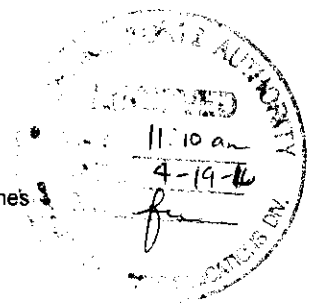




Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines  
Tel. No. (0632) 527-8356, Fax. No. (0632) 527-4855, <http://www.ppa.com.ph>



18 APR 2016

PPA ADMINISTRATIVE ORDER

No. 01 - 2016

TO : All Assistant General Managers, Department Managers,  
Port Managers, Division Managers, Terminal Managers  
And others concerned

SUBJECT : **COMPLIMENTARY PPA ANNUAL VEHICLE PASS FOR  
VERY IMPORTANT PORT CUSTOMERS/STAKEHOLDERS  
IMPROVING PROVISIONS OF PPA ADMINISTRATIVE ORDER  
No. 04-2009 (REVISED GENERAL PASS CONTROL SYSTEM  
AND ACCESS REGULATIONS AS AMENDED)**

Aware of several requests and in order to enhance accessibility of very important customers of the Authority PPA –Administrative Order No. 04-2009 as amended by PPA Administrative Order No. 01-2013 dated August 14, 2013 and PPA – Administrative Order No. 01-2015 dated February 20, 2015 shall be improved and be as follows:

Section V. – Specific Guidelines:

1. Types of Passes:

1. C. Complimentary Pass:

1. This is a decal designed, procured and provided by the Administrative Services Department bearing the judicially noticed logo, year of validity, serial number and the signature of the Officer-in-Charge/ General Manager.
2. The number of complimentary pass for the year should not be more than five (5) percent of the total of PPA Annual Vehicle Pass subject of procurement.
3. It must bear features or security marks distinct from the ordinary PPA Annual vehicle pass.
4. This pass will not be valid for common carrier defined under Article 1732 of the Civil Code of the Philippines nor for private carrier.

5. Administrative Services Department must maintain complimentary distribution list.

*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.*

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.
4. Establish a world class port operation that is globally competitive adding values to the country's image and reputation.

3.3. Processing and Issuance of Vehicle Sticker:

Processing and Issuance of Complimentary Pass depend on the need and the discretion of the General Manager/Officer-in-Charge; Assistant General Manager for Operations; Assistant General Manager for Engineering; Assistant General Manager for Finance and Administration; Head Office – Department Managers; PMO – Port Managers and or officers duly authorized.

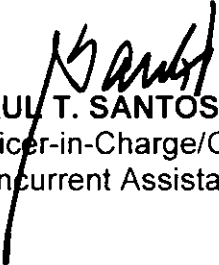
No administrative fees must be collected.

PPA personnel who want to bestow the complimentary vehicle pass to someone may request from the Offices enumerated under paragraph 3.3.

Submission of reports from the processing and issuing offices covered under Section 2 of PPA Administrative Order No. 01-2015 should be observed except the permit to operate.

All orders, circulars, memoranda and other issuances inconsistent hereof are hereby repealed or modified accordingly.

This order shall take effect immediately.



**RAUL T. SANTOS**  
Officer-in-Charge/General Manager  
Concurrent Assistant General Manager for Operations