall submit the operational reports through the PPA-prescribed electronic mail directly to the authorized recipient.

6. Responsibilities of the Port Manager

- 6.1. The Port Manager shall have the direct supervision and accountability for all operational reports being accomplished and submitted by the PMO to Head Office
- 6.2. The Port Manager shall designate the PMO's authorized representatives (principal and alternate) who will be responsible for the electronic submission of all operational reports. The names of the representatives, together with the corresponding official e-mail addresses, must be submitted to the Port Operations and Services Department (POSD).

All operational reports submitted electronically to Head Office by the authorized PMO representative using the official e-mail address shall be construed to have been reviewed and approved by the Port Manager.

- 6.3. The Port Manager shall ensure that the PMO retains mirror file of all reports submitted and maintains a backup copy in a secured location for systematic retrieval of said reports when the need arises.

7. Responsibilities of Head Office

- 7.1. The Information and Communication Technology Department (ICTD) shall have the sole responsibility of creating and adding virtual folders for the repository of required operational reports including those that may hereinafter be prescribed by the General Manager or the Assistant General Manager for Operations.
- 7.2. Likewise, ICTD shall define and designate access rights to cloud storage for intended users of the operational reports. Such user access shall only be granted using the prescribed Data Access Request form duly approved by the concerned RC Heads.
- 7.3. The Head Office Department Managers shall designate the staff, the supervisor and the unit responsible for: 1) monitoring and collating the electronic submission of operational reports; and 2) analyzing and converting such reports into meaningful information for presentation to Management.

8. Effectivity

This Circular shall take effect immediately.


JAY DANIEL R. SANTIAGO
General Manager