



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

Annex A

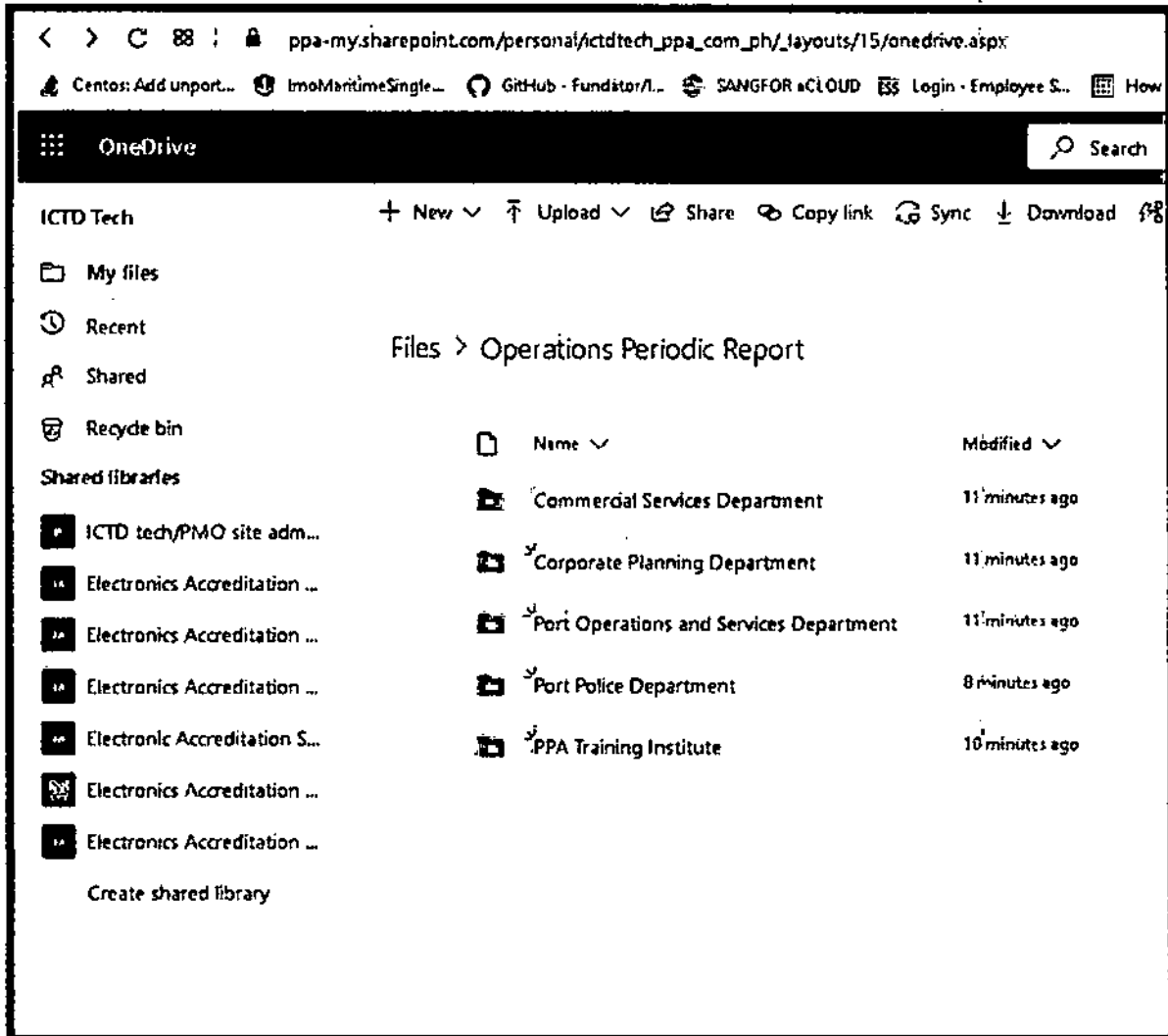


Fig. 1 Screen Shot of OneDrive RC Folders shared to PMO users

Annex B

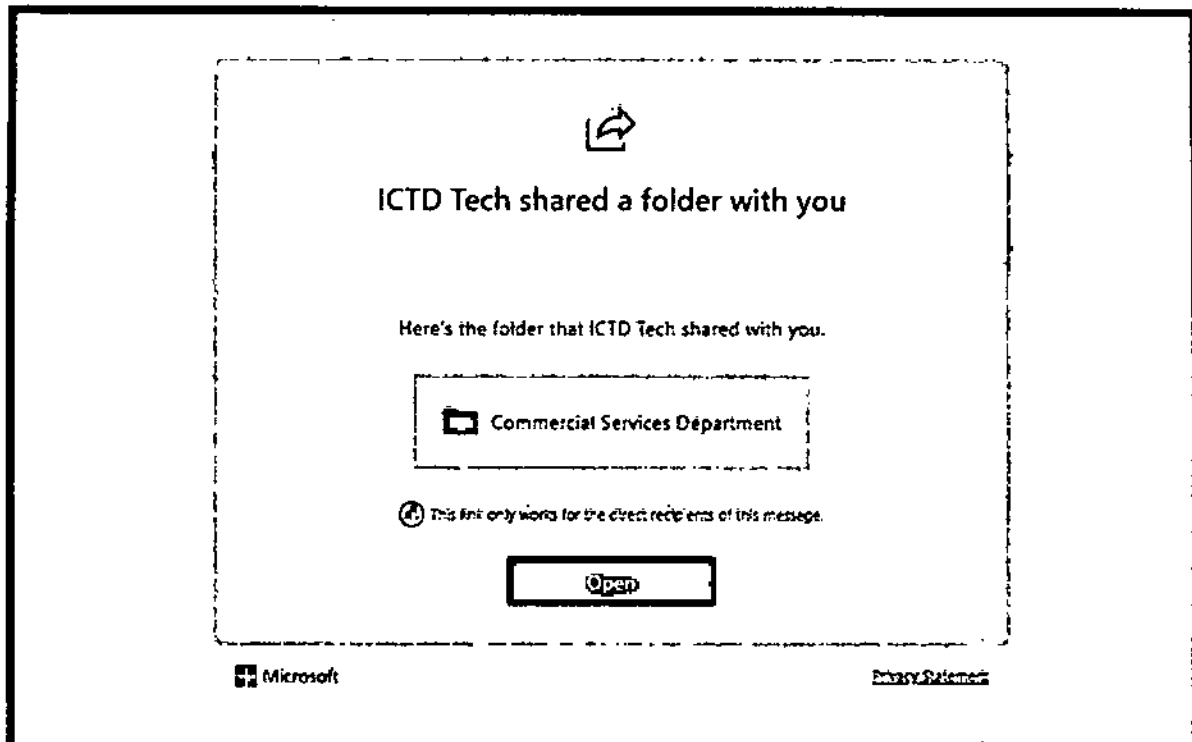


Fig. 1 Link to OneDrive Shared Folder.

- Step 1. A SharePoint link will be sent to the PMO's recipient email as shown in Fig. 1 and click Open button.



Fig 2. OneDrive Window Shared Folder

Step 2 The recipient will be automatically redirected to the One Drive Shared Folder as shown in Fig. 2. And you can upload the files in the folder. Just copy and paste the file to be submitted or Drag and Drop the file from Windows Explorer to the Shared OneDrive

Option 2

You can also **Sync** the OneDrive shared folder to your Windows explorer on your desktop for easier access.



Fig. 3 Display of o365 apps

Step 1. Login to your PPA o365 account in your browser, once Logged In

Click  to display Fig.3 then click  OneDrive

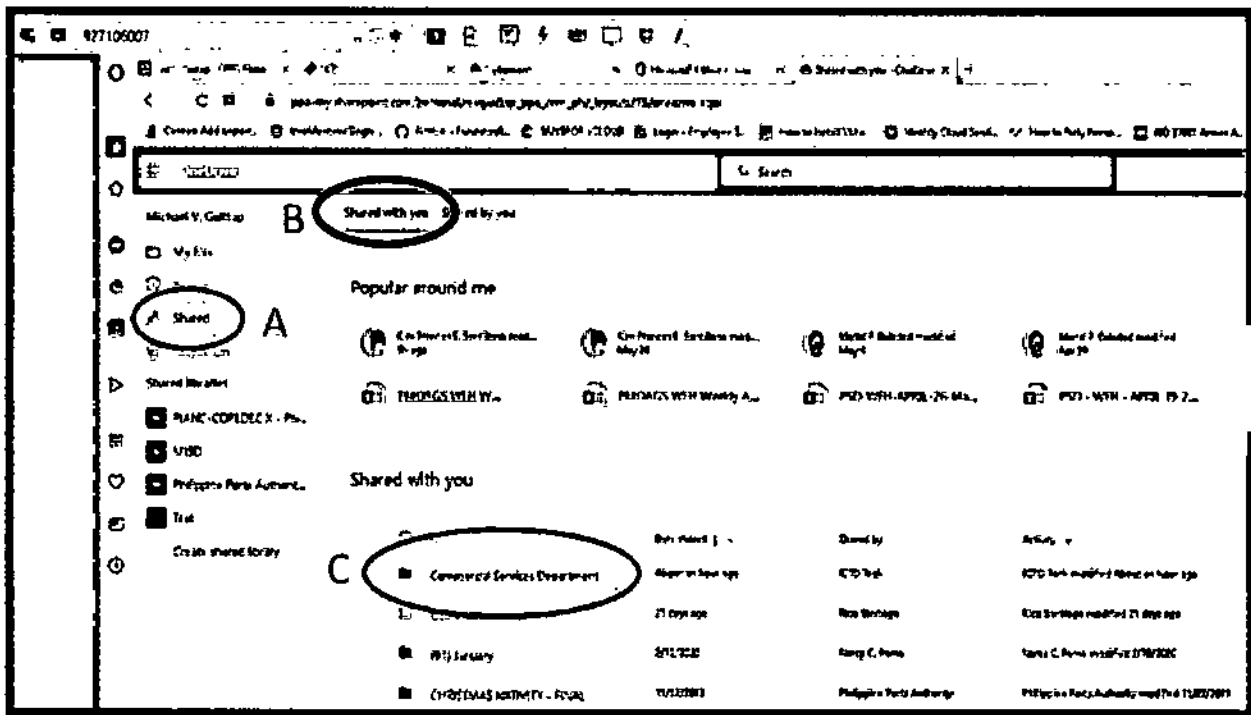


Fig. 4 OneDrive Window

Step 2. Click on the "A" Shared then "B" Shared with you on the sub menu to display list of Folder and Files then click "C" "Commercial Services Department.

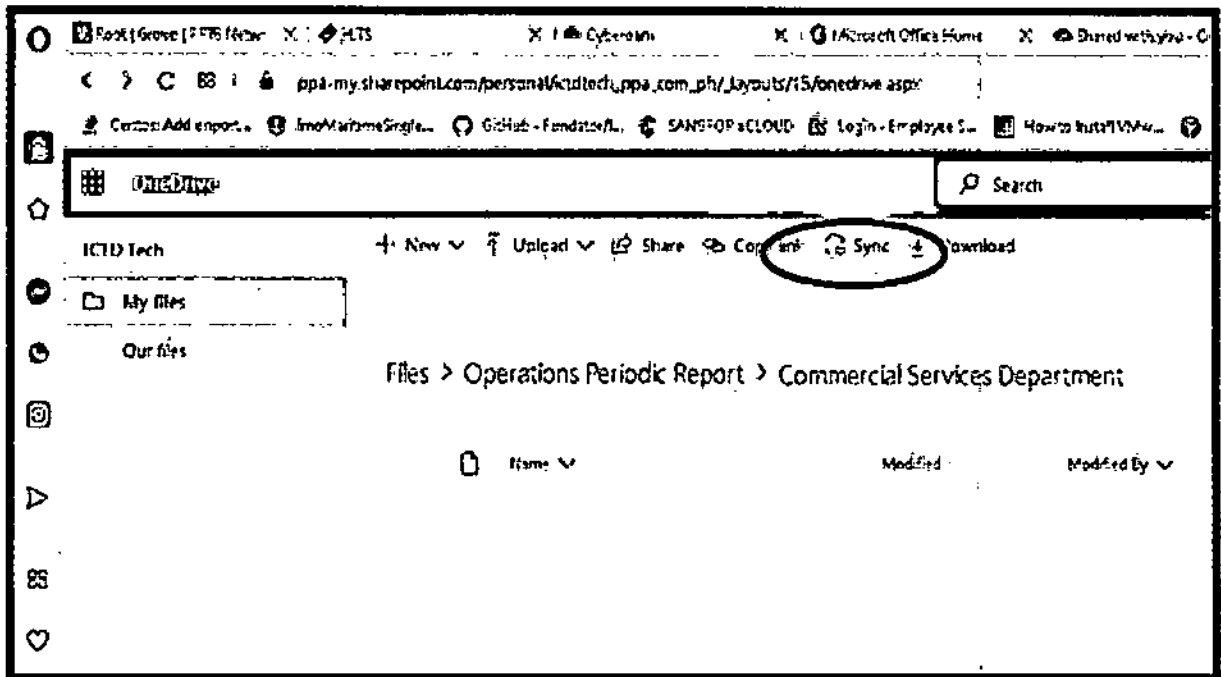


Fig. 5 Commercial Services Department Folder


Step 3. Click on  icon. This will Synchronized files contained in the shared folder to your desktop Windows explorer.



Fig 6. Search for OneDrive App

Step 4. After Syncing your OneDrive in your browser. Search OneDrive in your Desktop as shown in Fig. 6 then Login to your OneDrive application in your Desktop.



Fig. 7 Login your O365 Account in your OneDrive App

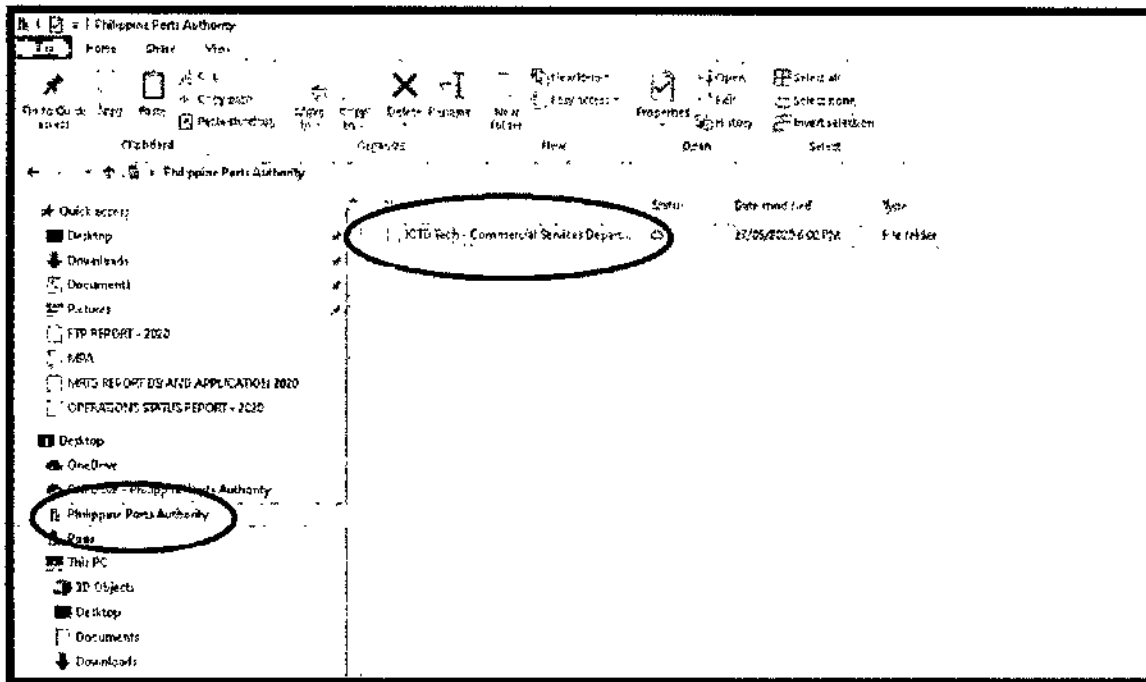


Fig. 8 Windows Explorer

Step 5. Once Logged in, open Windows explorer Fig. 8 and Look for Philippine Ports Authority icon under OneDrive. The shared "Commercial Services Department" will be displayed in Windows explorer.

When the Shared OneDrive folder is synced in the Windows Explorer, you can easily Drag and Drop or Copy Files directly from your workstation to the OneDrive Folder.

You can also check this links below to know more about OneDrive.

<https://support.office.com/en-us/article/sync-files-with-onedrive-in-windows-615391c4-2bd3-4aae-a42a-858262e42a49>

<https://support.office.com/en-us/article/get-started-with-onedrive-work-or-school-b30da4eb-ddd2-44b6-943b-e6fbfc6b8dde>

Option 3

You can also use OneDrive in your mobile by downloading the OneDrive app via Android Play store or IOS Store. After installation, login your account and check the shared folder as shown in figure 11.

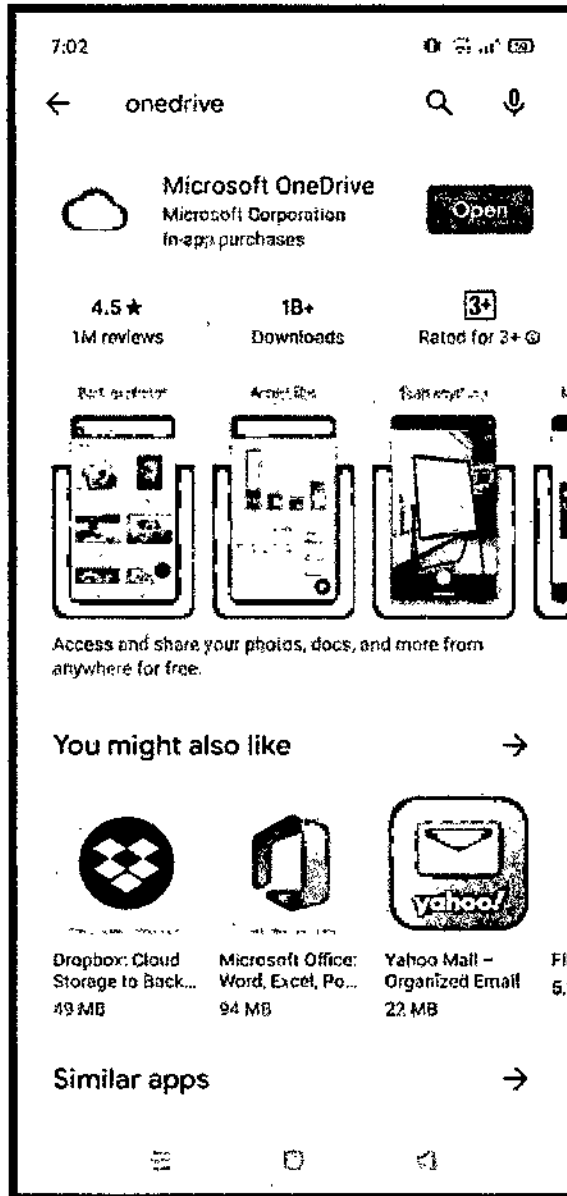


Fig. 11 Search O365 Mobile Apps via Google Playstore or IOS Store.

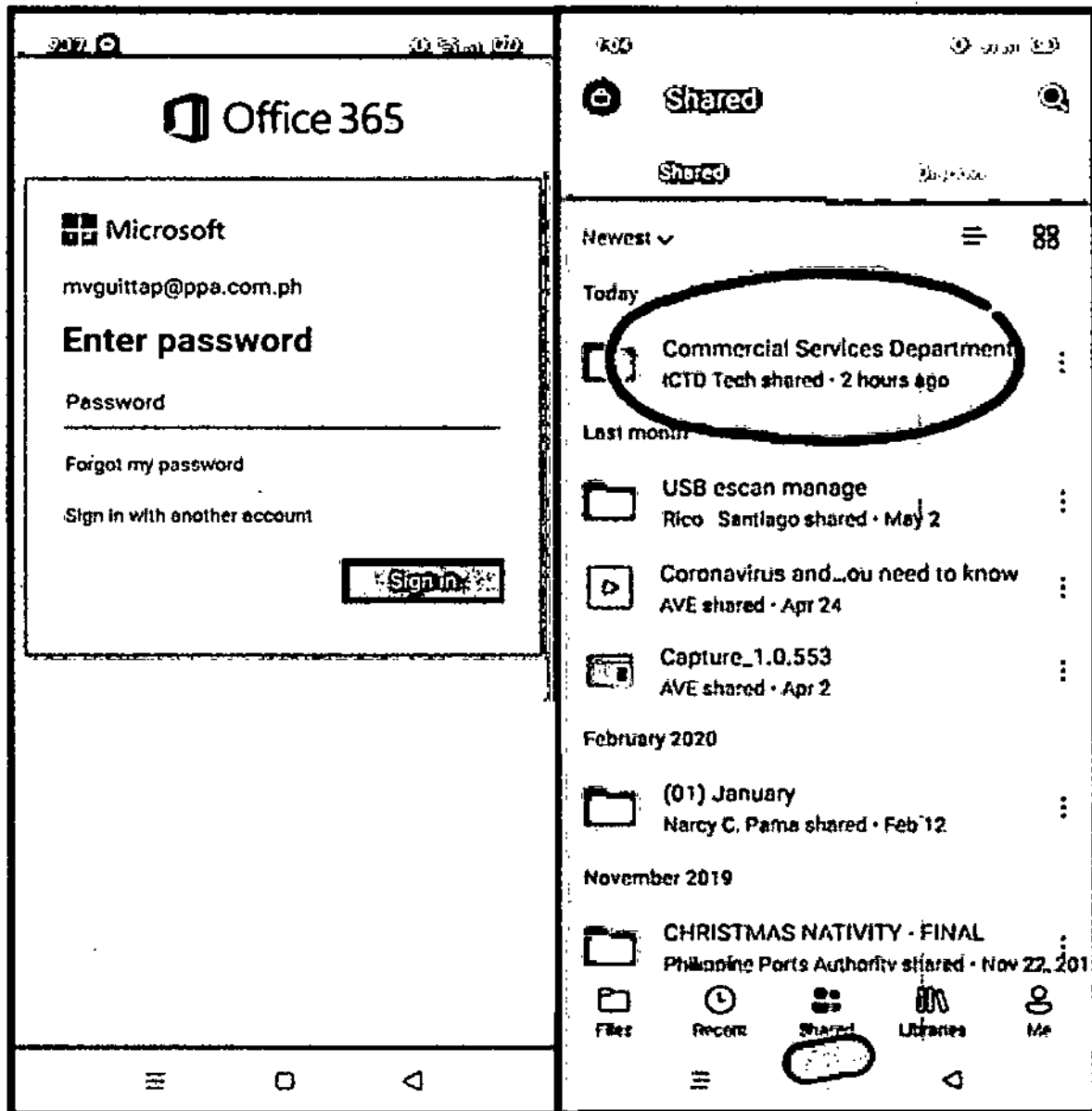


Fig. 12 Login your O365 account and check the shared folder.

You can check out this link to know more about using o365 apps in your mobile.

<https://www.microsoft.com/en-us/microsoft-365/mobile>

<https://support.office.com/en-us/article/microsoft-365-mobile-business-apps-75bdc499-293c-4377-a9f6-c16a7432d18a>

FILE NAMING SCHEME

ARR	NCN	A002017
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Name of the Report

PMO

Frequency of Report

LEGEND:

1. 1st segment of three (3) characters represent the Name of Report
2. 2nd segment of three (3) characters represent the Name of PMO
3. 3rd segment three (3) alpha numeric characters + Calendar Year represent the Frequency of Report

	NAME OF PMO	PMO CODES
1	PMO NCR SOUTH	NCS
2	PMO NCR NORTH	NCN
3	PMO BATAAN/AURORA	BNA
4	PMO BATANGAS	BGS
5	PMO NORTHERN LUZON	NLZ
6	PMO MINDORO	MDO
7	PMO BICOL	BCL
8	PMO PALAWAN	PLW
9	PMO PANAY/GUIMARAS	PNG
10	PMO NEGROS OREIENTAL/SIQUIJOR	NOS
11	PMO BOHOL	BHL
12	PMO EASTERN LEYTE/SAMAR	ELS
13	PMO ENGRÓS OCC./BACOLOD/ BANAGO/BREDCO	NBB
14	PMO WESTERN LEYTE/BILIRAN	WLB
15	PMO MISAMIS ORIENTAL/CAGAYAN DE ORO	MOC
16	PMO LANA O DEL NORTE/ILIGAN	LNI
17	PMO AGUSAN	AGS
18	PMO SURIGAO	SUG
19	PMO MISAMIS OCC./OZAMIZ	MOZ
20	PMO ZAMBOANGA DEL NORTE	ZDN
21	PMO DAVAO	DVO
22	PMO ZAMBOANGA	ZBA
23	PMO SOCSARGEN	SSG
24	PMO MARQUEZ	MRQ
25	PMO MASBATE	MSB

Frequency of Report	CODE	
Annual Report	A00(YYYY)	(Jan-Dec)
Semi-Annual Report	S01(YYYY)	(Jan-Jun)
	S02(YYYY)	(Jul-Dec)
Quarterly Report	Q01(YYYY)	(Jan-Mar)
	Q02(YYYY)	(Apr-Jun)
	Q03(YYYY)	(Jul-Sep)
	Q04(YYYY)	(Oct-Dec)
Monthly Report	M01(YYYY)	(Jan)
	M02(YYYY)	(Feb)
	M03(YYYY)	(Mar)
	M04(YYYY)	(Apr)
	M05(YYYY)	(May)
	M06(YYYY)	(Jun)
	M07(YYYY)	(Jul)
	M08(YYYY)	(Aug)
	M09(YYYY)	(Sep)
	M10(YYYY)	(Oct)
	M11(YYYY)	(Nov)
	M12(YYYY)	(Dec)

NAME OF REPORT	REPORT CODES
PORT OPERATIONS AND SERVICES DEPARTMENT	
TERMINAL SERVICES DIVISION	
1. PRODUCTIVITY SUMMARY REPORT	PSR
2. MONTHLY GROSS INCOME REPORT	GIR
3. SUMMARY OF CARGO HANDLING COMPLIANCE REPORT	CHCR
4. MONTHLY WEIGHBRIDGE OPERATIONS REPORT	WOR
5. REPORT ON THE STATUS OF THE MAINTENANCE AND COMPLIANCE OF PORTWORKERS RETIREMENT AND SEPARATION FUND	PRSF
6. ANNUAL REPORT	ARR
7. WORK SCHEDULE REPORT	WSR
8. MONTHLY OPERATIONAL SUMMARY REPORT	OSR
9. MONTHLY OPERATIONAL AND FINANCIAL REPORT	OFR
MARINE SERVICES DIVISION	
1. PILOTAGE DOCUMENTARY REQUIREMENTS	PDR
2. MEDICAL REPORT	MRR
3. INDEMNITY INSURANCE AND RESERVE FUND	IRF
4. PILOTAGE GOVERNMENT SHARE	PGS
5. PERMIT TO OPERATE ANCILLARY SERVICES	PTO
6. PERFORMANCE EVALUATION OF HARBOR	PEH
7. SHIFTING SCHEDULES OF HARBOR PILOTS	SHP
SAFETY AND ENVIRONMENTAL MANAGEMENT DEVISION	
1. QUARTERLY SAFETY INSPECTION OF PORT FACILITIES	SIP
2. ACCIDENT REPORT	ACR
3. SHORE RECEPTION FACILITY REPORT	SRF
4. DANGEROUS GOODS HANDLED, STORED AND TRANSPORTED	DGT
5. YEARLY ENVIRONMENTAL PLANS AND PROGRAMS AND ITS ACCOMPLISHMENTS	EPP
6. MONITORING OF COMPLIANCE WITH ECC PROVISION PERTINENT TO PPA PORT PROJECT	ECC
7. SUPPLEMENTARY GUIDELINES ON WASTE MANAGEMENT AND OTHER ENVIRONMENTAL FRIENDLY PRACTICES IN PPA	GWM
8. PTB HOUSEKEEPING REPORT	PHR

Report Filename

(SAMPLE)

ARR NCS 01A2017

PSR PNG 01S2017

SRF MOC 02M2017

“ANNEX C”

Inventory of Operational Reports:

- a. Port Operations and Services Department
- b. PPA Training Institute
- c. Port Police Department
- d. Commercial Services Department
- e. Port Police Department

PORT OPERATIONS AND SERVICES DEPARTMENT
Operational Reports Required Under Existing PPA Regulations

1. TERMINAL SERVICES DIVISION (TSD)

Name of Report	Frequency of submission	Purpose	Regulation(s) Requiring the Report	Remarks
A. MANDATORY REPORTS				
1. <u>Productivity Summary Report</u>	<u>Semi-Annual (every 5th day of January and July)</u>	To determine the efficiency of CH operators concerned as well as their compliance with productivity commitment stipulated in their contracts / permits	Article II, Section 17, b) 7) d) of PPA A.O. No. 01-2006	For compliance by all PMOs
2. <u>Monthly Gross Income Report</u>	<u>Monthly (5th day of every month for the prior month's income)</u>	a. To determine the actual gross income earned by each CH operator from providing CH services b. Provides PMO evaluation on the increase / decrease of the monthly gross income of CHOs.	Article II, Section 18, b) of PPA A.O. No. 01-2006	For compliance by all PMOs
3. <u>Summary of Cargo Handling Compliance Report (CHCR)</u>	<u>Quarterly (every 5th day of the first month of the quarter)</u>	To determine the compliance of the CH Operator/Permittee to the terms and conditions of its contract or permit and to performance standards as prescribed by PPA.	Article II, Section 19, b) of PPA A.O. No. 01-2006	For compliance by all PMOs Note: To include in the report the amount of PRSF and attachments thereof.
4. <u>Monthly Weighbridge Operations Report</u>	<u>Monthly (every 20th day of the following month)</u>			Recommended for extinction.
5. Report on the Status of the Maintenance and Compliance of Portworkers' Retirement and Separation Fund (PRSF)	<u>Quarterly (every 5th day of the first month of the quarter)</u>	For retirement purposes of all CHO's regular, contractual or casual employees who have served for at least six (6) months or more continuously at the time of separation.	Article II, Section 8, b) (1) of PPA A.O. No. 01-2006	For compliance by all PMOs Note: Proposed for inclusion in the Summary of CHCR
6. <u>Annual Report</u>	<u>Annually (31st day of May yearly)</u>	To determine the operations and performance of all CH operators in addition to other audit and operational reports	Article II, Section 8, b)(1) of PPA A.O. No. 01-2006	For compliance by only PMO all PMOs
7. <u>Work Schedule Report</u>	<u>Monthly (every 20th day of the following month)</u>	Provides equal distribution system for workers so that every worker is given his due share of earning his livelihood	Article II, Section 17, b) 9) c) 5) of PPA A.O. No. 01-2006	Recommended for extinction
B. OPTIONAL REPORTS				

1. <u>Monthly Operational summary Report</u>	Monthly (every 20 th day of the following month)	To determine the increase/decrease in operational statistics of the port		Recommended for extinction
2. <u>Monthly Operational and Financial Report</u>	Monthly (every 20 th day of the following month)	To determine the increase/decrease in operational statistics of the port		Recommended for extinction

2. MARINE SERVICES DIVISION (MSD)

Name of Report	Frequency of submission	Purpose	Regulation(s) Requiring the Report	Remarks
A. MANDATORY REPORTS				
1. <u>Pilotage Documentary Requirements:</u>	Annual (Not later than 1 st week of February of every year)		PPA A.O. No 03-85 Sections 20 and 25	Being complied by all pilots' associations thru PMOs
a. <u>Medical</u>	Within 1 st week of February	Determine the physical and mental fitness of harbor pilots		
b. <u>Indemnity Insurance and Reserve Fund</u>		b. Ensure funds are available to cover any liability due to pilots for any damage to port facilities caused in the performance of their pilotage duties		
2. <u>Pilotage Government share</u>	Monthly (every 10 th day of the following month)	Consolidated report for Management's appreciation and information	PPA A.O. Nos. 15-95 09-2000	Being complied by all PMOs
3. <u>Permits to Operate Ancillary Services (PTOS)</u>	Monthly (every 10 th day of the following month)	Database on the number of PTOs issued per PDO and per PANSER category	PPA A.O. No. 08-96 09-2000	For compliance by all PMOs
4. <u>Performance Evaluation of Harbor Pilots</u>	Quarterly (every 10 th day of the first month of the quarter)		PPA M.C. Nos. 40-2002 and 03-2008	For compliance by all PMOs
5. <u>Shifting Schedules of Harbor Pilots</u>	Monthly (every 10 th day of the following month)		PPA A.O. No. 05-92 and unnumbered Memo dated April 17, 2000	Being complied by all pilots' associations thru PMOs

3. SAFETY AND ENVIRONMENTAL MANAGEMENT DIVISION (SEMD)

Name of Report	Frequency of submission	Purpose	Regulation(s) Requiring the Report	Remarks
A. MANDATORY REPORTS				
1. <u>Quarterly Safety Inspection of Port Facilities</u>	Quarterly (every 20 th day of the first month of the quarter)		PPA Memorandum Circular No. 37-79	Some PMOs are not complying with the Circular.
2. <u>Accident Report</u>	Monthly (every 15 th day of the following month)		PPA Memorandum Circular No.38-79	Some PMOs are not complying with the Circular.
3. <u>Shore Reception Facility (SRF) Report</u>	Quarterly (every 20 th day of the first month of the quarter)		PPA Administrative Order No. 02-2003	Some Shipping Companies failed to comply with the Order Some PMOs have no SRF
4. <u>Dangerous Goods Handled, Stored and Transported</u>	Monthly (every 15 th day of the following month)		PPA Memorandum Circular no. 07-2008	Some of the Safety Officers are not familiar with dangerous goods.
5. <u>Yearly Environmental Plans and Programs and its accomplishments</u>	Annual (20 th day of January)		MARPOL 73/78 and Memo from the AGMO	Some PMOs are not submitting
6. <u>Monitoring of Compliance with ECC Provisions Pertinent to PPA Port Project</u>	As the need arises (endorsed to Engineering)		As requested by the Engineering Office	A memorandum Order – guidelines on monitoring of Compliance with ECC conditions is proposed. Currently, it is for comments by PPDD/PCMD
7. <u>Supplementary Guidelines on Waste Management and other Environmental-Friendly Practices in PPA</u>	Semi-Annual (every 20 th day of January and July)		Memorandum Order 13-2009	Most RCs at H.O. and some PMOs do Not comply with the M.O.
8. <u>PTB Housekeeping Report</u>	Monthly (every 20 th day of the following month)			Being complied by all PMOs
9. <u>Quarterly Safety Inspection Reports of the Port Terminals by the Port Managers</u>	Quarterly (every 20 th day of the first month of the quarter)	Safety Inspection of the Port Terminals	Report requested by the General Manager in his May 18, 2018 Memorandum to Port Managers.	Some of the PMOs do not comply with the GM's Directive
10. <u>Status Report on the implementation of the PPA MC No. 01-2020</u>	Daily (interim report)		PPA MC. No. 01-2020	Very few PMOs submit to POSD.

PPA TRAINING INSTITUTE

Operational Reports Required Under Existing PPA Regulations

Name of Report	Frequency and Deadline of submission	Purpose	Regulation(s) Requiring the Report	Remarks
A. MANDATORY REPORTS				
1. 3-year Manpower Training Plan	Every 3 years/ End of June	To consolidate the training requirements of CHOs and schedule the implementation of the prioritized training needs in the Learning and Development Plan for Non-Organic	PPA MC 41-2006	

PORT POLICE DEPARTMENT

Operational Reports Required Under Existing PPA Regulations

1. OPERATION DIVISION

A. MANDATORY REPORTS

Name of Report	Frequency/Deadline of Submission	Purpose	Reference(s)	Remarks
1. Monthly Accomplishment Report (MAR) a. Programmed b. Unprogrammed c. Problems Encountered d. Security Situation	Monthly / 5 th day of the succeeding month	To monitor and assess the activities done by the Port Police Divisions in their respective PMOs	PPA MC 14-91	For compliance by all PMOs
2. Monthly Inventory of PPA-Owned Firearms, Ammunition and other Equipment Report	Monthly / 5 th day of the succeeding month	To monitor the status of each unit, to properly indicate its serviceability and to determine the number of ammos on hand	PPA MC 14-91	For compliance by all PMOs
3. Monthly Report on Installed Security Equipment	Monthly / 5 th day of the succeeding month	To monitor and assess the status, functionality and effectiveness of installed Security Equipment	PPA MC 14-91	For compliance by all PMOs
4. Monthly PPA Vehicle Pass/Sticker Issuance Report	Monthly / 5 th day of the succeeding month	To monitor the number of Permit to Operate-Security Services issued for the month	PPA MC 14-91	For compliance by all PMOs
5. Monthly Performance Evaluation Report on PPA-Contracted Security Agency	Monthly / 5 th day of the succeeding month	To monitor the quality, effectiveness and readiness of contracted security agency and security guards in accordance with the Revised Guidelines on the Procurement of Port Security Services and Contract under PPA Memorandum Circular No. 08-2016	PPA MC 14-91	For compliance by all PMOs
6. Monthly Duty Detail Schedule of Port Police Personnel and Security Guards Deployment Report	Monthly / 5 th day of the succeeding month	To monitor the port police manning schedule and to determine if the existing numbers of SGs are sufficient for their respective AORs	PPA MC 14-91	For compliance by all PMOs

7. Monthly Inventory of Firearms, Ammunition, Security Gears and Support Equipment Committed by Security Service Contractors	Monthly / 5 th day of the succeeding month	To inventory the security equipment whether complied per commitment in the contract and to assess the status of security equipment committed by the security service provider	PPA MC 14-91	For compliance by all PMOs
8. Annual Accomplishment Report	Annually	To monitor the annual activities and accomplishment of PPD as committed in the OPCR	PPA MC 14-91	For compliance by all PMOs
B. OPTIONAL REPORTS				
1. Report on Stowaway Incidents	Case to case basis	To monitor the implementation of RA 9208 as amended by RA 10364	RA 9208 RA 10364	For compliance by all PMOs with passenger terminal
C. SEASONAL REPORTS				
1. Vessel and Passenger Traffic Report	Seasonal in accordance to DOTr directives	To monitor the numbers of vessel and passengers in the PMOs	DOTr Directive	For compliance by all PMOs with passenger terminal
2. Summary Monitoring Report	Seasonal in accordance to DOTr directives		DOTr Directive	For compliance by all PMOs with passenger terminal

2. INTELLIGENCE AND INVESTIGATION DIVISION

Name of Report	Frequency of Submission	Purpose	Reference(s)/ Authority	Remarks
MANDATORY				
1. Monthly Summary of Cases Handled	Monthly / 5 th day of the succeeding month	To monitor the status, compile for easy reference and review all cases filed or handled by the PPD	PPA MC 14-91	For compliance by all PMOs
2. Incident Report	Real time	To monitor all incidents that took place /happened in every PMOs	PPA MC 14-91	For compliance by all PMOs
3. Monthly Report of Intercepted and Confiscated Items	Monthly / 5 th day of the succeeding month	To monitor the Intercepted and Confiscated Items	PPD Memorandum	For compliance by all PMOs
4. Intelligence Report	Weekly/real time	To monitor any relevant information and to inform or pass the same to the top management as advance verified intel information	PPD Memorandum	For compliance by all PMOs

COMMERCIAL SERVICES DEPARTMENT
Operational Reports Required Under Existing PPA Regulations

1. BUSINESS DEVELOPMENT DIVISION (BDD)

Name of Report	Frequency of submission	Purpose	Regulation(s) Requiring the Report	Remarks	Comments	CSD Acting Manager's Concurrence/ Recommendation
A. MANDATORY REPORTS						
1. <u>Operational Summary Report of Private Ports</u>	Monthly	Private Port Statistics	PPA AO 06-95	For compliance by all registered private ports	to be stopped	To be stopped
2. <u>Compliance Monitoring Report of Private Ports</u>	Monthly (Five days after the end of the month)	Monitoring	Memorandum dated October 1, 2015	For compliance by all PMOs	to be retained	To be retained
3. <u>Port Statistics Mining Commodities Passing thru Government and Private Ports</u>	Monthly (Ten days after the end of the month)	Monitoring of private ports engaged into mining activities	Memorandum dated November 28, 2016	For compliance by all PMOs	to be retained	To be retained
4. <u>Daily Statistics on Private Port Operations</u>	Daily (on or before 6pm)	Monitoring of private port operations	Memorandum dated April 13, 2020	For compliance by all PMOs	to be retained	To be retained
B. OPTIONAL REPORTS						
1. <u>Private Port Profile</u>		Updating of CSD's Comprehensive Private Port Profile		For compliance by all PMOs	to be retained	To be retained and submitted every end of January
2. <u>List of Ports/ Owned Facilities Utilized by Oil Companies</u>		For validation of private ports utilized by oil companies		For compliance by all PMOs	to be retained	To be retained and submitted every end of January

2. REAL ESTATE MANAGEMENT DIVISION (REMD)

Name of Report	Frequency of submission	Purpose	Regulation(s) Requiring the Report	Remarks	Comments	CSD Acting Manager's Concurrence/ Recommendation
A. MANDATORY REPORTS						
1. <u>Monthly Status Report on Leases</u>	Monthly (every 5 th day of the succeeding month)	To monitor compliance with the terms and conditions of lessee's occupancy permits, particularly concerning payment of monthly rentals	Section 16 Article IV, PPA AO 22-95	For compliance by all PMOs	May be replaced by Quarterly Status Report on Leases	To be retained in order to immediately monitor payment of monthly rentals
2. <u>Areas Available for Lease</u>	Quarterly (1Q - 5 th day of Jan 2Q - 5 th day of April 3Q - 5 th day of July 4Q - 5 th day of Oct)	To identify all areas available for lease must be made available to interested parties and investors	Section 16 Article IV, PPA AO 22-95	For compliance by all PMOs	To be retained	To be retained
3. <u>Port Real Estate Utilization</u>	Semi-Annual (1 st Sem - 5 th day of July 2 nd Sem - 5 th of Jan of the succeeding year)	To enhance optimized utilization of port real estate	Section 16 Article IV, PPA AO 22-95	For compliance by all PMOs	To be retained	To be retained
4. <u>List of PTOc</u>	Quarterly (1Q - 5 th day of April 2Q - 5 th day of July 3Q - 5 th day of Oct 4Q - 5 th day of Jan of the succeeding year)	To fully utilize the REMS Computerization System	Section 16 Article IV, PPA AO 22-95	For compliance by all PMOs	May be replaced by Quarterly Status Report on Leases	To be retained but retitled to "Quarterly Status Report on Leases"

5. PTOc Summary Status	Quarterly (1Q - 5 th day of Jan 2Q- 5 th day of April 3Q - 5 th July 4Q- 5 th day of Oct)	To fully utilize the REMS Computerization System	Section 16 Article IV, PPA AO 22-95	For compliance by all PMOs	May be replaced by Quarterly Status Report on Leases	To be stopped
6. List of LC	Quarterly (1Q - 5 th day of Jan 2Q- 5 th day of April 3Q - 5 th July 4Q- 5 th day of Oct)	To fully utilize the REMS Computerization System	Section 16 Article IV, PPA AO 22-95	For compliance by all PMOs	May be replaced by Quarterly Status Report on Leases	To be stopped
7. Consolidated Compliance Monitoring	Quarterly (1Q - 5 th day of Jan 2Q- 5 th day of April 3Q - 5 th July 4Q- 5 th day of Oct)	To fully utilize the REMS Computerization System	Section 16 Article IV, PPA AO 22-95	For compliance by all PMOs	May be replaced by Quarterly Status Report on Leases	To be stopped
8. Inventory of Leased Areas	Semi-Annual 1 st Sem 5 th of July 2 nd Sem 5 th of January of the following year	Intended to capture the status of leasing operation in each port and to identify the issues/problems encountered in implementing said program.	Section 16 Article IV, PPA AO 22-95	For compliance by all PMOs	To be stopped	To be stopped
B. OPTIONAL REPORTS						
NONE						

NOTE:

It is suggested that the proposed "Quarterly Status Report on Leases, should include the following data/information:

1. Existing Occupants/Lessees
2. Contract Number
3. Location of the Leased Area
4. Property Type (Land/Building)
5. Actual Area/s occupied (sq.m.)
6. Actual usage/Utilization of the leased area/s
7. Permit term/duration
8. Contract Term (Short/Medium/Long)
9. Rental Rate (sq.m./mo.)
10. Total Rental Amount
11. Physical Condition/s of the Facilities
12. Status of Lessees compliance to REM requirements
13. Tax Declaration No/O.R. of Real Property Tax Payments
14. Tax Amount
15. Status of Permits Issuance (new/renewal)/No. of renewals(1st/2nd/3rd, etc)

3. PORT PRICING DIVISION (PPD)

Name of Report	Frequency of submission	Purpose	Regulation(s) Requiring the Report	Remarks	Comments	GSD Acting Manager's Concurrence/ Recommendation
1. Passenger Terminal Fee Exemption	Monthly (10 th day of the succeeding month)	For monitoring	PPA MC 02-2019	For Compliance of all PMOs	To be retained	To be retained
2. Summary of Exemption	Monthly (15 th day of the following month)	For monitoring	PPA MC. 03-95	For Compliance of all PMOs	To be retained	To be retained but retitled to "Summary of Port Fees Exemptions Granted"

3. Cruise Ships and Passenger Statistics	Monthly (10 th day of the succeeding month)	For monitoring	Directive of AGMO	For Compliance of all PMOs	To be retained	To be retained
4. RORO Ferry Terminal System Data	Monthly (10 th day of the succeeding month)	For monitoring	Directive of AGMO	For Compliance of all PMOs	To be stopped	To be stopped