

December 20, 2021



**CORE Committee Advisory No. 9, s. 2021**

**T O : All Responsibility Center Heads**  
- Head Office  
- PMOs

**F R O M : The Chairperson**  
CORE Committee

**S U B J E C T : OFFICE OF THE PRESIDENT MEMORANDUM CIRCULAR**  
**NO. 93**

Pursuant to Office of the President Memorandum Circular No. 93 dated December 17, 2021, the Philippine Ports Authority **shall adopt the following manning complement effective immediately:**

Alert Level	Work Scheme	
	On-site reporting/ Skeletal Workforce	Work-From-Home (WFH)
RCs under Alert Level 5	Skeleton Workforce on-site and the remainder under alternative work arrangements as approved by the General Manager	
RCs under Alert Level 4	at least 40%	not exceeding 60%
RCs under Alert Level 3	at least 60%	not exceeding 40%
RCs under Alert Level 2	at least 80%	not exceeding 20%

In this regard, the implementation of the following provisions on CORE Committee Advisory No. 7, s. 2021 shall be enforced:

1. All reporting employees must be fully vaccinated against COVID-19 unless they are ineligible for vaccination.
2. The Office may refuse entry and/or deny service to individuals who remain unvaccinated or are merely partially vaccinated, despite being eligible for vaccination.
3. Employees who are eligible for vaccination but remain unvaccinated shall provide RT-PCR test results every two (2) weeks, at their own cost.
4. Employees who are ineligible for vaccination due to a valid medical condition may be accommodated for Antigen testing, when available,

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subject to the evaluation made by PPA Clinic per employee's submitted medical certificate.

5. Employees who are yet to be vaccinated shall be excused for their absence, subject to presentation of proof of vaccination schedule.

In compliance to this advisory, the HRMD shall release a corresponding memo as to the RC's manning complement and testing schedule.

For strict compliance.

**COVID-19 Response Emergency (CORE) Team**

By:

  
**ELMER NONNATUS A. CADANO**  
Chairperson, CORE Committee