



## **MEMORANDUM ORDER NO. 2014-10**

### **RATIONALIZATION OF THE PHILIPPINE PORTS AUTHORITY (PPA)**

**WHEREAS**, Executive Order (E.O.) No. 366, s.2004, directed a strategic review of the operations and organizations of the Executive Branch including Government-Owned or -Controlled Corporations (GOCCs), and provided options and incentives for government employees who may be affected by the rationalization of functions and agencies of the Executive Branch;

**WHEREAS**, the Governance Commission for GOCCs (GCG), pursuant to Section 5(a) of the "GOCC Governance Act of 2011" (R.A. No. 10149), is mandated to "evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized, in consultation with the department or agency to which a GOCC is attached";

**WHEREAS**, the Philippine Ports Authority (PPA) currently has a DBM-approved plantilla of three thousand eight hundred twenty nine (3,829) positions, of which 1,870 are filled;

**WHEREAS**, aside from the DBM-approved plantilla of 3,829, PPA maintains 71 supplemental items employed on a "coterminous with the incumbent, to be abolished once vacated" basis;

**WHEREAS**, the PPA Governing Board approved the Rationalization Plan (RP) under Board Resolution No. 2313 dated 11 April 2013 and reaffirmed with Board Resolution No. 2333 dated 30 September 2013, providing for the abolition of Port District Offices (PDOs) in light of advancement in communications technology and a change in strategic thrusts as well as the rightsizing of the GOCC on a national scale;

**WHEREAS**, as a measure of Good Governance and Economic Development through improving national productivity pursuant to Section 6 and 8(e) respectively of E.O. No. 43, s.2011, as well as the *Philippine Development Plan 2011-2016*, the Commission has reviewed the RP in consultation and with the concurrence of PPA's Supervising Agency, the Department of Transportation and Communications (DOTC), and the Department of Budget and Management (DBM);

**WHEREAS**, the rationalization is expected to result in significant elimination of overlaps and duplication of functions, strengthening of field units, full compliance with the check and balance/transparency requirements set by oversight bodies (such as the Commission on Audit, Department of Finance, DBM, DOTC and GCG) and provide an enabling structure that addresses port safety and security as well as environmental protection and computerization of processes.

**NOW, BE IT –**

**RESOLVED**, the RP submitted by PPA is hereby **APPROVED WITH MODIFICATIONS**, i.e., **with 298 organizational units and 3,151 positions** as reflected in the documents below, which form an integral part of this Memorandum Order (M.O.), to wit:

1. Annex A – Rationalization Plan;
2. Annex B – Organizational Structure;
3. Annex C – Staffing Pattern; and
4. Annex D – Functional Statement.

**RESOLVED FURTHER**, that the implementation of this Order shall comply with the following conditions and guidelines:

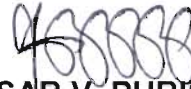
1. Filling up of vacant positions shall be programmed to ensure overall financial viability of agency operations, actual revenue collection and operating requirements;
2. Funding requirements for regular positions shall be included in the Corporate Operating Budget of the GOCC;
3. PPA to adopt and offer the retirement and separation package for the affected personnel in the implementation of the RP using the incentives provided under the E.O. No. 366, s.2004, as amended by E.O. No. 77, s.2012;
4. The Governing Board through the General Manager shall be accountable for the payment of separation benefits to the retirees/separates pursuant to the pertinent provisions of E.O. Nos. 366 and 77;
5. The RP shall be implemented after receipt of the Memorandum Order and a monthly progress report shall thereafter be submitted until such implementation has been completed in 2018; PPA shall be authorized to fill 25% of its vacant positions every year upon final determination of vacant positions subject to the placement guidelines under CSC M.C. No. 3, s.2014. Filling-up in excess to 25% per year may be made upon request of the PPA subject to the approval of the GCG.
6. Except for contractual personnel hired on a project basis for engineering requirements, a moratorium on hiring/rehiring of casuals/contractuals, including personnel on consultancy/emergency/contract of service/job order basis for a period of five (5) years shall be implemented upon the approval of the RP.
7. The pertinent civil service, budgetary, accounting, auditing and other relevant laws, rules and regulations shall be complied with;
8. PPA shall adopt a staggered filling up plan to be implemented over a period of five (5) years upon approval.

9. Any further modification/s on the GCG-Approved Organizational Structure and Staffing Pattern (OSSP) is/are prohibited unless otherwise approved by the GCG.

**DONE**, in Makati City, this 25<sup>th</sup> day of March, Two Thousand and Fourteen.



**CESAR L. VILLANUEVA**  
*Chairman*



**CESAR V. PURISIMA**  
*DOF Secretary*

**021090**



**MA. ANGELA E. IGNACIO**  
*Commissioner*



**FLORENCIO B. ABAD**  
*DBM Secretary*



**RAINIER B. BUTALID**  
*Commissioner*



**PHILIPPINE PORTS AUTHORITY**  
**Rationalization Plan**  
CY 2014

**I. Objectives**

- Coordinate, streamline, improve, and optimize the planning, development, construction, maintenance, and operations of ports and its facilities;
- Ensure the smooth flow of water-borne commerce passing through the country's ports, whether public or private for the conduct of domestic and international trade;
- Promote regional development through the dispersal of industries and economic activities throughout the different regions;
- Foster better inter-island sea borne commerce and foreign trade;
- Redirect and reorganize port administration to the broader function of total port district development, including the full and efficient utilization of port's hinterland and tributary areas; and
- Ensure that all income and revenues accruing for the use of facilities and services provided by the Authority will be adequate to defray the cost of providing such facilities and services, and that a reasonable return on the assets employed by the Authority is realized.

**II. Functions**

To implement an integrated program for the planning, development, financing and operations of Ports or Port Districts for the entire country.

Based on Article IV Section 6 of its amended Charter, the following are the corporate duties of PPA:

- To formulate in coordination with the National Economic and Development Authority a comprehensive and practicable Port Development for the State and to program its implementation, renew and update the same annually in coordination with other national agencies;
- To supervise, control, regulate, construct, maintain, operate, and provide such facilities or services as are necessary in the ports vested in, or belonging to PPA;



- To prescribe rules and regulation, procedures, and guidelines governing the establishment, construction, maintenance, and operations of all other ports, including private ports in the country;
- To license, control, regulate, supervise any construction or structure within any Port District;
- To provide services (whether on its own, by contract, or otherwise) within the Port District and the approaches thereof, including but not limited to
  - berthing, towing, mooring, moving, slipping, or docking any vessel;
  - loading or discharging any vessel; and
  - sorting, weighing, measuring, warehousing, or otherwise, handling goods.
- To exercise control of or administer any foreshore rights or leases which may be vested in PPA from time to time;
- To coordinate with the Bureau of Lands or any other government agency or corporation, in the development of any foreshore area;
- To control, regulate and supervise pilotage and the conduct of pilots in any Port District;
- To provide or assist in the provision of training programs and training facilities for its staff of port operators and users for the efficient discharge of its functions, duties, and responsibilities; and
  - To perform such acts or provide such services as may be deemed proper or necessary to carry out and implement the provisions of the PD, including the adoption of necessary measures to remedy congestion in any government port, and in coordination with the Bureau of Customs in the case of ports of entry (as amplified by Exec. Order No. 513).

### **III. Strategic Shifts**

#### **A. Strategic Policy Directions**

Among the national government's objectives that have been adopted as guide in the PPA's policy formulation and plan preparation in the medium-term are as follows:

- Strengthen linkage between development planning and budgeting and increase the likelihood of accomplishing development goals;

- Sustain Public-Private Partnerships (PPPs) and minimize the risks associated with these projects through building an environment for solicited bids and the capacity to identify and monitor contingent liabilities;
- Prioritize asset preservation and provide access to major and strategic tourism destinations and production areas;
- Integrate disaster risk reduction and climate change adaptation and mitigation management on infrastructure development;
- Pursue an ISO certification and quality management improvement programs;
- Incorporate cost recovery measures to assist in the revenue enhancement efforts and improve service delivery;
- Implement the guidelines on Internal Control Systems and strengthen the internal audit units of agencies concerned;
- Effectively and efficiently utilize available information and communications technology in the delivery of critical functions and frontline services to promote transparency and make vital information accessible to the public;
- Further improve efficiency and effectiveness through the implementation of the Rationalization Plan, performance-based evaluation of commitments or PBB, and mandatory use of Government Electronic Procurement System (of PhilGEPS);
- Undertake continuing capacity development and improvement program as well as value orientation of PPA workforce; and
- Establish and maintain an effective network with infrastructure-related agencies, particularly those whose role interface with port related functionalities.

## **B. Programs, Activities and Projects (PAPs)**

In line with the national government's policy directions, PPA will pursue the following Programs, Activities and Projects (PAPs) in the medium term:

### **a. Port Development**

- a.1. Prioritization of port development projects that align with the government's National Transport Plan through Medium Term Public Investment Program (MTPIP).



- a.2. Completion of port development projects in various stages, namely: (i) Feasibility Study; (ii) Detailed Engineering; and (iii) implementation of Locally-Funded Projects.
- a.3. Construction of additional port facilities to augment capacity in areas where these are need.
  - Berths
  - Back Up Areas
  - Passenger Terminal Buildings
- a.4. Allocation of reasonable portion of corporate budget to adequately fund repair and maintenance works of physical facilities, equipment and waterways.
- a.5. Conduct of inventory of illegal settlers, occupants and structures with the end in view of relocating them and optimally utilizing areas intended for port operations purposes.
- a.6. Pursue the Port Zone Delineation (PZD) of identified ports.

**b. Port Services**

- b.1. Review, formulation/reformulation and/or updating of policies on the following:
  - Rationalization of Tug Assistance Rates
  - VTMS Charging Rates
  - Special Take-over Units (STUs)
  - Cargoes and vessels seized, withheld or confiscated by regulatory agencies inside the port zone
  - Re-delineation and re-surveying of pilotage districts (Table survey for 10 ports)
  - Accreditation of Cargo Handling Operations (CHOs) in private port facilities
  - Amendment of PPA-LGU MOA and policy stipulations under PPA AO No. 05-2007
  - Policy on stranded passengers at PPA Ports
- b.2. Implement Public-Private Partnership (PPP) in accordance with PPA privatization scheme
  - Privatization of existing Passenger Terminal Building (PTB) with e-Ticketing



- Privatization of Special Take-over Units (STUs) in selected ports
- Implementation of AO 04-2012 to encourage the participation of the private sector in the provision of RoRo services at PPA ports
- Procurement of CHOs based on existing Guidelines
- Conduct of special studies to fully utilize idle areas and/or establish facilities which are presently not available and too capital intensive for the government to provide

b.3. Strengthen Port Safety, Security and Environmental Management

- Conduct of activities for the ISO-QMS Certification of the Ports of Ozamiz and Zamboanga
- Continuing compliance with ISO 9001 Standards of ports with ISO Certificates, namely: (i) Batangas; (ii) Cagayan de Oro; (iii) General Santos; and (iv) Davao
- Recognition and accreditation to PSHEMS (Port Safety Health and Environment Management System) of the Port of Cagayan de Oro
- Existing ISPS equipment place under maintenance agreement
- Maintenance of efficient operation of VTMS
- Conduct of and participate in various green port/environmental programs
- Procure additional security equipment & ensure that new and existing ones are covered by a maintenance program to ensure 24x7 operations

**c. Support to Operations (STO)**

c.1. Revenue Generation and Fiscal Discipline

- Study on the adjustment of foreign port charges (Port Dues, Dockage at Berth, Dockage at Anchorage, Wharfage and Storage)
- Adjustment of Ancillary Services Permit and Regulatory Fees
- Conduct of impact assessment study on Real Estate Utilization and Revenue Generation efforts
- Implementation of different revenue-generation programs such as (i) marketing of available areas for lease; (ii) development of action plans to collect prior years' trade



receivables; (iii) policies to generate savings; and (iv) policies to improve revenue from non-traditional sources

c.2. PPA Computerized System

- Reduction in application utilization error through constant monitoring, account analysis and provision of solution to common error
- Review and resolution of AFMS and PEMS interface issues
- Full utilization of all systems application in all ports with computerized processing of frontline transactions

c.3. Management Support

- Preparation and submission of various reportorial requirements on schedule, namely: (i) Statistical Reports; (ii) Accomplishment Reports; (iii) Engineering Reports; (iv) Financial and Operational Reports; (v) Other Reports as may be required by internal units and oversight bodies

c.4. Internal Audit

- Conduct of internal audit in various areas of operations

c.5. Gender and Development

- Implementation of GAD Programs and Project

**d. General Administration and Support (GAS)**

Human Resource Development

- Formulation of new performance appraisal system through the proposed Strategic Performance Management System (SPMS)
- Implementation of GCG-approved PPA Rationalization Plan
- Implementation of approved Manpower Development Program

**IV. Organizational Restructuring**

The present (August 2001) DBM-approved PPA Restructuring Plan has the following salient features:

1. The Organization Structure was comprised of Head Office (Central Office) with four (4) Executive Offices, namely: Office of the General



Manager (OGM); Office of the Assistant General Manager for Operations (OAGMO); Office of the Assistant General Manager for Engineering (OAGME); Office of the Assistant General Manager for Finance, Legal and Administration (OAGMFLA), with its corresponding Departments/Units under each Office.

2. The Field Offices (FOs comprised of five (5) Port District Offices (PDOs) namely: PDO Manila/Northern Luzon, PDO Southern Luzon, PDO Visayas, PDO Northern Mindanao and PDO Southern Mindanao with twenty four (24) Port Management Offices (PMOs) and Terminal Management Offices (TMOs) under each PMO.
3. The DBM has approved/authorized Three Thousand Nine Hundred (3,900) PPA Plantilla Positions.

## V. Salient Features of the Proposed PPA Rationalization Plan

To enable PPA to effectively and efficiently deliver its commitments (both international and local) functions programs/activities/projects in accordance with the recent thrusts and mandates of the government in general and to respond to the policy directions and its prevailing conditions and requirements of the PPA in particular, hereunder are the Authority's summarized proposal under its proposed RatPlan:

### On Organizational Structure

1. Except for the abolition of the five (5) Port District Offices (PDOs), the proposed Organizational Structure for Head Office and Field Offices will be retained.

There will be an increase in number of Field Offices from Twenty Four (24) Port Management Offices (PMOs) to **Twenty Six (26) PMOs** and from Seventy Three (73) Terminal Management Offices to **Eighty Two (82) TMOs**.

The Head Office will comprise of the same four (4) Executive Offices with corresponding Departments/Units under each Office. The existing number of Departments in Head Office will be increased by one (1), the new **Port Management Systems and Organizational Development Department** which will be placed under the Office of the General Manager.

2. The existing organizational set-up wherein the General Manager (GM) has full accountability and responsibility over the Field Offices (FOs) will be retained. The GM, however, may delegate some of its responsibilities to other officials as he deems fit and necessary.

3. The Head Office shall primarily be involved in policy formulation, standard setting, performance evaluation, among others. The Field Offices will be the implementing arm of the organization.
4. Legal, internal audit, police authority, fund and fiscal management, human and material resources, management information system, real estate and port management/operations will be strengthened.
5. To reduce red tape and free central office (Head Office) officials from administrative details concerning field operations and relieve them from unnecessary involvement in routine and local matters, some of the office/department functions in the Head Office will be decentralized to the PMO levels.
6. Functions performed by the PDOs will be transferred to the PMOs and to different organizational units concerned in the Head Office.
7. The Internal Audit Department (IAD) (formerly Internal Control Department under the office of the General Manager) will be placed under the PPA Board of Directors.
8. Some TMOs will be merged with other TMOs and new ones will be created.
9. The vital and core functions of all PMOs are the same. Thus, PMOs Dapitan and Cotabato's Organizational Structure will be uniform and/or the same (standard) with other PMOs.
10. The Organizational Structures and the corresponding staffing/positions of the PMOs North Harbor and South Harbor will be streamlined to reflect its privatized set up.
11. The nomenclatures of some Offices/Units/PMOs/TMOs will be renamed/ changed to reflect their respective administrative jurisdictions (Annex B).

### **On Staffing**

1. The existing DBM-authorized number of plantilla positions will be reduced from Three Thousand Nine Hundred (3,900) to Three Thousand One Hundred Fifty One (3,151) (reduction of 749 positions – 19.2%). This includes the abolition of DBM-approved Supplemental Plantilla (filled up) positions of Seventy One (71).
2. PMOs and TMOs will have standardized/uniformed plantilla positions. However, the number of positions to be allocated per PDO/PMO/TMO will depend on its category (size, volume of transactions, cargo/ship/passenger traffic, operational/ administrative requirements, geographical features, among others).



3. Head of TMOs in the PMOs will have standardized/uniformed titles and salary grades, to wit:

Division Manager B, SG-23 (for big terminal)  
Division Manager C, SG-22 (for medium terminal)  
Division Manager D, SG 21 (for small terminal)<sup>1</sup>

4. Selected/Identified Division in the Head Office (HO) will have at least two (2) Section Chiefs positions or equivalent/comparable positions in view of the varied functional areas and volume of transactions.
5. Certain positions will be retitled with the same, lower or higher Salary Grades.
6. Position titles/nomenclatures of Port Police will be changed/retitled from Civil Security Officers to Port Police Officers with the same Salary Grades. This is subject to the approval of the Civil Service Commission (CSC).

## VI. Organizational Changes

### Expected improvement in performance

- a. More efficient planning and program implementation which should result in more efficient utilization of funds and timely delivery of port infrastructure projects;
- b. Rightsizing the organization and ensuring that there is proper deployment of manpower and other resources and delineation of roles;
- c. Timely and more efficient flow of information to authorized users at various levels within the organization through the private network and the public through the internet arising from computerization of processes;
- d. Competent and inspired workforce with viable work environment and rationalized pay structure;
- e. Ports with safety, security and environmental practices compliant with international conventions and best practices;

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<sup>1</sup>Determination of terminal size is based on: category and size, volume of workload/transactions, span of control, operational and security requirements (shifting schedule; 24/7) and geographical features, among others.



- f. Conducive environment for private sector participation in port development and/or operations of facilities and/or terminals;
- g. Competitive Port Tariff rates that are reflective of true cost of doing business at the ports; and
- h. Port Regulatory environment that is conducive to doing business.

#### **A. Changes in Functions, Services and Programs**

##### **a. Expected outcomes upon implementation of the proposed Rationalization Plan**

The implementation of the proposed Rationalization Plan is expected to harmonize the required organizational structure with the strategic directions of the government as well as the Authority's PAPs in the medium term. The functions of each unit/department will be well-defined to avoid any duplication or overlapping of tasks.

The proposed strengthening of selected units/departments will enable PPA to better fulfill its mandate and reinforce its capabilities to adjust and adapt to the changing needs of its internal and external environments. Among the major factors considered in the proposed Plan include technological change, globalization, privatization, compliance with international standards, and other policy pronouncements that will impact the way PPA is conducting its business.

Finally, improved delivery of port services is expected to take place as competent and inspired personnel imbuing the culture of quality service will be manning the ports and all organizational units will have required number of personnel complement and needed support mechanism such as technology-driven equipment and systems, conducive work place and budget.

##### **b. Functions to be retained**

The existing set-up supportive of the requirements of ports in the country where the PPA takes care of developing, operating and maintaining the ports that are not otherwise belonging to or under another duly constituted port organization or being owned/operated by the private sector. The proposed Rationalization Plan is anchored on this assumption as well as on the sustained implementation of the following policies:



- Privatized development, management, operation and maintenance of major ports through long term lease/contract or the PPP program of the government;
- Operation of private commercial and private non-commercial ports all over the country subject to existing regulations of PPA;
- Privatized delivery of cargo handling and ancillary services

## **B. Changes in Operations**

### **a. Strategies to deliver the functions of the agency in the most efficient, effective and cost effective manner**

- **Computerization of key activities needed in the smooth facilitation of port transactions and collection and reporting of pertinent data**

To date, PPA manages no less than 119 ports all over the country, 22 of which are major gateways, and supervises over a thousand private ports.

Considering the volume of paperwork that is prepared in these ports involving cargo and vessel transactions, collection of port charges and other fees, including the monitoring of engineering projects, computerization is necessary for more efficient processing of port transactions, submission of reports, and consolidation of data.

To address this, PPA embarked on a computerization project in 2013. Together with a leaner organization, this would result in standardized procedures in the processing of documents and more accurate and timely reporting of information to all concerned parties. Moreover, it will address the perceived problem of corruption by providing transparency in all the transaction processing that is to take place.

- **Sustained Implementation of programs and projects in compliance with international standards and best practices**

PPA has embarked on various PAPA in compliance with the international standards. Conforming with international regulations such as IMO, ISO, and ISPS, among others, is expected to provide efficiency and effectiveness in terms of port services delivery. Moreover, such initiative enables the Authority to provide safe, secure and environment-friendly atmosphere in all ports under the PPA jurisdiction.



- **Institutionalized performance based monitoring systems**

PPA is in the process of revising and updating its management planning and control system in order to conform to the performance monitoring system under the regime of GCG and of personnel evaluation system under the Strategic Performance Management System prescribed by the CSC. This will strengthen PPA's capability to properly synchronize such processes as planning, budgeting, monitoring and evaluation for more effective program implementation and budget utilization.

- **Continuing Capacity Building Program for Employees**

This process will enable PPA (i) to maintain competent employees who are kept abreast on the developments in technology, port management and operations and interaction with clients which should make them amply prepared, and (ii) to handle the delivery of port functions at all levels.

- **Strengthen internal audit**

Compliance with internal control systems will be ensured through well defined and documented internal audit processes and adequate and well trained audit personnel and general awareness on the importance of strong audit mechanism to conserve and preserve assets.

## VII. Major Operations Units

To effect these, the rationalized structure shall consist of the following major operations units with the corresponding functions:

### For Head Office:

- I. **Board of Directors** – As stated in Section 7 of PD 857, the corporate powers of the PPA shall be vested in its Board of Directors. Also, in line with DOTC's and national government's directions (PPA being an attached agency of DOTC), the Board is in-charge of policy-making and sets the corporate strategy of PPA.
- II. **Internal Audit Department** – Performs independent, objective assurance services and consulting activity designed to add value and improve PPA's operations.
- III. **Office of the Corporate Board Secretary** – Provides technical and administrative assistance to the Board.



- IV. **Office of the General Manager** – Directs and supervises the formulation, implementation and updating of policies, guidelines, standards, systems and procedures and strategies of PPA and perform oversight functions and resolves issues and concerns pertaining to all phases of PPA operations.
- a. **Corporate Communications Staff** – Acts as the corporate communications unit of the Authority.
- b. **Internal Security Affairs Staff** – Performs intelligence and investigative work as directed by the General Manager.
- i. **Information and Communication Technology Department** – Formulates standards for Information and Communication Technology (ICT) development, communication, equipment, software and hardware; formulates and updates PPA Information Systems Strategic Plan (ISSP); Implements PPA's ISSP; and performs post-implementation assessment and maintenance of ISSP.
- ii. **Corporate Planning Department** – Recommends, implements and updates policies, guidelines on corporate plans and strategies.
- iii. **Port Management System and Organizational Development Department** –
1. Formulates and updates policies, guidelines, plans and programs, and evaluates proposals relative to the development, implementation, and continual improvement of quality management system (QMS), of port safety, health and environmental management system (PSHEMS), of Gender & Development, of Accessibility Law, and to Management and organizational development to enhance efficiency and effectiveness;
  2. Provides oversight functions and monitors compliance of PPA to International Standards on QMS and PSHEMS, among others, and to the statutory and regulatory requirement on Anti-Red Tape;
  3. Provides the necessary technical assistance to PPA Responsibility Centers for the development, implementation and continual improvement of QMS and PSHEMS, among others, and the organizational development of PPA; and





4. Ensures day-to-day reporting and feedback from all Responsibility Centers.

V. **Office of the Assistant General Manager for Operations** – Directs and supervises the formulation, implementation and updating of policies, guidelines, standards, systems and procedures and strategies of PPA pertaining to port management/operations and other issues and concerns affecting the Authority.

a. **Port Operations and Services Department** – Recommends, implements and updates policies, guidelines, standards, systems and procedures on safety and environmental management, terminal and marine operations.

b. **Commercial Services Department** – Recommends, implements and updates policies, guidelines, standards, systems and procedures on port-related business proposals, real estate management, port marketing and pricing.

c. **Port Police Department** – Recommends, implements and updates policies, guidelines, systems and procedures on port security, enforcement of laws and regulations, investigation, and maintenance of peace and order.

d. **PPA Training Institute**–

1. Recommends, implements and updates policies, guidelines, systems and procedures on management of non-organic training for port personnel/workers; and

2. Markets the port personnel/worker's training programs to stakeholders and clientele.

VI. **Office of the Assistant General Manager for Engineering** –

1. Directs and supervises the formulation, implementation and updating of policies, guidelines, standards, systems and procedures and strategies of PPA pertaining to port planning and design, port construction and maintenance, programming/survey, and dredging requirements and other issues and concerns affecting the Authority;



2. Formulates in coordination with the National Economic and Development Authority a comprehensive and practicable Port Development Plan for the State; and
  3. Undertakes procurement of civil works and consultancy services.
- b. **Port Planning and Design Department** – Recommends, implements and updates policies, guidelines and rules and regulations, and standards on port planning and detailed engineering and the preparation of Individual Port Master Plan; prepares, recommends and updates a comprehensive and practicable Port Development Plan for the State.
  - c. **Port Construction and maintenance Department** – Recommends, implements and updates policies, guidelines, and rules and regulations, systems and procedures on project execution and facilities and equipment maintenance.
  - d. **Survey and Dredging Department** – Recommends, implements and updates policies, guidelines and rules and regulations, systems and procedures on dredging and surveying.
- VII. **Office of the Assistant General Manager for Finance, Legal and Administration** – Directs and supervises the formulation, implementation and updating of policies, guidelines, standards, systems and procedures and strategies of PPA pertaining to finance, legal and administrative matters; and other issues and concerns affecting the Authority.
- a. **Human Resource Management Department** – Recommends, implements and updates policies, guidelines, standards, systems and procedures on human resources management and development.
  - b. **Administrative Services Department** – Recommends, implements and updates policies, guidelines, systems and procedures on property, supply and records management, and general administrative services; undertakes procurement of goods and services under existing guidelines.
  - c. **Controllership Department** – Recommends, implements and updates policies, guidelines, systems and procedures in the application of financial and management accounting standards, auditing rules and regulations, laws and issuances; administers the Corporate Budget and performs financial control functions.
  - d. **Treasury Department** – recommends, implements and updates policies, guidelines, systems and procedures on cash



management, credit and collection, corporate taxation, and risk and insurance management.

e. **Legal Services Department –**

1. Recommends actions, decisions and rulings on legal policies, guidelines, systems, rules and regulations required by the law; and
2. Attends to all legal issues/concerns affecting the Authority.

**Port Management Office –** Recommends, implements and updates policies, guidelines, standards, systems and procedures on port & marine operations, safety and environmental management, revenue collection, human resource & administrative services, port security, business development & real estate management, repair and maintenance of port facilities within the PMO.

**Terminal Management Office (TMO) -** Supervises directly the day-to-day port operations.

**VIII. Staffing Pattern**

PPA's existing DBM-approved staffing pattern consists of a total of 3,900 positions, 1,941 of which are filled. There are also 1,223 job order personnel presently employed in the Authority.

**IX. Funding**

The payment of incentives and terminal leave to affected personnel shall be funded by the PPA as reflected in its Financial Plan.

**X. Implementation**

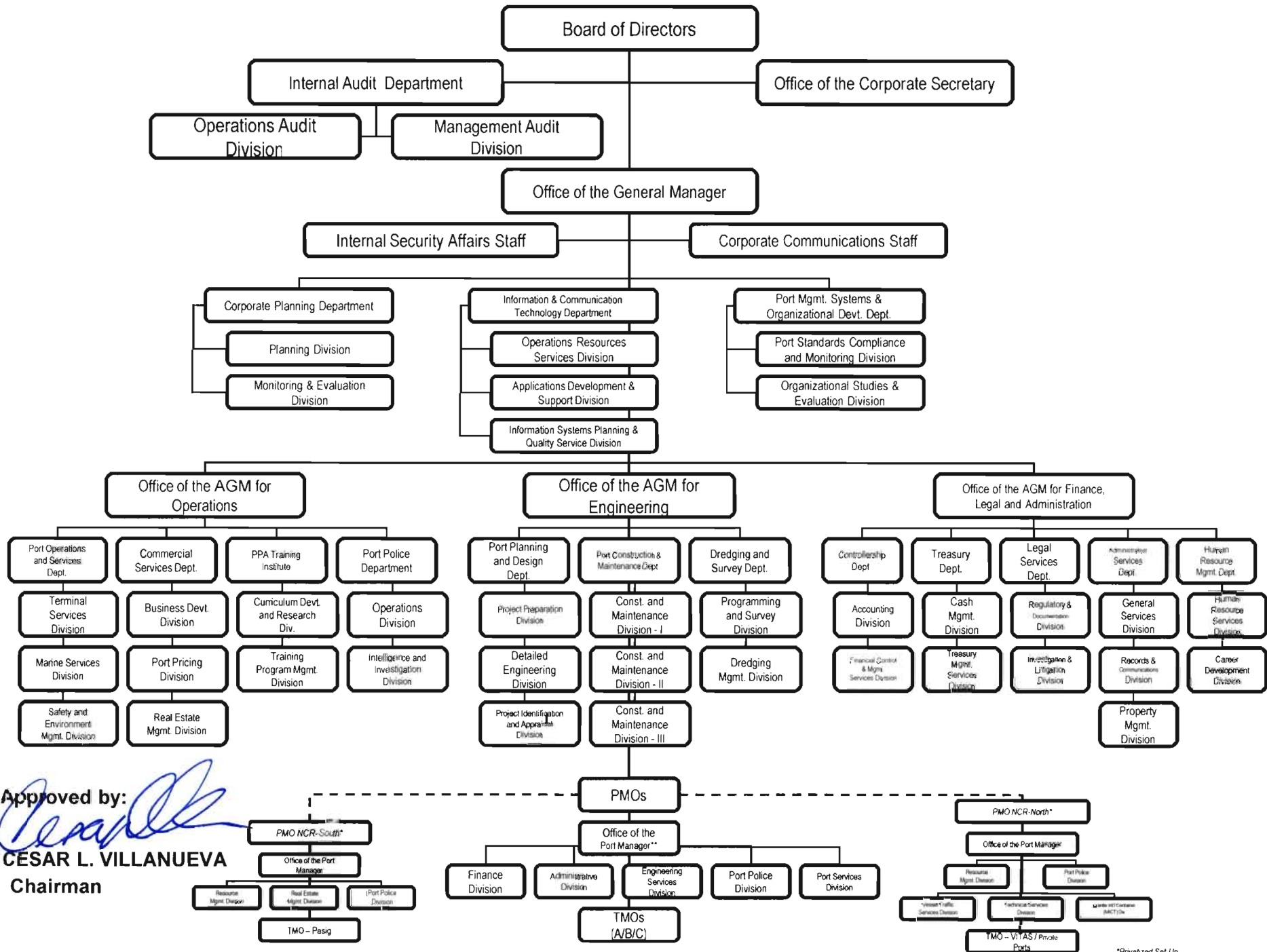
This Rationalization Plan shall be implemented upon approval as authorized under EO No. 366 and EO No. 77.

Approved:



**CESAR L. VILLANUEVA**  
Chairman

# PPA Table of Organization Overview

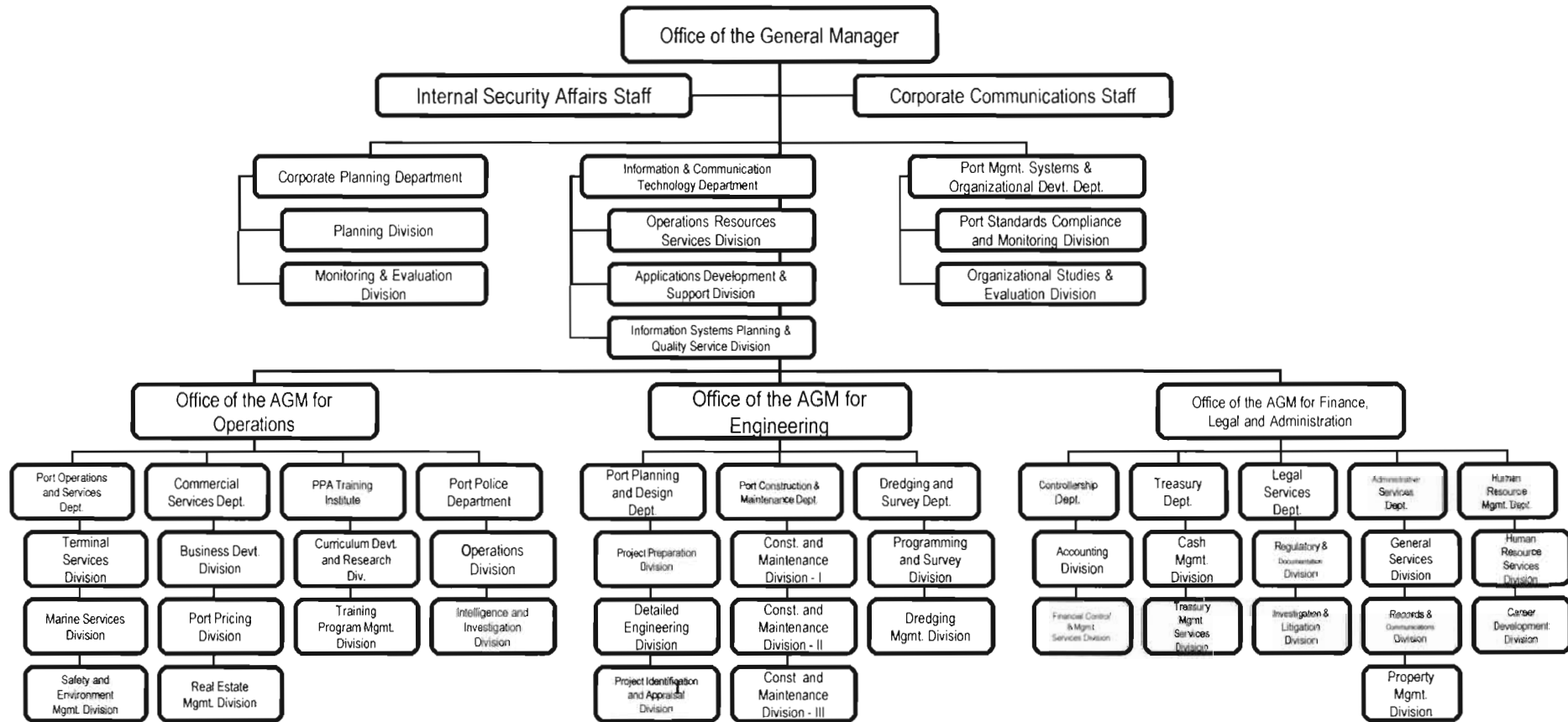


Approved by:

*Cesar L. Villanueva*  
**CESAR L. VILLANUEVA**  
 Chairman

\*Privatized Set-Up

# PPA Head Office

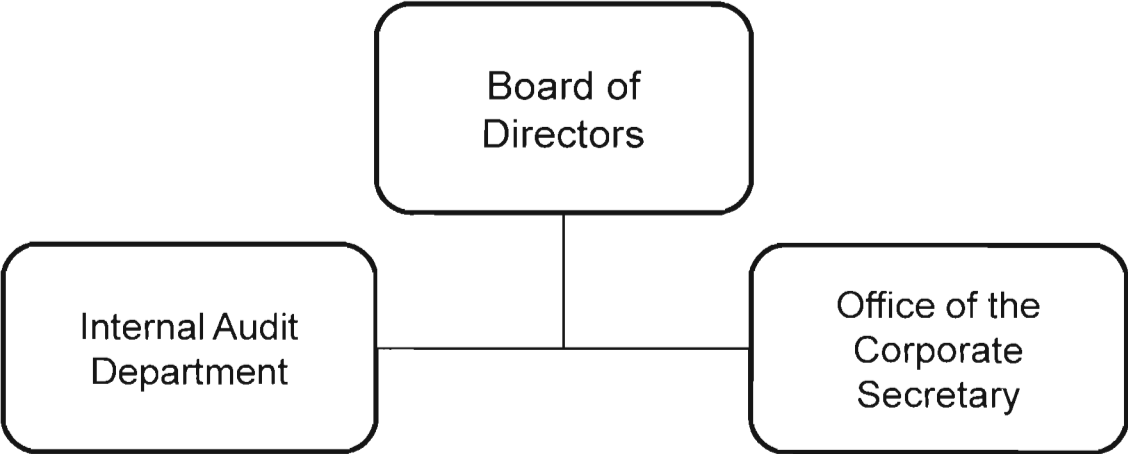


Approved by:

**CESAR L. VILLANUEVA**

**Chairman**

# PPA Board of Directors

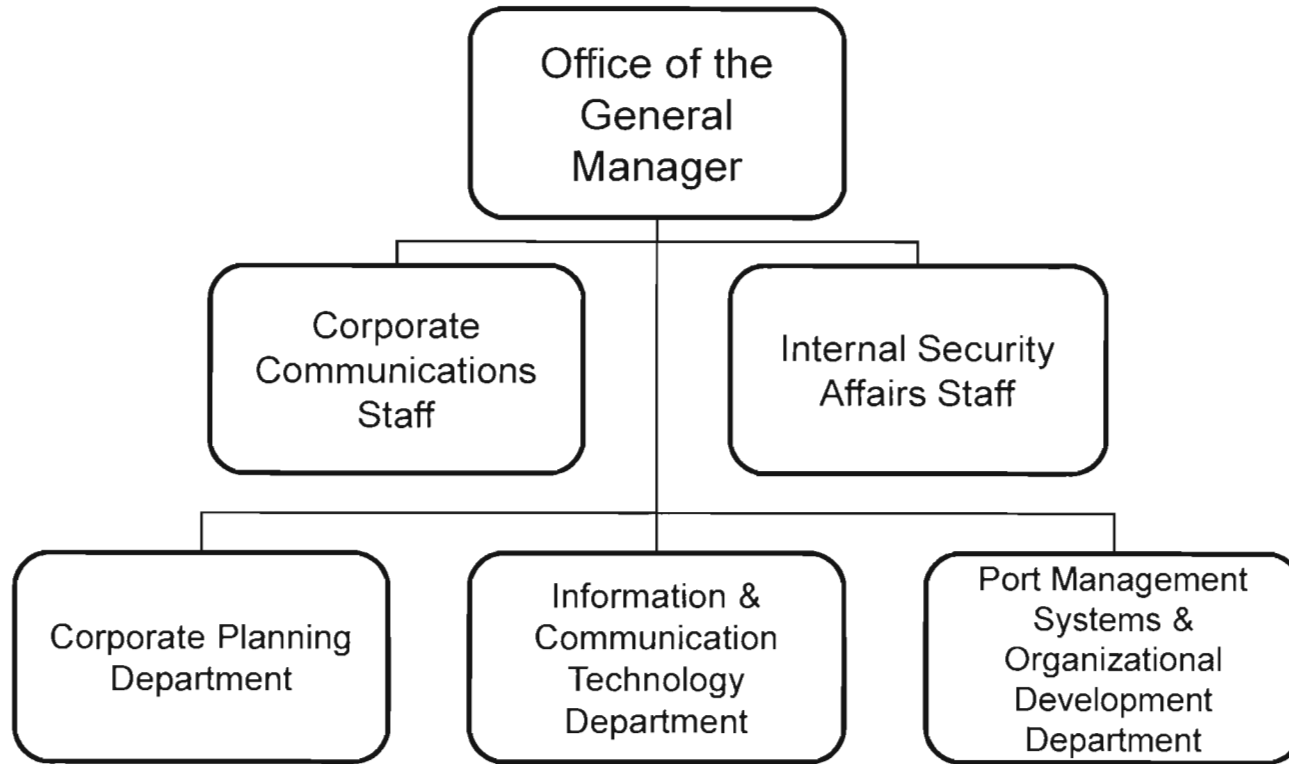


Approved by:

**CESAR L. VILLANUEVA**

**Chairman**

# Office of the General Manager



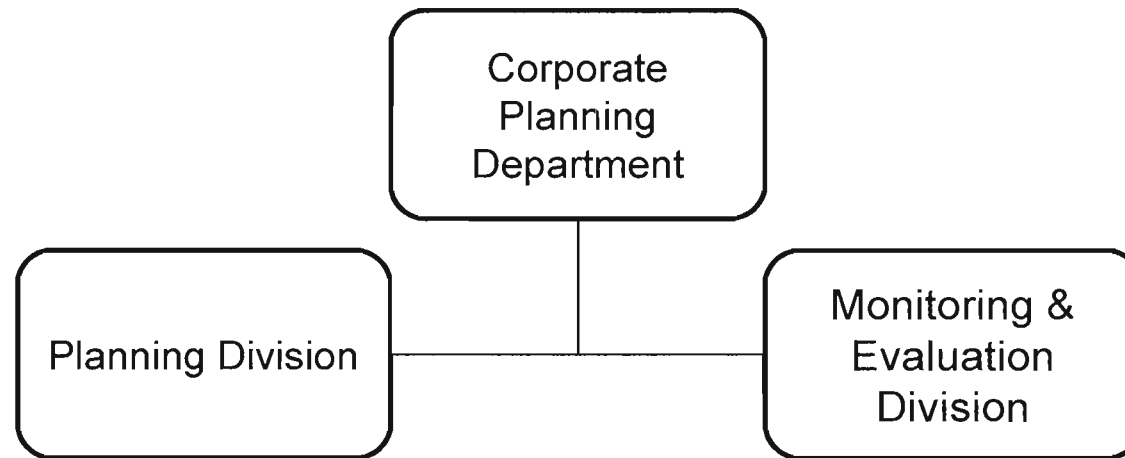
Approved by:

CESAR L. VILLANUEVA

Chairman



# Corporate Planning Department

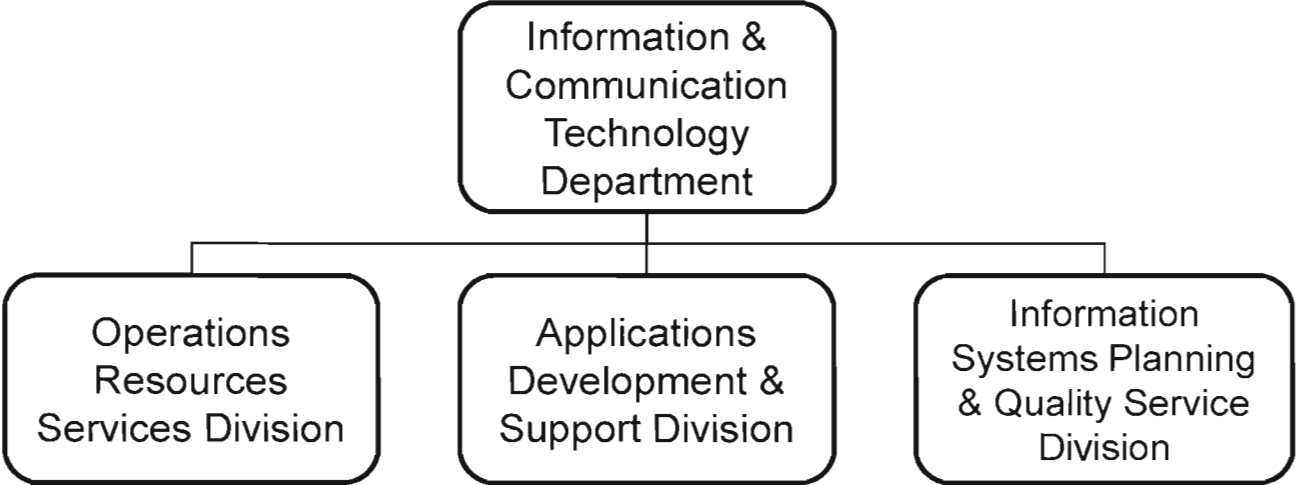


Approved by:

CESAR L. VILLANUEVA

Chairman

# Information & Communication Technology Department

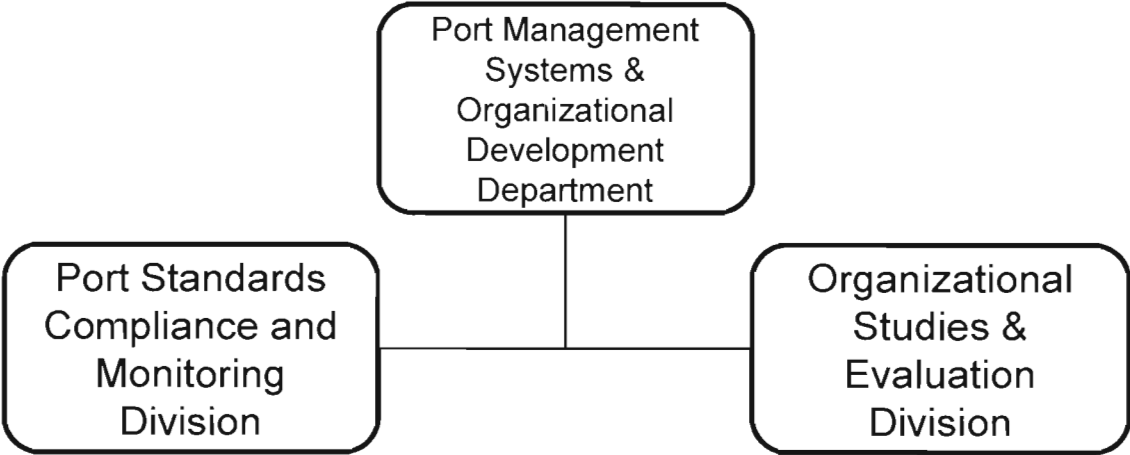


Approved by:

CESAR L. VILLANUEVA

Chairman

# Port Management Systems & Organizational Development Department

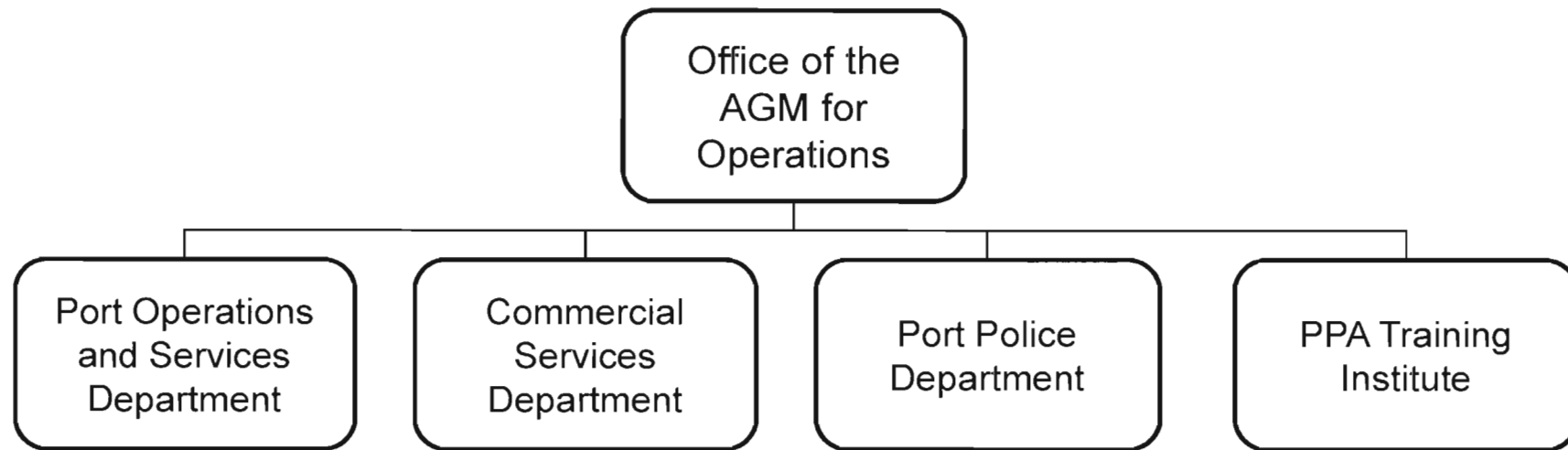


Approved by:

**CESAR L. VILLANUEVA**

Chairman

# Office of the AGM for Operations

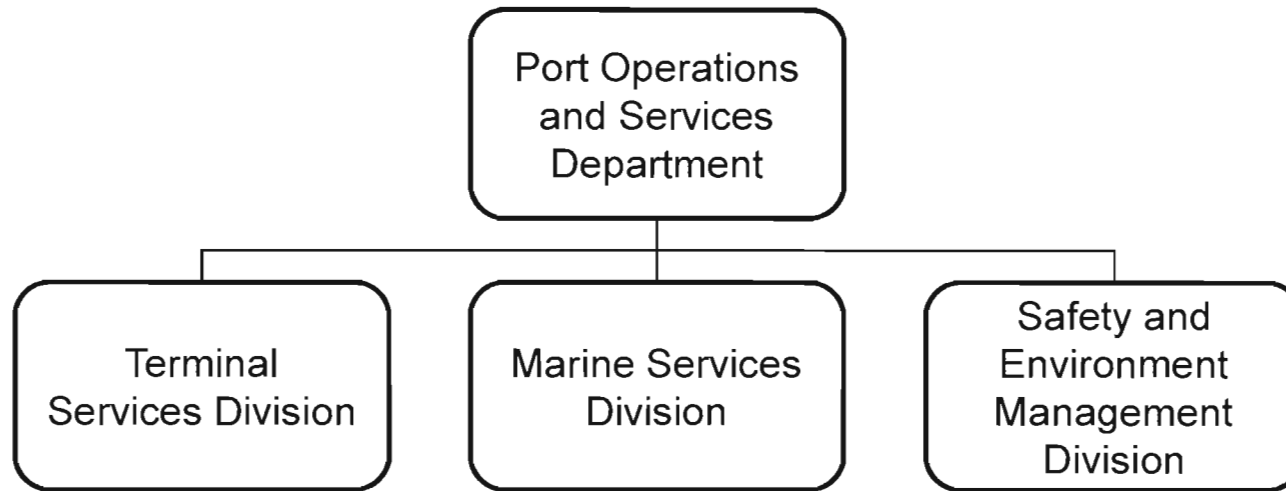


Approved by:

CESAR L. VILLANUEVA

Chairman

# Port Operations and Services Department

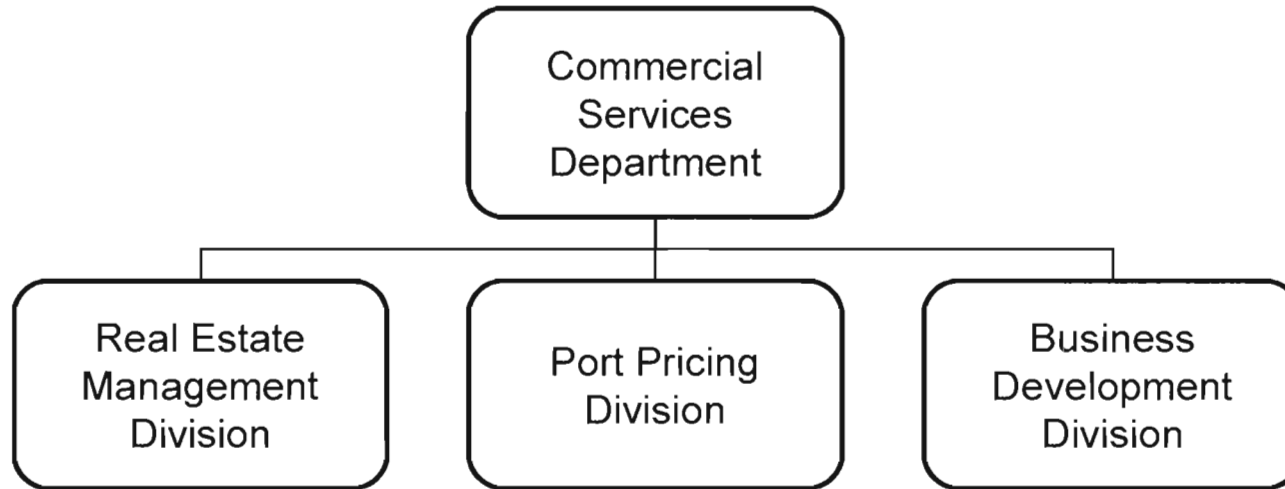


Approved by:

CESAR L. VILLANUEVA

Chairman

# Commercial Services Department

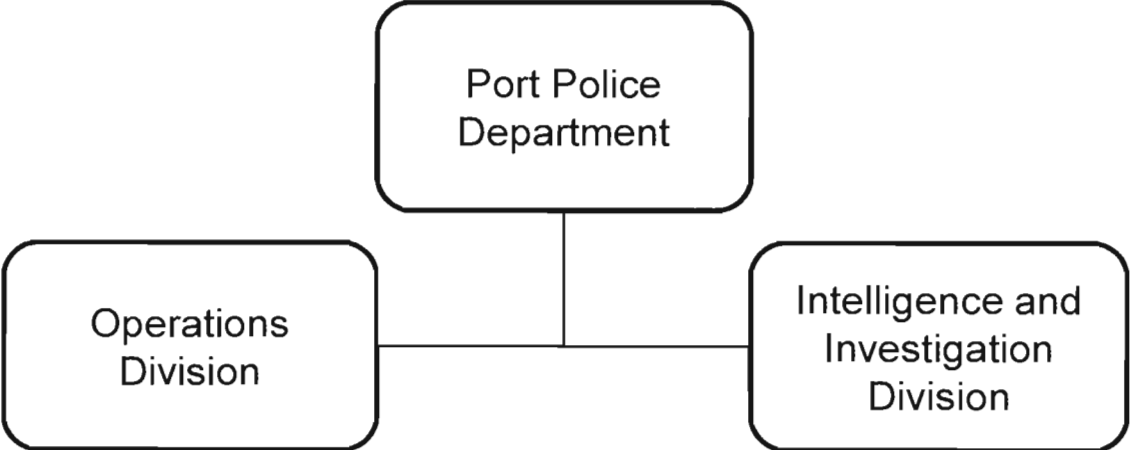


Approved by:

CESAR L. VILLANUEVA

Chairman

# Port Police Department

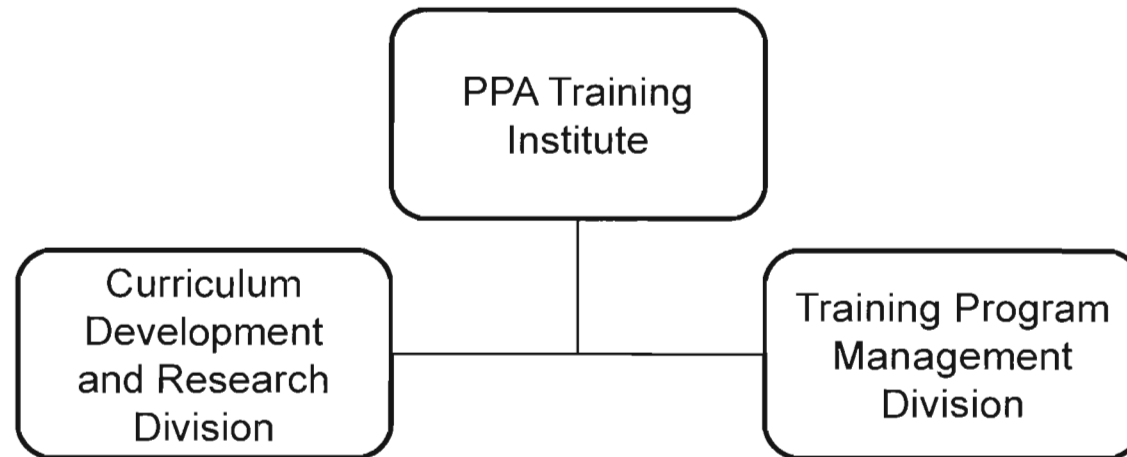


Approved by:

CESAR L. VILLANUEVA

Chairman

# PPA Training Institute



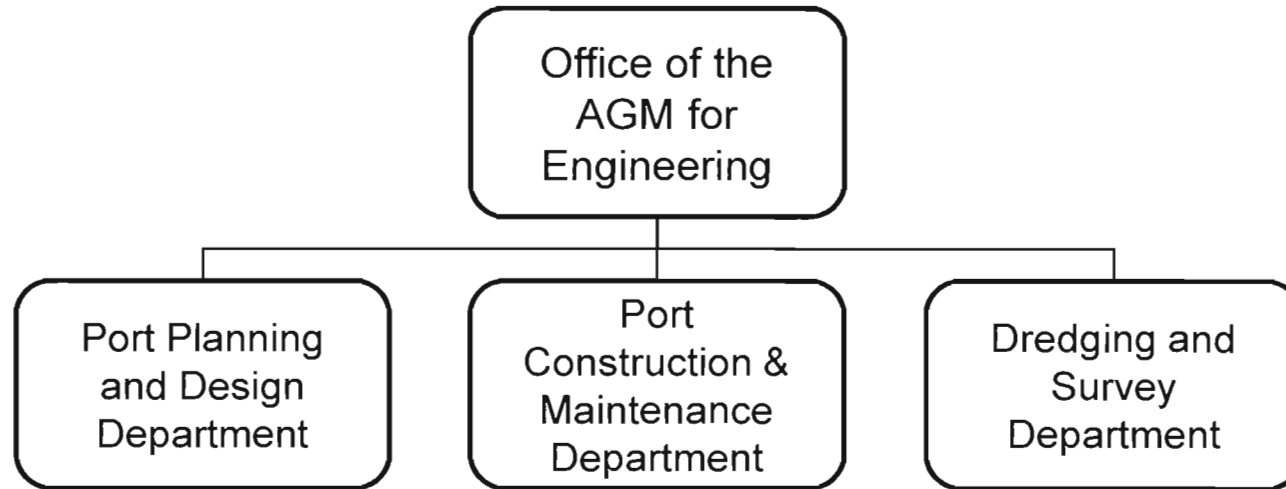
Approved by:

CESAR L. VILLANUEVA

Chairman



# Office of the AGM for Engineering

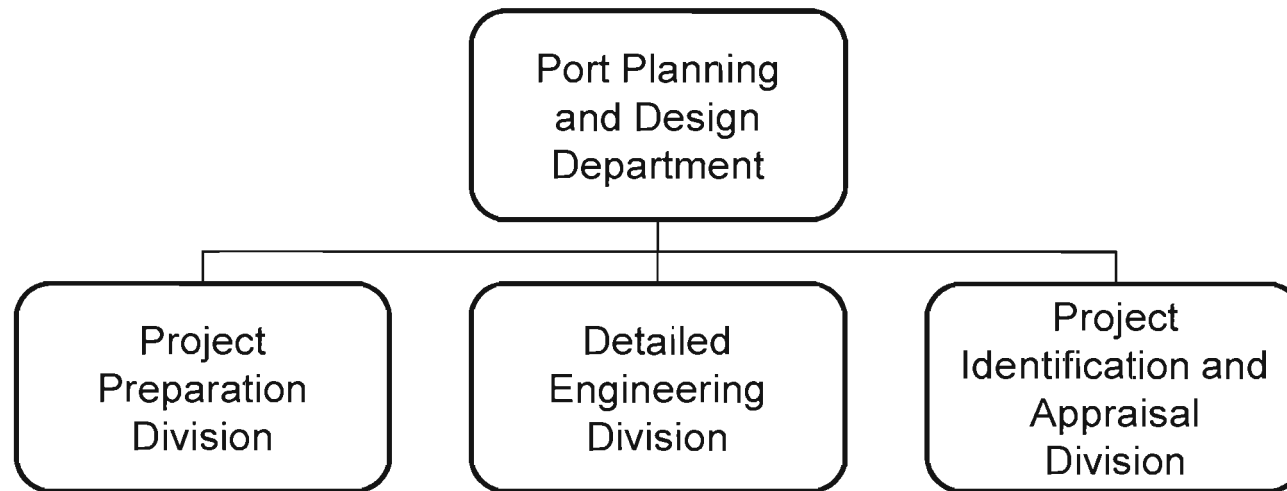


Approved by:

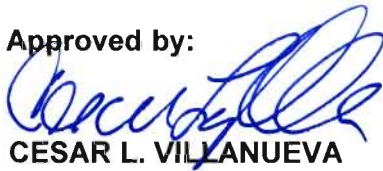
CESAR L. VILLANUEVA

Chairman

# Port Planning and Design Department



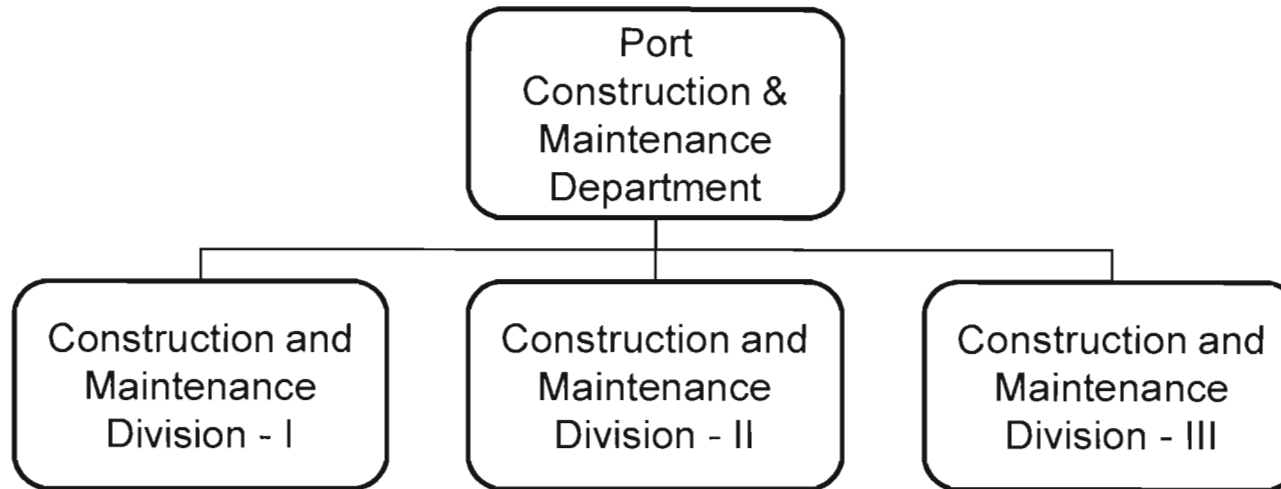
Approved by:



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Chairman

# Port Construction & Maintenance Department

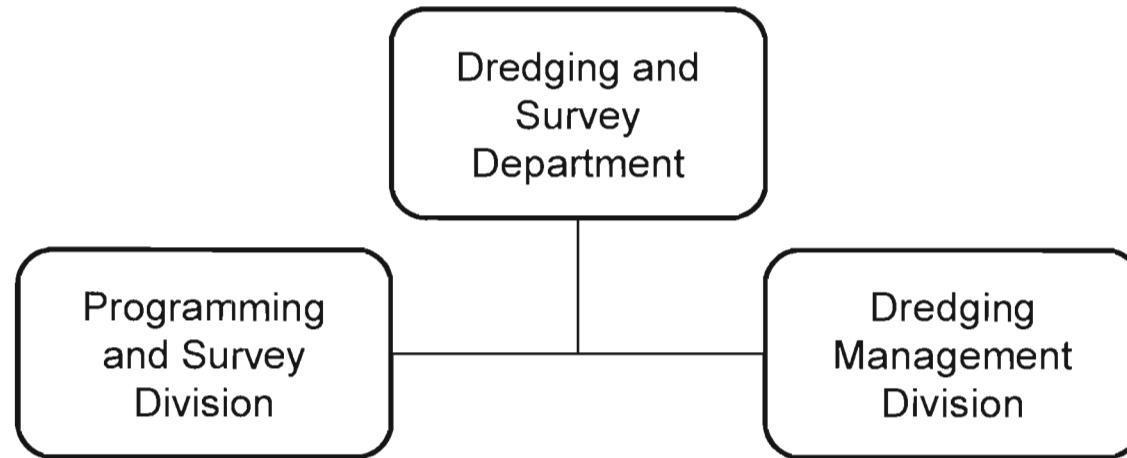


Approved by:

CESAR L. VILLANUEVA

Chairman

# Dredging and Survey Department

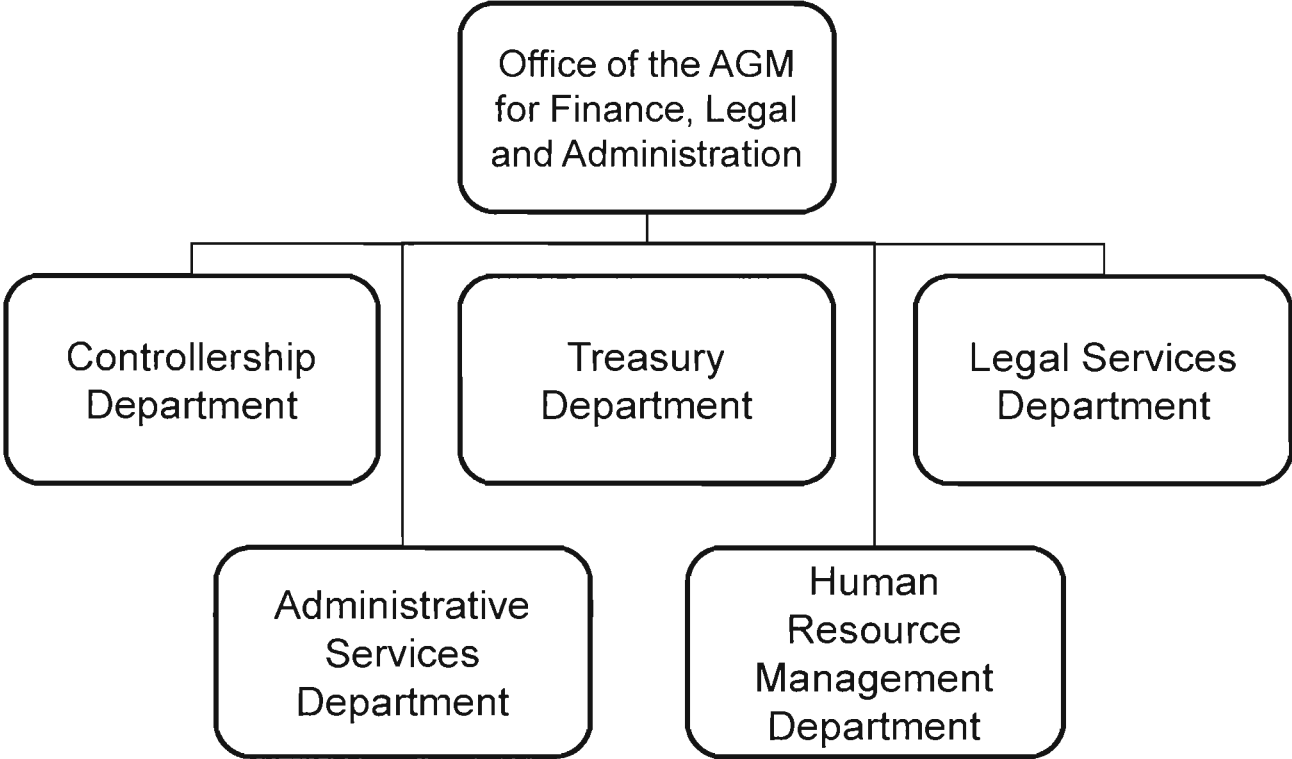


Approved by:

CESAR L. VILLANUEVA

Chairman

# Office of the AGM for Finance, Legal and Administration

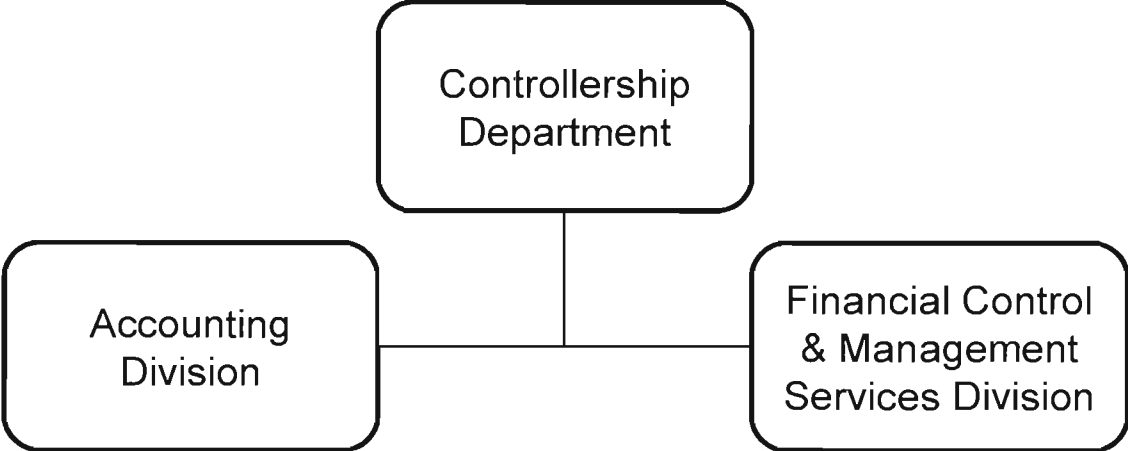


Approved by:

CESAR L. VILLANUEVA

Chairman

# Controllershship Department



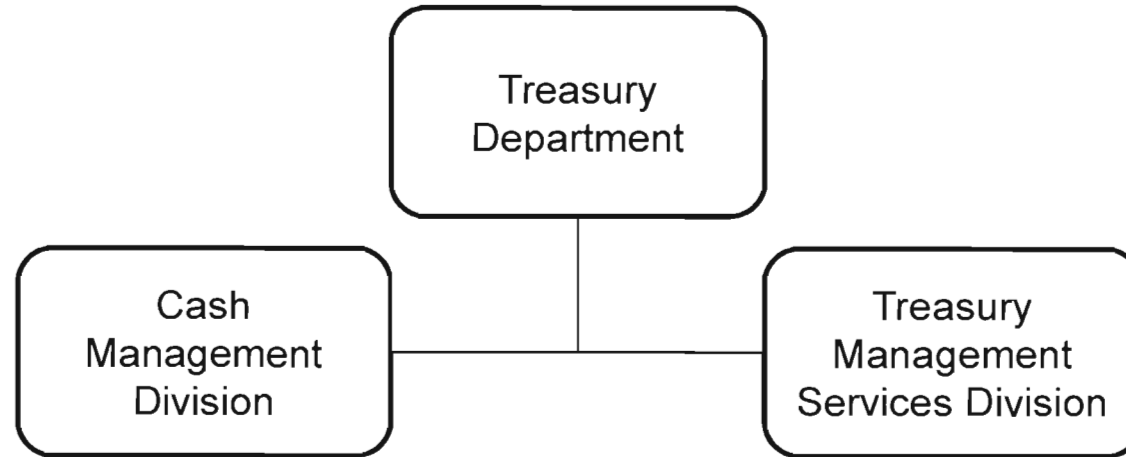
Approved by:



CESAR L. VILLANUEVA

Chairman

# Treasury Department

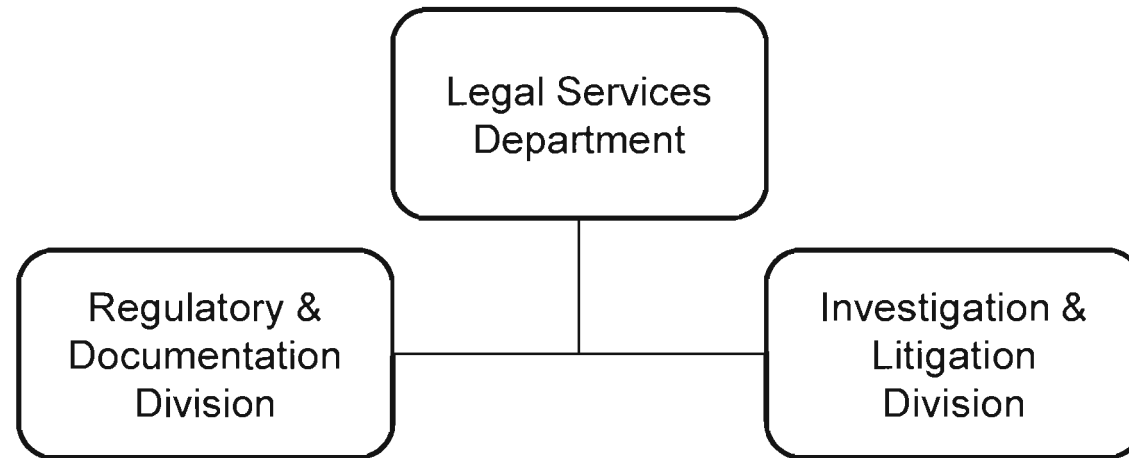


Approved by:

CESAR L. VILLANUEVA

Chairman

# Legal Services Department



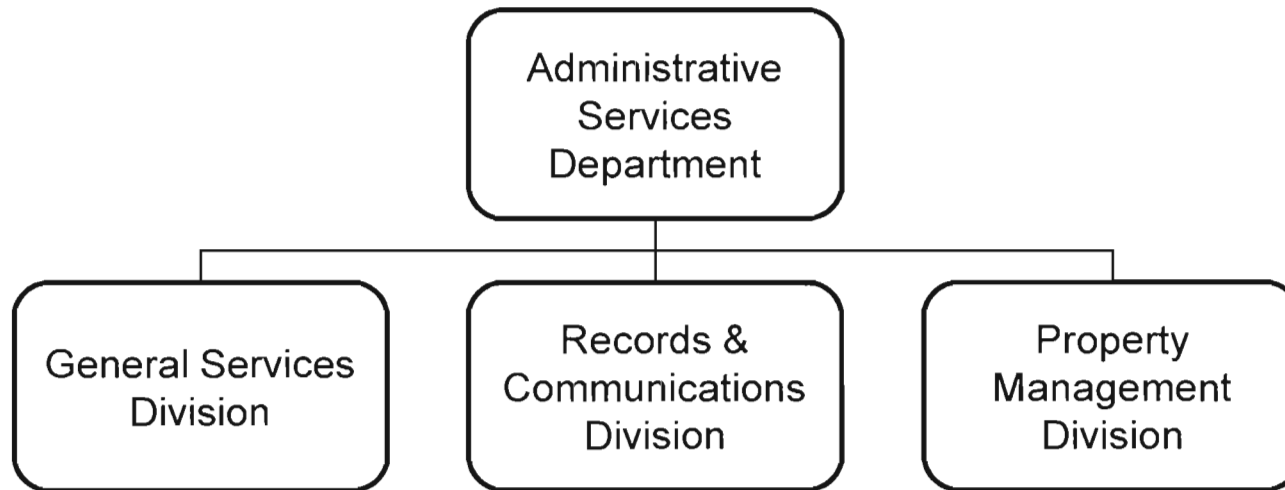
Approved by:

CESAR L. VILLANUEVA

Chairman



# Administrative Services Department

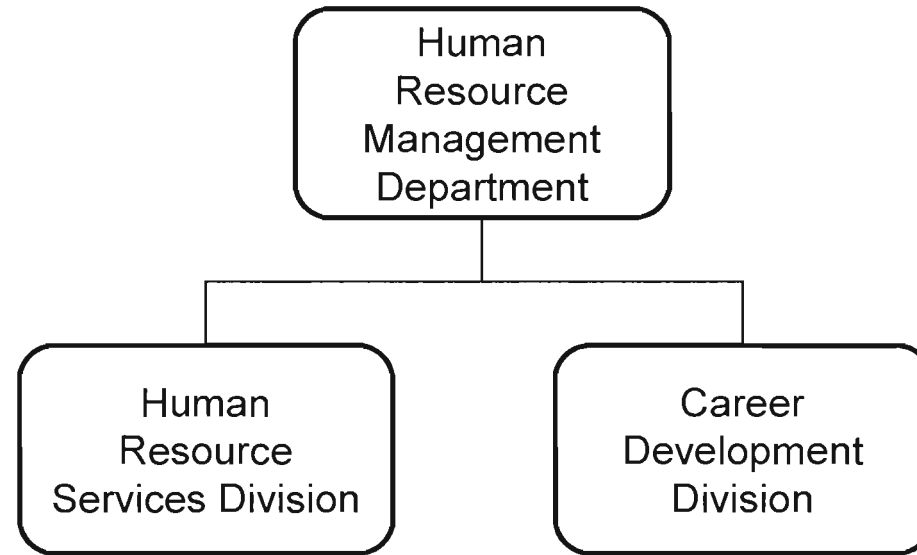


Approved by:

CESAR L. VILLANUEVA

Chairman

# Human Resource Management Department

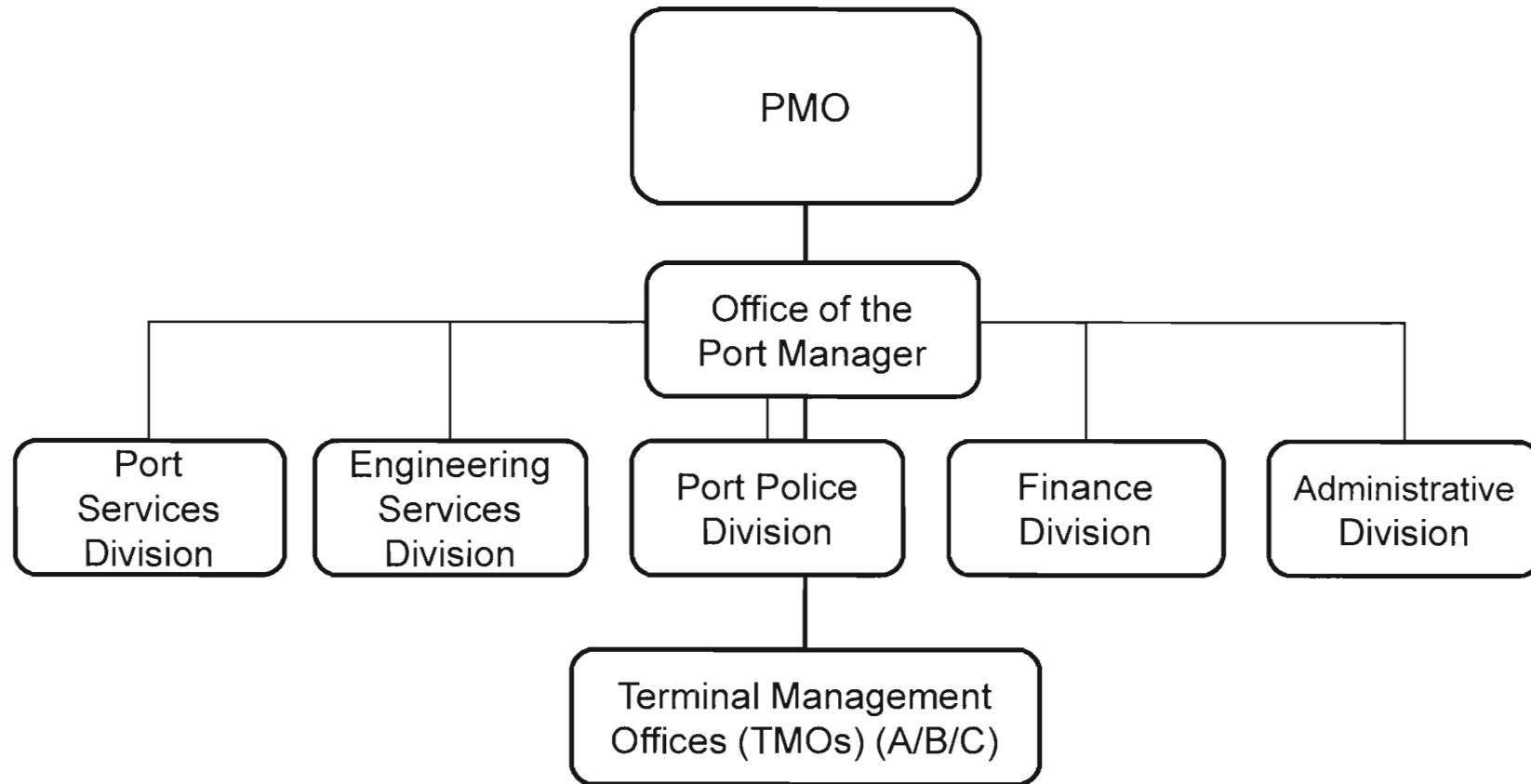


Approved by:

CESAR L. VILLANUEVA

Chairman

# Port Management Office (PMO)

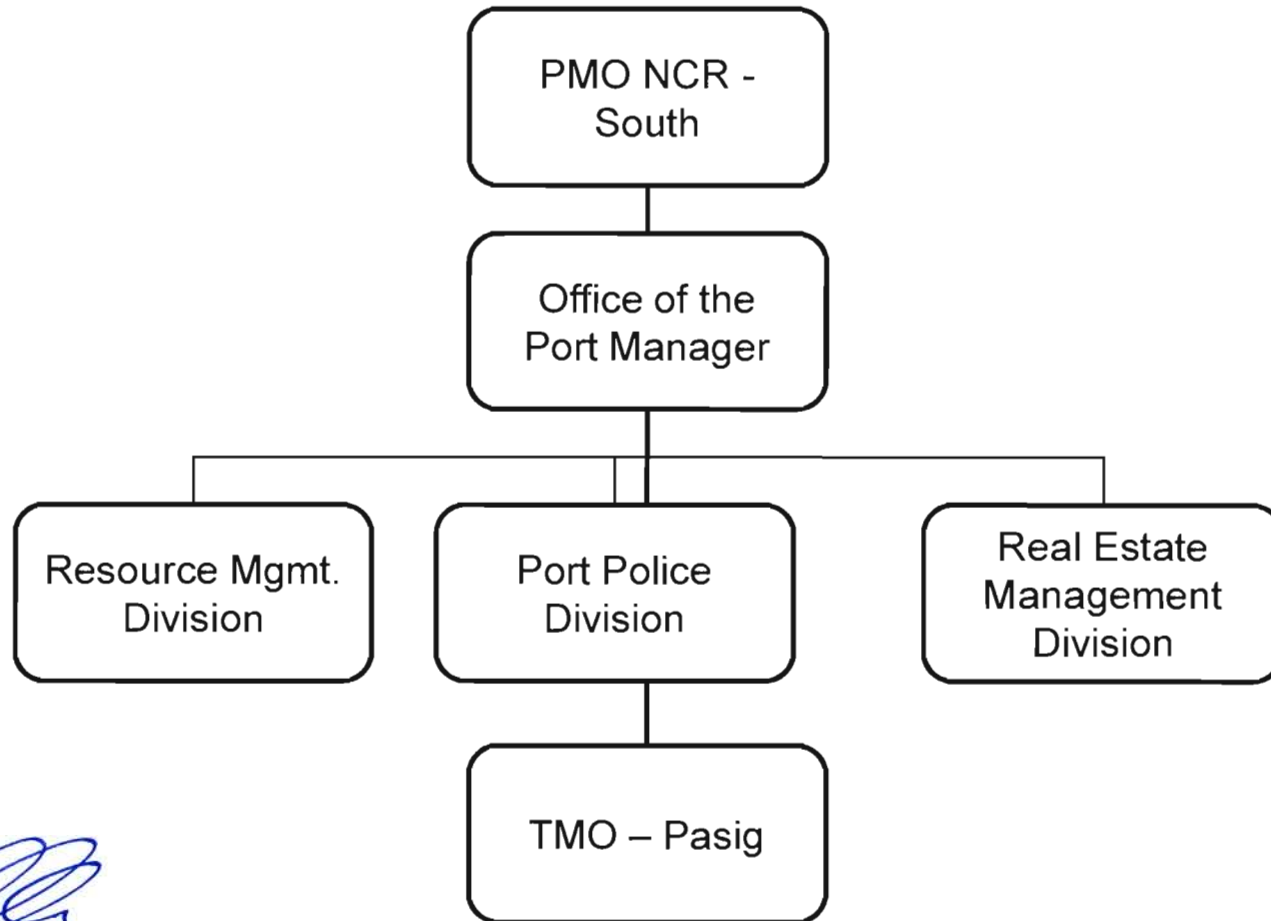


Approved by:

CESAR L. VILLANUEVA

Chairman

# PMO NCR – South Privatized Set-up

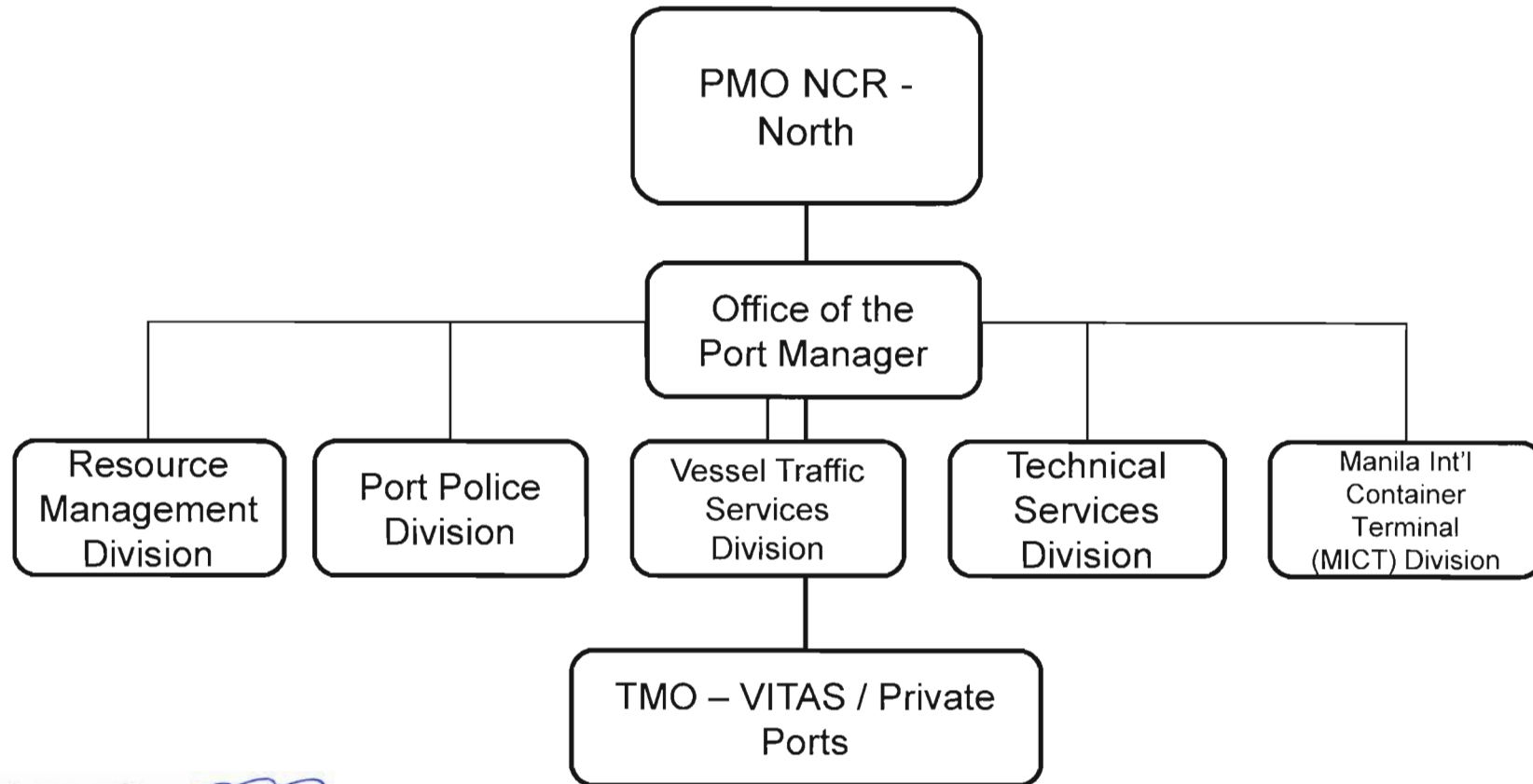


Approved by:

**CESAR L. VILLANUEVA**

**Chairman**

## PMO NCR – North Privatized Set-up



Approved by:

CESAR L. VILLANUEVA

Chairman

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>INTERNAL AUDIT DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Operations Audit Division</u></b>				
1	Internal Auditor V	24	49,750	49,750
3	Internal Auditor IV	22	42,652	127,956
1	Internal Auditor IV	22	42,652	42,652
3	Internal Auditor III	18	31,351	94,053
1	Internal Auditor III	18	31,351	31,351
1	Internal Auditor II	15	24,887	24,887
3	Internal Auditor II	15	24,887	74,661
4	Internal Auditor I	11	18,549	74,196
2	Internal Auditing Assistant	8	14,931	29,862
<b><u>Management Audit Division</u></b>				
1	Internal Auditor V	25	53,730	53,730
1	Internal Control Assistant A	10	17,255	17,255
2	Internal Auditor IV	22	42,652	85,304
2	Internal Auditor IV	22	42,652	85,304
2	Internal Auditor III	18	31,351	62,702
2	Internal Auditor III	18	31,351	62,702
1	Internal Auditor II	15	24,887	24,887
3	Internal Auditor II	15	24,887	74,661
4	Internal Auditor I	11	18,549	74,196
2	Internal Auditing Assistant	8	14,931	29,862
<b>42</b>	<b>Total, IAD</b>			
<b><u>OFFICE OF THE CORPORATE BOARD SECRETARY</u></b>				
1	Attorney V / Corporate Board Secretary	25	53,730	53,730
1	Attorney IV	23	46,064	46,064
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
1	Minutes Officer III	15	24,887	24,887
1	Researcher-Specialist	16	26,878	26,878
1	Audio-Visual Systems Technician A	8	14,931	14,931
<b>7</b>	<b>Total, OCBS</b>			
<b><u>OFFICE OF THE GENERAL MANAGER</u></b>				
1	General Manager	30	78,946	78,946
1	Special Assistant to the Corporate Head II*	26	58,028	58,028
3	Executive Assistant A*	20	36,567	109,701
1	Executive Secretary B*	15	24,887	24,887
1	Executive Secretary C*	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931
2	Driver-Mechanic A*	9	16,051	32,102
<b>10</b>	<b>sub-total, OGM Proper</b>			
	* Co-terminus with the General Manager			

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>CORPORATE COMMUNICATIONS STAFF</u></b>				
1	Public Relations Officer V	24	49,750	49,750
1	Public Relations Officer IV	22	42,652	42,652
1	Information Officer IV	20	36,567	36,567
1	Public Relations Assistant II	10	17,255	17,255
1	Senior Photographer	10	17,255	17,255
<b>5</b>	<b>sub-total, CCS</b>			
<b><u>INTERNAL SECURITY AFFAIRS STAFF</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
1	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	31,351
2	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	49,774
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
<b>8</b>	<b>sub-total, ISAS</b>			
<b><u>CORPORATE PLANNING DEPARTMENT</u></b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Planning Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
2	Corporate Planning Chief	22	42,652	85,304
3	Senior Corporate Planning Specialist	19	33,859	101,577
2	Senior Corporate Planning Analyst	16	26,878	53,756
2	Corporate Planning Analyst A	13	21,436	42,872
<b><u>Monitoring and Evaluation Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Corporate Planning Chief	22	42,652	42,652
1	Senior Corporate Planning Specialist	19	33,859	33,859
1	Senior Corporate Planning Analyst	16	26,878	26,878
1	Corporate Planning Analyst A	13	21,436	21,436
1	Corporate Planning Chief	22	42,652	42,652
1	Supervising Researcher-Analyst	18	31,351	31,351
1	Senior Statistician	18	31,351	31,351
2	Statistician A	13	21,436	42,872
<b>25</b>	<b>sub-total, CPD</b>			
<b><u>INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT</u></b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Researcher-Analyst A	13	21,436	21,436
1	Driver-Mechanic B	7	13,890	13,890

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
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**Operations Resources Services Division**

1	Division Manager A	24	49,750	49,750
2	Management Information/ Systems Development Chief A	22	42,652	85,304
1	Management Information/ Systems Design Specialist A	19	33,859	33,859
1	Management Information/ Systems Design Specialist B	18	31,351	31,351
4	Senior Management Information/ Systems Analyst	16	26,878	107,512
1	Senior Management/ Information Systems Researcher	14	23,044	23,044
1	Management Information/ Systems Researcher	12	19,940	19,940
1	Data Analyst-Controller	15	24,887	24,887
1	Management Information/ Systems Design Specialist B	18	31,351	31,351
2	Senior Management/ Information Systems Researcher	14	23,044	46,088
2	Senior Electronics Communications Systems Technician	11	18,549	37,098

**Applications Development and Support Division**

1	Division Manager A	24	49,750	49,750
2	Management Information/ Systems Development Chief A	22	42,652	85,304
3	Management Information/ Systems Design Specialist A	19	33,859	101,577
1	Senior Management Information/ Systems Analyst	16	26,878	26,878
4	Senior Management Information/ Systems Analyst	16	26,878	107,512

**Information Systems Planning and Quality Service Division**

1	Division Manager A	24	49,750	49,750
1	Management Information/ Systems Development Chief A	22	42,652	42,652
2	Management Information/ Systems Design Specialist A	19	33,859	67,718
2	Senior Management Information/ Systems Analyst	16	26,878	53,756
5	Management Information/ Systems Researcher	12	19,940	99,700
1	Management Information/ Systems Researcher	12	19,940	19,940

**44** *sub-total, ICPD*

**PORT MANAGEMENT SYSTEMS & ORGANIZATIONAL DEVELOPMENT DEPARTMENT**

**Office of the Department Manager**

1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549

**Port Standards Compliance and Monitoring Division**

1	Division Manager A	24	49,750	49,750
2	Chief Management Specialist	22	42,652	85,304
4	Senior Management Specialist	19	33,859	135,436
1	Senior Safety Specialist	19	33,859	33,859
1	Senior Environmental Management Specialist	19	33,859	33,859
2	Management Specialist II	16	26,878	53,756
2	Senior Researcher-Analyst B	15	24,887	49,774



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Organizational Studies and Evaluation Division</u></b>				
1	Division Manager A	24	49,750	49,750
2	Chief Management Specialist	22	42,652	85,304
3	Senior Management Specialist	19	33,859	101,577
1	Senior Safety Specialist	19	33,859	33,859
1	Senior Environmental Management Specialist	19	33,859	33,859
2	Management Specialist II	16	26,878	53,756
1	Management Specialist I	13	21,436	21,436
2	Senior Researcher-Analyst B	15	24,887	49,774
<b>28</b>	<b>sub-total, PMSODD</b>			
<b>120</b>	<b>TOTAL, OFFICE OF THE GENERAL MANAGER</b>			
<b>OFFICE OF THE ASSISTANT GENERAL MANAGER FOR OPERATIONS</b>				
1	Assistant General Manager	29	73,099	73,099
1	Senior Executive Assistant*	22	42,652	42,652
1	Executive Assistant A*	20	36,567	36,567
1	Executive Secretary B*	15	24,887	24,887
1	Driver-Mechanic A*	9	16,051	16,051
1	Clerk-Processor A	8	14,931	14,931
1	Liaison Aide	4	11,181	11,181
<b>7</b>	<b>sub-total, OAGMO Proper</b>			
<b>PORT OPERATIONS &amp; SERVICES DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Marine Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Port Operations Chief	23	46,064	46,064
1	Port Operations Specialist	18	31,351	31,351
2	Port Operations Analyst A	15	24,887	49,774
1	Port Operations Chief	23	46,064	46,064
1	Port Operations Specialist	18	31,351	31,351
2	Port Operations Analyst A	15	24,887	49,774
<b><u>Terminal Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Port Operations Chief	23	46,064	46,064
1	Port Operations Specialist	18	31,351	31,351
3	Port Operations Analyst A	15	24,887	74,661
1	Port Operations Chief	23	46,064	46,064
1	Port Operations Specialist	18	31,351	31,351
3	Port Operations Analyst A	15	24,887	74,661

\* Co-terminus with the Assistant General Manager

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Safety and Environment Management Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Chief Safety Officer	22	42,652	42,652
1	Senior Safety Specialist	18	31,351	31,351
2	Safety Specialist	16	26,878	53,756
1	Environmental Management Chief	20	36,567	36,567
1	Environmental Specialist A	18	31,351	31,351
2	Environmental Specialist B	16	26,878	53,756
<b>34</b>	<b>sub-total, POSD</b>			
<b>COMMERCIAL SERVICES DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Real Estate Management Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Senior Economist A	18	31,351	31,351
1	Estate Management Chief	23	46,064	46,064
1	Supervising Research-Specialist	20	36,567	36,567
1	Senior Research-Specialist	19	33,859	33,859
1	Data Analyst II	17	29,028	29,028
1	Estate Management Specialist	15	24,887	24,887
1	Estate Management Specialist	15	24,887	24,887
2	Estate Management Officer	13	21,436	42,872
1	Estate Management Officer	13	21,436	21,436
<b><u>Port Pricing Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Port Tariff Chief	23	46,064	46,064
1	Supervising Financial Specialist	20	36,567	36,567
1	Senior Economic Development Specialist	19	33,859	33,859
1	Senior Port Tariff Specialist	18	31,351	31,351
2	Data Analyst II	17	29,028	58,056
2	Senior Port Tariff Analyst	15	24,887	49,774
2	Researcher-Analyst A	13	21,436	42,872
<b><u>Business Development Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Business Development Chief A	23	46,064	46,064
1	Supervising Financial Specialist	20	36,567	36,567
1	Senior Economic Development Specialist	18	31,351	31,351
1	Business Development Specialist	18	31,351	31,351
1	Marketing Specialist	18	31,351	31,351
1	Data Analyst II	17	29,028	29,028
1	Marketing Officer A	16	26,878	26,878

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Creative Arts Specialist II	15	24,887	24,887
1	Business Development Analyst A	13	21,436	21,436
1	Marketing Analyst A	13	21,436	21,436
<b>38</b>	<b>sub-total, CSD</b>			
<b>PORT POLICE DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager ( <i>Port Police Senior Superintendent</i> )	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Operations Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
1	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	31,351
1	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	31,351
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
1	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	31,351
1	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	31,351
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>Intelligence and Investigation Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
1	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	31,351
1	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	31,351
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b>19</b>	<b>sub-total, PPD</b>			
<b>PPA TRAINING INSTITUTE</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Property Officer B	12	19,940	19,940
1	Driver-Mechanic B	7	13,890	13,890
1	Utility Worker A	3	10,401	10,401
<b><u>Curriculum Development &amp; Research Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
2	Training Specialist IV	22	42,652	85,304
2	Training Specialist III	18	31,351	62,702
1	Training Specialist III/ Course Developers	18	31,351	31,351
1	Training Specialist II	15	24,887	24,887
1	Training Specialist	13	21,436	21,436
1	Senior Researcher-Analyst A	16	26,878	26,878
1	Senior Librarian	15	24,887	24,887

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Researcher-Analyst A	13	21,436	21,436
<b><u>Training Program Management Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
2	Training Specialist IV	22	42,652	85,304
4	Training Specialist III	18	31,351	125,404
1	Training Specialist II	15	24,887	24,887
2	Training Specialist II	15	24,887	49,774
3	Training Specialist	13	21,436	64,308
<b>31</b>	<b>sub-total, PTI</b>			
<b>129</b>	<b>TOTAL, OFFICE OF THE ASSISTANT GENERAL MANAGER FOR OPERATIONS</b>			
<b>OFFICE OF THE ASSISTANT GENERAL MANAGER FOR ENGINEERING</b>				
1	Assistant General Manager	29	73,099	73,099
1	Senior Executive Assistant*	22	42,652	42,652
1	Executive Assistant A*	20	36,567	36,567
1	Executive Secretary B*	15	24,887	24,887
1	Clerk-Processor A	8	14,931	14,931
1	Driver-Mechanic A*	9	16,051	16,051
<b>6</b>	<b>sub-total, OAGME Proper</b>			
	* Co-terminus with the Assistant General Manager			
<b>PORT PLANNING AND DESIGN DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Administrative Services Officer A	16	26,878	26,878
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Project Identification and Appraisal Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
2	Principal Engineer A	22	42,652	85,304
1	Principal Engineer C	20	36,567	36,567
1	Supervising Engineer A	18	31,351	31,351
1	Researcher-Analyst A	13	21,436	21,436
1	Principal Engineer A	22	42,652	42,652
1	Principal Engineer C	20	36,567	36,567
1	Supervising Engineer A	18	31,351	31,351
<b><u>Project Preparation Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Chief Economist	22	42,652	42,652
1	Supervising Economist	20	36,567	36,567
2	Senior Economist A	18	31,351	62,702
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Senior Financial Planning Specialist	20	36,567	36,567
1	Financial Planning Specialist B	18	31,351	31,351
<b><u>Detailed Engineering Division</u></b>				
1	Division Manager A	24	49,750	49,750
2	Principal Engineer A	22	42,652	85,304
3	Principal Engineer C	20	36,567	109,701
1	Principal Architect B	20	36,567	36,567
1	Researcher-Analyst A	13	21,436	21,436
2	Principal Engineer A	22	42,652	85,304
2	Principal Engineer C	20	36,567	73,134
3	Supervising Engineer A	18	31,351	94,053
1	Engineering Assistant A	10	17,255	17,255
<b>42</b>	<b>sub-total, PPDD</b>			
<b>PORT CONSTRUCTION &amp; MAINTENANCE DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Administrative Services Officer A	16	26,878	26,878
<b><u>Construction and Maintenance Division - I</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
2	Principal Engineer A	22	42,652	85,304
1	Principal Engineer A	22	42,652	42,652
2	Principal Engineer C	20	36,567	73,134
3	Supervising Engineer A	18	31,351	94,053
1	Engineering Assistant A	10	17,255	17,255
1	Engineering Assistant A	10	17,255	17,255
<b><u>Construction and Maintenance Division - II</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
2	Principal Engineer A	22	42,652	85,304
1	Principal Engineer A	22	42,652	42,652
4	Principal Engineer C	20	36,567	146,268
3	Supervising Engineer A	18	31,351	94,053
2	Engineering Assistant A	10	17,255	34,510
1	Engineering Assistant A	10	17,255	17,255

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Construction and Maintenance Division - III</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
2	Principal Engineer A	22	42,652	85,304
1	Principal Engineer A	22	42,652	42,652
4	Principal Engineer C	20	36,567	146,268
3	Supervising Engineer A	18	31,351	94,053
1	Engineering Assistant A	10	17,255	17,255
1	Engineering Assistant A	10	17,255	17,255
1	Supervising Draftsman	12	19,940	19,940
<b>45</b>	<b>sub-total, PCMD</b>			
<b>DREDGING AND SURVEY DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Administrative Services Officer A	16	26,878	26,878
<b><u>Programming and Survey Division</u></b>				
1	Division Manager A	24	49,750	49,750
2	Principal Engineer A	22	42,652	85,304
5	Principal Engineer C	20	36,567	182,835
6	Engineering Assistant A	10	17,255	103,530
1	Researcher-Analyst A	13	21,436	21,436
4	Survey Aide A	6	12,921	51,684
1	Survey Aide A	6	12,921	12,921
<b><u>Dredging Management Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
2	Principal Engineer A	22	42,652	85,304
	Principal Engineer A	22	42,652	
1	Principal Engineer C	20	36,567	36,567
1	Launch Master	13	21,436	21,436
1	Senior Welder	10	17,255	17,255
1	Quartermaster	8	14,931	14,931
1	Boatswain	6	12,921	12,921
2	Engineman	6	12,921	25,842
4	Seaman	3	10,401	41,604
1	Oiler	3	10,401	10,401
1	Electronics Comm. Systems Operator A	11	18,549	18,549
1	Electronics Comm. Systems Technician B	6	12,921	12,921
1	Transport Electrician	6	12,921	12,921
<b>42</b>	<b>sub-total, DSD</b>			
<b>135</b>	<b>TOTAL, OFFICE OF THE ASSISTANT GENERAL MANAGER FOR ENGINEERING</b>			

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>OFFICE OF THE ASSISTANT GENERAL MANAGER FOR FINANCE, LEGAL &amp; ADMINISTRATION</b>				
1	Assistant General Manager	29	73,099	73,099
1	Senior Executive Assistant*	22	42,652	42,652
1	Executive Assistant A*	20	36,567	36,567
1	Executive Secretary B*	15	24,887	24,887
1	Computer Operator	9	16,051	16,051
1	Liaison Aide	4	11,181	11,181
1	Driver-Mechanic A*	9	16,051	16,051
<b>7</b>	<b>sub-total, OAGMFLA Proper</b>			
	* Co-terminus with the Assistant General Manager			
<b>TREASURY DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
<b><u>Cash Management Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Cashiering Services Chief A	22	42,652	42,652
1	Supervising Cashier	19	33,859	33,859
1	Senior Cashier	18	31,351	31,351
1	Cashier A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Cashiering Services Chief A	22	42,652	42,652
1	Cashier A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
1	Senior Corporate Accounts Analyst	15	24,887	24,887
<b><u>Treasury Management Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
2	Treasury Management Specialist A	18	31,351	62,702
1	Senior Credit/ Collection Officer	17	29,028	29,028
2	Senior Corporate Accounts Analyst	15	24,887	49,774
1	Corporate Finance Services Chief	22	42,652	42,652
2	Treasury Management Specialist A	18	31,351	62,702
1	Taxation Specialist	16	26,878	26,878
1	Supervising Insurance/ Risk Officer	18	31,351	31,351
1	Senior Insurance / Risk Analyst A	15	24,887	24,887
<b>27</b>	<b>sub-total, TD</b>			

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>CONTROLLERSHIP DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Financial Control and Management Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Data Encoder-Controller	10	17,255	17,255
1	Corporate Finance Services Chief	22	42,652	42,652
1	Corporate Budget Specialist A	18	31,351	31,351
1	Senior Corporate Budget Analyst A	15	24,887	24,887
1	Senior Corporate Accountant A	18	31,351	31,351
2	Senior Corporate Budget Analyst A	15	24,887	49,774
1	Corporate Finance Services Chief	22	42,652	42,652
2	Corporate Accounts Analyst	13	21,436	42,872
1	Senior Financial Planning Analyst	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
<b><u>Accounting Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Senior Data Encoder-Controller	11	18,549	18,549
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Supervising Fiscal Examiner	18	31,351	31,351
2	Senior Fiscal Examiner	16	26,878	53,756
3	Senior Corporate Accounts Analyst	15	24,887	74,661
2	Senior Accounting Processor B	10	17,255	34,510
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
2	Senior Corporate Accounts Analyst	15	24,887	49,774
1	Corporate Accounts Analyst	13	21,436	21,436
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Senior Corporate Accounts Analyst	15	24,887	24,887
2	Corporate Accounts Analyst	13	21,436	42,872
<b>40</b>	<b>sub-total, CD</b>			



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>LEGAL SERVICES DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Stenographer A	9	16,051	16,051
<b><u>Investigation and Litigation Division</u></b>				
1	Attorney V	25	53,730	53,730
1	Driver-Mechanic B	7	13,890	13,890
1	Attorney IV	23	46,064	46,064
1	Attorney III	21	39,493	39,493
2	Attorney III	21	39,493	78,986
1	Attorney IV	23	46,064	46,064
2	Attorney III	21	39,493	78,986
1	Attorney III	21	39,493	39,493
1	Senior Researcher-Analyst B	15	24,887	24,887
1	Researcher-Analyst A	13	21,436	21,436
<b><u>Regulatory and Documentation Division</u></b>				
1	Attorney V	25	53,730	53,730
1	Attorney IV	23	46,064	46,064
1	Attorney III	21	39,493	39,493
2	Attorney III	21	39,493	78,986
1	Attorney IV	23	46,064	46,064
1	Attorney III	21	39,493	39,493
2	Attorney III	21	39,493	78,986
1	Senior Researcher-Analyst B	15	24,887	24,887
1	Researcher-Analyst A	13	21,436	21,436
<b>26</b>	<b>sub-total, LSD</b>			
<b>HUMAN RESOURCE MANAGEMENT DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Human Resource Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Industrial Relations Management Assistant A	10	17,255	17,255
3	Human Resource Management Officer IV	22	42,652	127,956
5	Human Resource Management Officer III	18	31,351	156,755
5	Human Resource Management Officer II	15	24,887	124,435
5	Personnel Specialist/Human Resource Management Officer	13	21,436	107,180
1	Medical Officer IV	22	42,652	42,652
1	Medical Technologist III	18	31,351	31,351
2	Nurse II	15	24,887	49,774
1	Medical Equipment Technician B	11	18,549	18,549

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>CAREER DEVELOPMENT DIVISION</b>				
1	Division Manager A	24	49,750	49,750
1	Industrial Relations Development Assistant A	10	17,255	17,255
3	Human Resource Management Officer IV	22	42,652	127,956
5	Human Resource Management Officer III	18	31,351	156,755
4	Human Resource Management Officer II	15	24,887	99,548
2	Human Resource Management Officer II	15	24,887	49,774
3	Personnel Specialist/Human Resource Management Officer	13	21,436	64,308
3	Personnel Specialist/Human Resource Management Officer	13	21,436	64,308
<b>50</b>	<b>sub-total, HRMD</b>			

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>ADMINISTRATIVE SERVICES DEPARTMENT</b>				
<b><u>Office of the Department Manager</u></b>				
1	Department Manager	27	62,670	62,670
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>General Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Transport Maintenance General Foreman	17	29,028	29,028
1	Transport Dispatcher A	11	18,549	18,549
1	Auto Mechanic A	9	16,051	16,051
6	Driver-Mechanic B	7	13,890	83,340
1	Administrative Officer IV	22	42,652	42,652
1	Building Foreman	14	23,044	23,044
1	Office Equipment Technician A	8	14,931	14,931
2	Senior Building Electrician B	10	17,255	34,510
1	Senior Carpenter	8	14,931	14,931
1	Plumber A	8	14,931	14,931
19	Utility Worker A	3	10,401	197,619
<b><u>Records and Communications Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Records Management Chief	20	36,567	36,567
2	Records Officer III	18	31,351	62,702
1	Reproduction Machine Operator A	7	13,890	13,890
3	Liaison Aide	4	11,181	33,543
4	Administrative Services Assistant A	12	19,940	79,760
1	General Services Chief B	19	33,859	33,859
<b><u>Property Management Division</u></b>				
1	Division Manager A	24	49,750	49,750
2	Clerk-Processor A	8	14,931	29,862
1	Property Officer V	22	42,652	42,652
2	Procurement Officer A	16	26,878	53,756
1	Property Officer V	22	42,652	42,652
1	Senior Supply Officer	16	26,878	26,878
1	Property Officer A	14	23,044	23,044
1	Storekeeper A	11	18,549	18,549
<b>64</b>	<b>sub-total, ASD</b>			
<b>214</b>	<b>TOTAL, OFFICE OF THE ASSISTANT GENERAL MANAGER FOR FLA</b>			
<b>647</b>	<b>TOTAL, HEAD OFFICE</b>			<b>19,245,825</b>

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>PORT MANAGEMENT OFFICE -NCR-SOUTH</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Executive Assistant A	20	36,567	36,567
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
1	Terminal Supervisor A	23	46,064	46,064
1	Harbor Master	23	46,064	46,064
1	Senior Statistician	18	31,351	31,351
2	Statistician A	13	21,436	42,872
1	Environmental Management Chief	20	36,567	36,567
1	Attorney IV	23	46,064	46,064
<b><u>Resource Management Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Records Officer A	16	26,878	26,878
1	Senior Building Electrician B	10	17,255	17,255
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
2	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	49,774
6	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	128,616
9	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	166,941
<b><u>Real Estate Management Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Estate Management Chief	22	42,652	42,652
2	Supervising Estate Management Specialist	18	31,351	62,702
1	Principal Engineer A	22	42,652	42,652
2	Supervising Engineer A	18	31,351	62,702
1	Senior Building Electrician B	10	17,255	17,255
1	Insurance / Risk Analyst	13	21,436	21,436

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Pasig</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Utility Worker A	3	10,401	10,401
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
3	Cashier B	14	23,044	69,132
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b>68</b>	<b><i>sub-total, PMO NCR-SOUTH</i></b>			
<b>PORT MANAGEMENT OFFICE - NCR-NORTH</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Executive Assistant A	20	36,567	36,567
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Attorney IV	23	46,064	46,064
<b><u>Resource Management Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
1	Cashier A	16	26,878	26,878
10	Cashier C	12	19,940	199,400
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Records Officer A	16	26,878	26,878
1	Senior Building Electrician B	10	17,255	17,255
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
3	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	64,308
4	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	74,196

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Technical Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Business Development/Marketing Specialist	18	31,351	31,351
1	Business Development/Marketing Officer A	16	26,878	26,878
1	Port Operations Chief	23	46,064	46,064
2	Port Operations Specialist	18	31,351	62,702
1	Environmental Specialist A	18	31,351	31,351
1	Safety Specialist	16	26,878	26,878
1	Senior Statistician	18	31,351	31,351
1	Statistician A	13	21,436	21,436
1	Harbor Master	23	46,064	46,064
1	Senior Harbor Operations Officer	18	31,351	31,351
1	Harbor Operations Officer	16	26,878	26,878
<b><u>Vessel Traffic Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
3	Senior Harbor Operations Officer	18	31,351	94,053
7	Harbor Operations Officer	16	26,878	188,146
1	Marine Engineer B	15	24,887	24,887
1	Launch Master	13	21,436	21,436
1	Quartermaster	8	14,931	14,931
<b><u>Manila International Container Terminal (MICT) Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Port Operations Specialist	18	31,351	31,351
1	Senior Cashier	18	31,351	31,351
1	Cashier A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
4	Collection Representative A	10	17,255	69,020
1	Senior Accounting Processor B	10	17,255	17,255
1	Statistician A	13	21,436	21,436
1	Civil Security Officer C (Port Police Officer II)	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Vitas / Private Ports</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
4	Collection Representative A	10	17,255	69,020
1	Civil Security Officer C (Port Police Officer II)	13	21,436	21,436
<b>98</b>	<b>sub-total, PMO NCR-NORTH</b>			

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>PORT MANAGEMENT OFFICE - NORTHERN LUZON</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Driver-Mechanic B	7	13,890	13,890
1	Executive Assistant A	20	36,567	36,567
1	Executive Secretary C	11	18,549	18,549
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Attorney IV	23	46,064	46,064
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
5	Cashier B	14	23,044	115,220
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
2	Statistician A	13	21,436	42,872
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
<b><u>TMO-Batanes</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Cagayan/Isabela/Ilocos</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Pangasinan</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b><u>TMO-Zambales</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier B	14	23,044	23,044
1	Utility Worker A	3	10,401	10,401
1	Collection Representative A	10	17,255	17,255
<b>91</b>	<b>sub-total, PMO NORTHERN LUZON</b>			



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>PORT MANAGEMENT OFFICE - BATAAN/AURORA</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Driver-Mechanic B	7	13,890	13,890
1	Executive Assistant A	20	36,567	36,567
1	Executive Secretary C	11	18,549	18,549
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Attorney IV	23	46,064	46,064
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
6	Cashier B	14	23,044	138,264
4	Cashier B	14	23,044	92,176
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
2	Clerk-Processor A	8	14,931	29,862
1	Reproduction Machine Operator A	7	13,890	13,890
1	Liaison Aide	4	11,181	11,181
1	Utility Worker A	3	10,401	10,401

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
3	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	64,308
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Terminal Supervisor A	23	46,064	46,064
2	Senior Terminal Operations Officer	18	31,351	62,702
3	Terminal Operations Officer A	16	26,878	80,634
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872
<b><u>TMO-Capinpin</u></b>				
1	Division Manager C	22	42,652	42,652
1	Clerk-Processor A	8	14,931	14,931
1	Utility Worker A	3	10,401	10,401
1	Terminal Operations Officer A	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
<b><u>TMO-Casiguran</u></b>				
1	Division Manager D	21	39,493	39,493
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Dingalan</u></b>				
1	Division Manager D	21	39,493	39,493
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
<b>102</b>	<b><i>sub-total, PMO BATAAN/AURORA</i></b>			
<b>359</b>	<b>TOTAL, PMOs NCR-South &amp; North; Bataan/Aurora; Northern Luzon</b>			<b>9,836,041</b>

**PORT MANAGEMENT OFFICE - BATANGAS**

**Office of the Port Manager**

1	Port Manager A	26	58,028	58,028
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Attorney IV	23	46,064	46,064
1	Clerk-Processor A	8	14,931	14,931
1	Driver-Mechanic B	7	13,890	13,890

**Finance Division**

1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Accounting Processor B	10	17,255	17,255
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
10	Cashier B	14	23,044	230,440
1	Insurance/Risk Analyst	13	21,436	21,436

**Administrative Division**

1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Reproduction Machine Operator A	7	13,890	13,890
2	Clerk-Processor A	8	14,931	29,862
2	Driver-Mechanic B	7	13,890	27,780
1	Utility Worker A	3	10,401	10,401
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
2	Supervising Engineer A	18	31,351	62,702
2	Senior Engineer A	16	26,878	53,756
2	Engineering Assistant A	10	17,255	34,510
1	Construction Foreman A	15	24,887	24,887
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
3	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	64,308
4	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	74,196
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
2	Senior Terminal Operations Officer	18	31,351	62,702
3	Terminal Operations Officer A	16	26,878	80,634
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872
<b><u>Vessel Traffic Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Harbor Master	23	46,064	46,064
4	Port Operations Specialist	18	31,351	125,404
8	Harbor Operations Officer	16	26,878	215,024
1	Marine Engineer B	15	24,887	24,887
1	Launch Master	13	21,436	21,436
1	Quartermaster	8	14,931	14,931

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Tablas</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
2	Collection Representative A	10	17,255	34,510
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Romblon</u></b>				
1	Division Manager D	21	39,493	39,493
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Bauan</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b>125</b>	<b><i>sub-total, PMO BATANGAS</i></b>			
<b>PORT MANAGEMENT OFFICE - MARINDUQUE/QUEZON</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Executive Assistant A	20	36,567	36,567
1	Executive Secretary C	11	18,549	18,549
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Attorney IV	23	46,064	46,064
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
1	Cashier A	16	26,878	26,878
3	Cashier B	14	23,044	69,132
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
2	Human Resource Management Officer III	18	31,351	62,702
3	Human Resource Management Officer II	15	24,887	74,661
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
1	Engineering Assistant A	10	17,255	17,255
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
2	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	37,098
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
1	Terminal Operations Officer A	16	26,878	26,878
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst B	13	21,436	21,436
1	Statistician A	13	21,436	21,436
<b><u>TMO-Balanacan</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Utility Worker A	3	10,401	10,401

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Sta. Cruz</u></b>				
1	Division Manager D	21	39,493	39,493
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
<b><u>70</u></b>	<b><i>sub-total, PMO MARINDUQUE/QUEZON</i></b>			

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>PORT MANAGEMENT OFFICE - MINDORO</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Attorney IV	23	46,064	46,064
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
5	Cashier B	14	23,044	115,220
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931
1	Reproduction Machine Operator A	7	13,890	13,890
2	Utility Worker A	3	10,401	20,802



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
2	Statistician A	13	21,436	42,872
<b><u>TMO-San Jose / Abra de Ilog</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
<b><u>TMO-Puerto Galera</u></b>				
1	Division Manager D	21	39,493	39,493
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Roxas</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
<b><u>TMO-Lubang/Tilik/Looc</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
<b>102</b>	<b>sub-total, PMO MINDORO</b>			
<b>PORT MANAGEMENT OFFICE - BICOL</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Attorney IV	23	46,064	46,064
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
5	Cashier B	14	23,044	115,220
5	Cashier B	14	23,044	115,220
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
	Human Resource Management Officer II	15	24,887	0
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
2	Driver-Mechanic B	7	13,890	27,780
3	Utility Worker A	3	10,401	31,203
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
2	Supervising Engineer A	18	31,351	62,702
2	Senior Engineer A	16	26,878	53,756
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
3	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	64,308
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
1	Senior Terminal Operations Officer	18	31,351	31,351
3	Terminal Operations Officer A	16	26,878	80,634
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Tabaco</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Catanduanes</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Camarines</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Bulan</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b><u>TMO-Matnog</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
<b><u>TMO-Pio Duran</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b>123</b>	<b>sub-total, PMO BICOL</b>			

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>PORT MANAGEMENT OFFICE - MASBATE</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Attorney IV	23	46,064	46,064
1	Executive Secretary C	11	18,549	18,549
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
1	Cashier A	16	26,878	26,878
3	Cashier B	14	23,044	69,132
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
2	Human Resource Management Officer III	18	31,351	62,702
3	Human Resource Management Officer II	15	24,887	74,661
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
2	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	37,098

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
1	Engineering Assistant A	10	17,255	17,255
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
1	Terminal Operations Officer A	16	26,878	26,878
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst B	13	21,436	21,436
1	Statistician A	13	21,436	21,436
<b><u>TMO-Burias</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b><u>TMO-TICAO</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b>67</b>	<b><i>sub-total, PMO MASBATE</i></b>			
<b>PORT MANAGEMENT OFFICE - PALAWAN</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Attorney IV	23	46,064	46,064
1	Driver-Mechanic B	7	13,890	13,890

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
6	Cashier B	14	23,044	138,264
4	Cashier B	14	23,044	92,176
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
2	Human Resource Management Officer III	18	31,351	62,702
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Liaison Aide	4	11,181	11,181
1	Driver-Mechanic B	7	13,890	13,890
1	Utility Worker A	3	10,401	10,401
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
2	Supervising Engineer A	18	31,351	62,702
2	Senior Engineer A	16	26,878	53,756
2	Engineering Assistant A	10	17,255	34,510
1	Construction Foreman A	15	24,887	24,887
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
3	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	64,308
4	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	74,196

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
2	Senior Terminal Operations Officer	18	31,351	62,702
3	Terminal Operations Officer A	16	26,878	80,634
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872
<b><u>TMO-Coron</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Brooke's Point</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-EI Nido/Taytay/Roxas</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b><u>TMO-Cuyo</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Culion</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b>110</b>	<b>sub-total, PMO PALAWAN</b>			
<b>597</b>	<b>TOTAL, PMOs Batangas;Mar/Quez;Mindoro;Bicol;Masbate;Palawan</b>			<b>16,462,374</b>



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>PORT MANAGEMENT OFFICE - PANAY/GUIMARAS</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
10	Cashier B	14	23,044	230,440
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931
1	Reproduction Machine Operator A	7	13,890	13,890
1	Liaison Aide	4	11,181	11,181
1	Driver-Mechanic B	7	13,890	13,890
1	Utility Worker A	3	10,401	10,401

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
2	Supervising Engineer A	18	31,351	62,702
2	Senior Engineer A	16	26,878	53,756
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
3	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	64,308
4	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	74,196
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
2	Senior Terminal Operations Officer	18	31,351	62,702
9	Terminal Operations Officer A	16	26,878	241,902
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872
<b><u>TMO-Capiz</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Aklan</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Iloilo</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Collection Representative A	10	17,255	17,255
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Clerk-Processor A	8	14,931	14,931
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Antique</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Guimaras</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b>125</b>	<b><i>sub-total, PMO PANAY/GUIMARAS</i></b>			
<b>PORT MANAGEMENT OFFICE - NEGROS ORIENTAL/SIQUIJOR</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Cashier	18	31,351	31,351

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Senior Fiscal Examiner A	16	26,878	26,878
2	Cashier A	16	26,878	53,756
5	Cashier B	14	23,044	115,220
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
2	Human Resource Management Officer III	18	31,351	62,702
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Electronics Communications Systems Operator B	9	16,051	16,051
1	Reproduction Machine Operator A	7	13,890	13,890
2	Utility Worker A	3	10,401	20,802
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
2	Engineering Assistant A	10	17,255	34,510
1	Construction Foreman A	15	24,887	24,887
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
2	Statistician A	13	21,436	42,872
<b><u>TMO-Tandayag</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Larena</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Collection Representative A	10	17,255	17,255
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Guihulngan</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b>90</b>	<b><i>sub-total, PMO NEGROS ORIENTAL/SIQUIJOR</i></b>			
 <b>PORT MANAGEMENT OFFICE - EASTERN LEYTE/SAMAR</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
5	Cashier B	14	23,044	115,220
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Electronics Communications Systems Operator B	9	16,051	16,051
1	Clerk-Processor A	8	14,931	14,931
1	Driver-Mechanic B	7	13,890	13,890
1	Reproduction Machine Operator A	7	13,890	13,890
1	Liaison Aide	4	11,181	11,181
1	Utility Worker A	3	10,401	10,401
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
2	Statistician A	13	21,436	42,872
<b><u>TMO-Borongan</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Calbayog</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Catbalogan</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Guiuan</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-San Isidro</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Liloan</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Utility Worker A	3	10,401	10,401
<b>113</b>	<b><i>sub-total, PMO EASTERN LEYTE/SAMAR</i></b>			
<b>PORT MANAGEMENT OFFICE - BOHOL</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
5	Cashier B	14	23,044	115,220
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	21	39,493	39,493
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	16	26,878	26,878
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Liaison Aide	4	11,181	11,181
1	Utility Worker A	3	10,401	10,401
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
2	Statistician A	13	21,436	42,872
<b><u>TMO-Tubigon</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Talibon</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Getafe</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Ubay</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Jagna</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Loon</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b>104</b>	<b><i>sub-total, PMO BOHOL</i></b>			

**PORT MANAGEMENT OFFICE - NEGROS OCCIDENTAL/  
BACOLOD/BANAGO-BREDCO  
Office of the Port Manager**

1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
2	Cashier A	16	26,878	53,756
4	Cashier B	14	23,044	92,176
1	Cashier B	14	23,044	23,044
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Supervising Supply Officer	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Senior Electronics Comm. Systems Technician	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931
1	Reproduction Machine Operator A	7	13,890	13,890
1	Liaison Aide	4	11,181	11,181
2	Utility Worker A	3	10,401	20,802
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
1	Engineering Assistant A	10	17,255	17,255
1	Engineering Assistant A	10	17,255	17,255

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
1	Statistician A	13	21,436	21,436
1	Statistician A	13	21,436	21,436
<b><u>TMO-Hinobaan</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Pulupandan</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Danao</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-San Carlos</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b>103</b>	<b><i>sub-total, PMO NEGROS OCCIDENTAL/ BACOLOD/BANAGO-BREDCO</i></b>			

**PORT MANAGEMENT OFFICE - WESTERN/SOUTHERN LEYTE**

**Office of the Port Manager**

1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890

**Finance Division**

1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
2	Cashier B	14	23,044	46,088
3	Cashier B	14	23,044	69,132
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436

**Administrative Division**

1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
2	Statistician A	13	21,436	42,872
<b><u>TMO-Baybay</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Isabel</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Hilongos</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Maasin/Guadalupe/Limasawa</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Palompon/San Isidro Leyte</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Naval / Maripipi</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b>109</b>	<b>TOTAL, PMO SOUTHERN LEYTE</b>			
<b>644</b>	<b>TOTAL, PMOs Panay/Guimaras;N.Oriental/Siquijor;E. Leyte/Samar; Bohol;N. Occidental/Bacolod/Banago-Bredco &amp; W/S. Leyte</b>			<b>17,387,363</b>

**PORT MANAGEMENT OFFICE - MISAMIS ORIENTAL/ CAGAYAN DE ORO**

**Office of the Port Manager**

1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
2	Cashier A	16	26,878	53,756
10	Cashier B	14	23,044	230,440
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931
1	Reproduction Machine Operator A	7	13,890	13,890
2	Driver-Mechanic B	7	13,890	27,780
2	Utility Worker A	3	10,401	20,802
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Supervising Engineer A	18	31,351	31,351
2	Senior Engineer A	16	26,878	53,756
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
3	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	64,308
4	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	74,196
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Terminal Supervisor A	23	46,064	46,064
2	Senior Terminal Operations Officer	18	31,351	62,702
3	Terminal Operations Officer A	16	26,878	80,634
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872
<b><u>TMO-Balingoan</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Camiguin</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Opol</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b>105</b>	<b>sub-total, MISAMIS ORIENTAL/CAGAYAN DE ORO</b>			

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>PORT MANAGEMENT OFFICE - LANA DEL NORTE/ILIGAN</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
4	Cashier B	14	23,044	92,176
1	Cashier B	14	23,044	23,044
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
1	Liaison Aide	4	11,181	11,181
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
2	Statistician A	13	21,436	42,872
<b><u>TMO-Tubod</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b>77</b>	<b>sub-total, PMO LANA O DEL NORTE</b>			
<b>PORT MANAGEMENT OFFICE - AGUSAN</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Cashier	18	31,351	31,351
1	Senior Corporate Accounts Analyst	15	24,887	24,887



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Cashier A	16	26,878	26,878
1	Cashier A	16	26,878	26,878
5	Cashier B	14	23,044	115,220
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Senior Electronics Communications Systems Technician	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931
1	Driver-Mechanic B	7	13,890	13,890
1	Liaison Aide	4	11,181	11,181
1	Utility Worker A	3	10,401	10,401
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
2	Statistician A	13	21,436	42,872
<b><u>TMO-Masao</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Nasipit</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b>90</b>	<b>sub-total, PMO AGUSAN</b>			
<b>PORT MANAGEMENT OFFICE - SURIGAO</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Corporate Accounts Analyst	15	24,887	24,887

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
5	Cashier B	14	23,044	115,220
5	Cashier B	14	23,044	115,220
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Electronics Communications Systems Operator B	9	16,051	16,051
2	Driver-Mechanic B	7	13,890	27,780
2	Utility Worker A	3	10,401	20,802
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
2	Supervising Engineer A	18	31,351	62,702
2	Senior Engineer A	16	26,878	53,756
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
3	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	64,308
4	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	74,196
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
2	Senior Terminal Operations Officer	18	31,351	62,702
3	Terminal Operations Officer A	16	26,878	80,634
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872
<b><u>TMO-Siargao</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Tandag</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
1	Utility Worker A	3	10,401	10,401
<b><u>TMO-Lipata</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Dinagat</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b>109</b>	<b><i>sub-total, PMO SURIGAO</i></b>			
<b>PORT MANAGEMENT OFFICE - MISAMIS OCCIDENTAL/OZAMIZ</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
5	Cashier B	14	23,044	115,220
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Reproduction Machine Operator A	7	13,890	13,890
2	Driver-Mechanic B	7	13,890	27,780
1	Liaison Aide	4	11,181	11,181
2	Utility Worker A	3	10,401	20,802
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	0
3	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	55,647
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst A	15	24,887	24,887
2	Statistician A	13	21,436	42,872
<b><u>TMO-Plaridel</u></b>				
1	Division Manager D	21	39,493	39,493
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
<b><u>TMO-Jimenez</u></b>				
1	Division Manager D	21	39,493	39,493
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
<b>83</b>	<b><i>sub-total, PMO MISAMIS OCCIDENTAL/OZAMIZ</i></b>			
<b>PORT MANAGEMENT OFFICE - ZAMBOANGA DEL NORTE</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
1	Cashier A	16	26,878	26,878
2	Cashier B	14	23,044	46,088
1	Cashier B	14	23,044	23,044
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
2	Human Resource Management Officer III	18	31,351	62,702

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
1	Engineering Assistant A	10	17,255	17,255
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
1	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	31,351
1	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	31,351
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
2	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	37,098
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
1	Terminal Operations Officer A	16	26,878	26,878
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst B	13	21,436	21,436
1	Statistician A	13	21,436	21,436
<b><u>TMO-Liloy</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b><u>TMO-Sindangan</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b>66</b>	<b>sub-total, PMO ZAMBOANGA DEL NORTE</b>			
<b>530</b>	<b>TOTAL, PMOs M.Oriental/Cag. De Oro;Lanao del Norte/Iligan;Agusan; Surigao; M. Occidental/Ozamiz; Zamboanga del Norte</b>			<b>14,668,798</b>

**PORT MANAGEMENT OFFICE - DAVAO**

**Office of the Port Manager**

1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931

**Finance Division**

1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
2	Cashier A	16	26,878	53,756
10	Cashier B	14	23,044	230,440
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436

**Administrative Division**

1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
2	Clerk-Processor A	8	14,931	29,862
1	Reproduction Machine Operator A	7	13,890	13,890
2	Driver-Mechanic B	7	13,890	27,780

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
4	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	74,196
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Terminal Supervisor A	23	46,064	46,064
2	Senior Terminal Operations Officer	18	31,351	62,702
9	Terminal Operations Officer A	16	26,878	241,902
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872
<b><u>TMO-Mati</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Babak / Samal</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
<b>100</b>	<b><i>sub-total, PMO DAVAO</i></b>			
<b>PORT MANAGEMENT OFFICE - ZAMBOANGA</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Clerk-Processor A	8	14,931	14,931
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
1	Cashier A	16	26,878	26,878
1	Cashier A	16	26,878	26,878
8	Cashier B	14	23,044	184,352
2	Cashier B	14	23,044	46,088
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Electronics Communications Systems Operator B	9	16,051	16,051
1	Reproduction Machine Operator A	7	13,890	13,890
1	Driver-Mechanic B	7	13,890	13,890
2	Utility Worker A	3	10,401	20,802
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Senior Engineer A	16	26,878	26,878
2	Engineering Assistant A	10	17,255	34,510
1	Construction Foreman A	15	24,887	24,887
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
3	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	64,308
4	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	74,196
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Terminal Supervisor A	23	46,064	46,064
2	Senior Terminal Operations Officer	18	31,351	62,702
3	Terminal Operations Officer A	16	26,878	80,634
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872
<b><u>TMO-Isabela</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
2	Utility Worker A	3	10,401	20,802

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Zamboanga del Sur</u></b>				
1	Division Manager B	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
2	Terminal Operations Officer A	16	26,878	53,756
1	Harbor Operations Officer	16	26,878	26,878
1	Cashier A	16	26,878	26,878
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b><u>TMO-Zamboanga Sibugay</u></b>				
1	Division Manager C	22	42,652	42,652
1	Terminal Operations Officer A	16	26,878	26,878
1	Cashier B	14	23,044	23,044
1	Utility Worker A	3	10,401	10,401
2	Collection Representative A	10	17,255	34,510
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
<b>114</b>	<b><i>sub-total, PMO ZAMBOANGA</i></b>			
<b>PORT MANAGEMENT OFFICE - SOCSKARGEN</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Specialist	18	31,351	31,351
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Clerk-Processor A	8	14,931	14,931
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
1	Cashier A	16	26,878	26,878
1	Cashier A	16	26,878	26,878
9	Cashier B	14	23,044	207,396
1	Cashier B	14	23,044	23,044
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549
1	Electronics Communications Systems Operator B	9	16,051	16,051
2	Driver-Mechanic B	7	13,890	27,780
1	Liaison Aide	4	11,181	11,181
2	Utility Worker A	3	10,401	20,802
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Supervising Engineer A	18	31,351	31,351
2	Senior Engineer A	16	26,878	53,756
1	Construction Foreman A	15	24,887	24,887
2	Engineering Assistant A	10	17,255	34,510
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
2	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	42,872
4	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	74,196
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
2	Senior Terminal Operations Officer	18	31,351	62,702
3	Terminal Operations Officer A	16	26,878	80,634
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Specialist	18	31,351	31,351
2	Statistician A	13	21,436	42,872



**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<b><u>TMO-Sarangani</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b>91</b>	<b><i>sub-total, PMO SOUTH COTABATO</i></b>			
<b>PORT MANAGEMENT OFFICE - COTABATO</b>				
<b><u>Office of the Port Manager</u></b>				
1	Port Manager A	26	58,028	58,028
1	Attorney IV	23	46,064	46,064
1	Executive Assistant A	20	36,567	36,567
1	Business Development/ Marketing Officer A	16	26,878	26,878
1	Senior ( <i>Project</i> ) Planning & Development Officer	15	24,887	24,887
1	Executive Secretary C	11	18,549	18,549
1	Driver-Mechanic B	7	13,890	13,890
<b><u>Finance Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Corporate Finance Services Chief	22	42,652	42,652
1	Senior Corporate Accountant A	18	31,351	31,351
1	Corporate Accountant	15	24,887	24,887
1	Senior Corporate Accounts Analyst	15	24,887	24,887
1	Corporate Budget Analyst	13	21,436	21,436
1	Senior Fiscal Examiner A	16	26,878	26,878
1	Senior Cashier	18	31,351	31,351
1	Cashier A	16	26,878	26,878
3	Cashier B	14	23,044	69,132
1	Senior Accounting Processor B	10	17,255	17,255
1	Insurance/Risk Analyst	13	21,436	21,436
<b><u>Administrative Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Administrative Officer IV	22	42,652	42,652
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer III	18	31,351	31,351
1	Human Resource Management Officer II	15	24,887	24,887
2	Human Resource Management Officer II	15	24,887	49,774
1	Records Officer A	16	26,878	26,878
1	General Services Officer A	16	26,878	26,878
1	Plant Mechanic/Electrician B	10	17,255	17,255
1	Senior Building Electrician B	10	17,255	17,255
1	Supervising Supply Officer	18	31,351	31,351
1	Procurement Officer B	15	24,887	24,887
1	Storekeeper A	11	18,549	18,549

**PHILIPPINE PORTS AUTHORITY  
STAFFING PATTERN**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
1	Reproduction Machine Operator A	7	13,890	13,890
1	Driver-Mechanic B	7	13,890	13,890
1	Liaison Aide	4	11,181	11,181
2	Utility Worker A	3	10,401	20,802
<b><u>Engineering Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Principal Engineer A	22	42,652	42,652
1	Supervising Engineer A	18	31,351	31,351
1	Senior Engineer A	16	26,878	26,878
1	Construction Foreman A	15	24,887	24,887
1	Engineering Assistant A	10	17,255	17,255
<b><u>Port Police Division</u></b>				
1	Division Manager A ( <i>Port Police Superintendent</i> )	24	49,750	49,750
1	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	42,652	42,652
2	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	31,351	62,702
1	Civil Security Officer B ( <i>Port Police Officer III</i> )	15	24,887	24,887
1	Civil Security Officer C ( <i>Port Police Officer II</i> )	13	21,436	21,436
2	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	37,098
<b><u>Port Services Division</u></b>				
1	Division Manager A	24	49,750	49,750
1	Terminal Supervisor A	23	46,064	46,064
1	Senior Terminal Operations Officer	18	31,351	31,351
1	Terminal Operations Officer A	16	26,878	26,878
1	Harbor Master	23	46,064	46,064
1	Harbor Operations Officer	16	26,878	26,878
1	Chief Safety Officer	22	42,652	42,652
1	Environmental Specialist A	18	31,351	31,351
1	Port Operations Analyst B	13	21,436	21,436
1	Statistician A	13	21,436	21,436
<b><u>TMO-Sultan Kudarat</u></b>				
1	Division Manager D	21	39,493	39,493
1	Cashier B	14	23,044	23,044
1	Collection Representative A	10	17,255	17,255
1	Industrial Security Officer ( <i>Port Police Officer I</i> )	11	18,549	18,549
1	Utility Worker A	3	10,401	10,401
<b>69</b>	<b>sub-total, PMO-COTABATO</b>			
<b>374</b>	<b>TOTAL, PMOs Davao; Zam; Socskargen; Cotabato</b>			<b>10,193,058</b>
<b>2,504</b>	<b>TOTAL, FIELD OFFICES</b>			<b>68,547,634</b>
<b>3,151</b>	<b>GRAND TOTAL, HEAD OFFICE &amp; FIELD OFFICES</b>			<b>87,793,459</b>

## **FUNCTIONAL STATEMENTS**

### **BOARD OF DIRECTORS**

Vested with corporate powers over PPA as stated in Section 7 of PD 857.

In-charge of policy-making in line with DOTC's and national government's directions.

Sets the corporate strategy of PPA.

### **INTERNAL AUDIT DEPARTMENT**

Conducts management and operations performance audit of the Authority's activities and its units and determine the degree of compliance with its mandate, policies, regulations, established objectives, systems and procedures/processes and contractual obligations.

Determines the adequacy and effectiveness of internal control systems whether they are well-designed, properly implemented and achieving the organization's objectives of safeguarding assets, maintaining reliability and integrity of information.

Reviews and appraises systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports and performance standards of the various units.

Conducts risk assessment to ensure risks are managed properly and the control objectives are attained.

Evaluates outcomes, outputs, processes and inputs to determine whether PPA operations are effective, efficient, ethical and economical.

Analyses and evaluates management deficiencies and assist top management by recommending realistic courses of action.

Advises the Governing Board, thru the Audit Committee, on all matters relating to management control and operations audit.

Performs other related functions as maybe assigned by the Board thru the Audit Committee, or as maybe required by Law.

### **OPERATIONS AUDIT DIVISION**

Conducts operations performance audit of the Authority's activities and its units and determine the degree of compliance with its mandate, policies, regulations, established objectives, systems and procedures/processes and contractual obligations.



Implements internal audit programs; conducts audits in an effective, efficient, professional and timely manner, and, prepares audit reports.

Evaluates outcomes, outputs, processes and inputs to determine whether PPA operations are effective, efficient, ethical and economical.

Assesses risks and conducts root cause analysis where operations controls are weak and recommends courses of actions to address weaknesses and to manage risks.

Conducts appraisal and review of internal controls of the operating units to determine if the control objectives are being achieved.

Conducts separate review and evaluation of the effectiveness and adequacy of the internal controls adapted in the operating systems.

Performs other related functions.

### **MANAGEMENT AUDIT DIVISION**

Conducts management audit of the Authority's activities and its support units and determines the degree of compliance with its mandate, policies, regulations, established objectives, systems and procedures/processes.

Implements internal audit program; conducts audits in an effective, efficient, professional and timely manner; and, prepares audit reports.

Conducts appraisal and review of management controls of the support units to determine adequacy and effectiveness and whether the control objectives are being achieved.

Appraises systems and procedures, organizational structure, assets management practices, financial and management records, reports and performance standards of the various units.

Assesses risks and conducts root cause analysis where management controls are weak and recommends courses of actions to address weaknesses and to manage risks.

Analyses management deficiencies and recommends realistic courses of action.

Performs other related functions.

### **OFFICE OF THE CORPORATE BOARD SECRETARY**

Provides legal, technical and confidential assistance to the Board on all Board related matters and recommends appropriate solutions or measures thereto in coordination with Management.



Acts as liaison office and provides effective linkage between the Board of Directors, its Members, and Management.

Coordinates with the Management and the various offices/units in the finalization, promulgation and/or implementation of Board policies/decisions.

Reviews, finalizes and recommends agenda items for Board consideration.

Formulates effective agenda content and design for the systematic exercise of corporate duties and functions by the Board of Directors.

Acts as the legal counsel of the Board during its meetings.

Monitors the state or progress of Board directives or resolutions and provides feedback to the Board or its Members.

Directs and supervises the inclusion, finalization and distribution of the Board agenda and the faithful transcription of Board proceedings and decisions into aptly worded resolutions and minutes.

Acts as the official custodian of all pertinent Board records and documents.

Performs other related functions.

### **OFFICE OF THE GENERAL MANAGER**

Directs the implementation of policies on all functional areas as adopted by the Board.

Ensures PPA-wide compliance with policy issuances and programs as well as performance of Corporate Functions.

Ensures efficiency in the operation of all field and central office units.

Represents PPA in international and national undertakings and conferences.

Performs other related functions.

### **CORPORATE COMMUNICATIONS STAFF**

Handles the corporate communications relations of PPA in order to relay port developments to the public and that it is also able to protect and enhance the PPA corporate image.

Establishes and maintains liaison with government agencies, media, port users and the general public.

Explains the PPA's position on political, economic, social and legitimate issues affecting the maritime industry as directed by Senior Management.

Provides information services to all members of PPA.



Handles special events where PPA is a host.

Performs other related functions.

### **INTERNAL SECURITY AFFAIRS STAFF**

Conducts background investigation of applicants to regular PPA positions nationwide.

Conducts security checks on suspicious activities of PPA employees.

Coordinates with national intelligence agencies on matters that are of mutual concern.

Gathers intelligence information and prepares intelligence reports on suspected illegal activities in the ports.

Advises the General Manager on matters of security through the preparation of intelligence reports and dossiers.

Performs other intelligence and investigation work as directed by the General Manager.

### **INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT**

Manages and maintains the Agency's Information and Communication Technology resources.

Provides/updates the Authority's Information Strategic Systems Plan (ISSP) required by the National Computer Center (NCC).

Provide technical advice and necessary assistance in the formulation of standards and specifications in the procurement of computer hardware and software for the Agency and its units.

Ensures the continuous and unhampered operation and administration of the Agency's production, back-up and disaster recovery computing environment.

Provides prompt and reliable support services and assistance to the Agency's systems/application users.

Organizes and implements plans and procedures to safeguard the integrity of computer data and information as well as the hardware and software resources, particularly at the Agency's central computing environment.

Undertakes the development, implementation, enhancement and maintenance of manual and computerized management information systems of the organization.

Formulates and carries out policy, standards and procedures related to the development, implementation and documentation of ICT projects and information systems.



Provides advisory assistance/technical services to other units of the Agency on information technology matters and initiatives.

Performs other related functions.

### **OPERATIONS RESOURCES SERVICES DIVISION**

Manages the day-to-day operation of the Central Facility (CF) based on a 24 x 7 operation (24 hrs. a day and 7 days a week), including physical access and security of the CF.

Administers PPA database systems and implements policies, standards and procedures pertaining to the utilization, maintenance, backup, integrity and security of the database systems.

Provides first-line telephone/video/radio technical support to PPA end-users at all computerized ports/sites nationwide.

Ensures that service requests and user queries are logged accurately and routed promptly to port the appropriate unit and/or individual.

Provides, operates and maintains PPA underlying data, voice and telecommunications infrastructure and network systems.

Ensures the availability of a Disaster Recovery Center (DRC).

Configures and sets-up systems to user environment and provides support services and assistance (on technical matters) during application systems rollout.

Provides basic hardware and network troubleshooting and maintenance services to Head Office and Manila-based PPA units.

Provides technical advice/assistance to designated System Administrators in all computerized ports/sites nationwide.

Undertakes monitoring and assessment of the performance of the database systems, operating systems, network and communication systems and other software resources.

Provides technical assistance and support services in the procurement/acquisition of hardware and software and related resource requirements.

Acts on problems and issues on the administration of the Central Facility that includes its production hardware and software systems, databases and database systems, network and communication, and telecommunications infrastructure.

Performs other related functions.



## **APPLICATION DEVELOPMENT AND SUPPORT DIVISION**

Designs, develops and integrates new applications/software and database systems.

Builds and maintains an online library of common and reusable programs, data dictionaries, codes and/or modules for ease and expediency in software development.

Performs and facilitates application system fixes and maintenance and provides technical assistance to end-users.

Monitors application source code changes.

Provides technical documentation for use in application maintenance and production runs.

Provides data conversion services for new application systems.

Provides support services to ensure readiness for application systems roll-out and implementation.

Conducts application roll-out.

Acts on problems and concerns related to the performance and enhancement of production applications and software, as well as to the development of new user applications/software.

Supports and updates the Agency's web presence and assists other PPA units in their web initiatives.

Performs other related functions.

## **INFORMATION SYSTEMS PLANNING AND QUALITY SERVICE DIVISION**

Formulates standards on system development, implementation and maintenance.

Develops the agency Information System Strategic Plans (ISSP) in accordance with the format and guidelines of the National Computer Center (NCC).

Develops policies on Information Communications Technology (ICT) for PPA.

Acts on problems and concerns elevated on issues/concerns regarding the interpretation and implementation of ICT policies, standards and conventions, guidelines and procedures.

Conducts study and analysis of existing manual systems for improvement.

Prepares the appropriate testing, training and implementation documents for the guidance of users of both manual and computerized systems.

Ensures complete logging and monitoring of system changes and updates in production including the proper implementation thereof and monitors application version changes.





Performs the following tests on the develop systems: unit test, integration test, performance test, security test.

Performs other related functions.

### **CORPORATE PLANNING DEPARTMENT**

Formulates guidelines on Strategic Planning (financial and physical) based on national thrusts.

Prepares and updates Strategic Plans for PPA.

Assesses corporate performance in relation to Annual Plans and Programs of RCs.

Develops the organization's long-range (strategic) plans and consolidates PPA short-range plans for monitoring of performance.

Develops and implements feedback and measurement systems that will assure implementation of approved plans and budget at all levels (RMPCS).

Provides Management with accomplishment reports vis-à-vis targets.

Performs other related functions.

### **PLANNING DIVISION**

Defines the organization's corporate goals and objectives in relation to and consideration of the country's socio-economic environment as well the National Government's policy directions and development plans.

Develops the organization's long-range (strategic) plans and consolidates PPA short-range plans for monitoring of performance.

Conducts studies and researches on relevant technological, economic, social and political changes and trends which may affect the position, status or direction of the agency.

Provides technical assistance to top management by packaging and preparing technical and special management reports, dispensing secretariat services and organizing/managing special corporate and external events.

Performs other related functions.

### **MONITORING AND EVALUATION DIVISION**

Provides Management, government agencies, and other concerned parties with information on the general status of the Authority as well as the projects it has committed to undertake.



Provides Management with timely and accurate performance appraisal reports on each PPA Responsibility Center (RC).

Provides other government agencies with timely accurate performance reports of the Authority.

Evaluates and undertakes periodic review of the implementation of programs/projects, policy initiatives and accomplishments.

Evaluates the accomplishments of each RC in relation to planned activities with emphasis on deviations warranting closer examination in the light of established evaluation standards.

Develops and implements feedback and measurement systems that will assure implementation of approved plans and budget at all levels.

Formulates guidelines relative to the generation, management and maintenance of port statistics and related data.

Designs statistical survey questionnaire/forms and formulates the methodology for their implementation and the consolidation and analysis of their results.

Performs analysis of port statistics and ensures that these are reflective of actual operations so that it can provide adequate basis for port planning and for determining the Authority's income.

Performs other related functions.

### **PORT MANAGEMENT SYSTEM AND ORGANIZATIONAL DEVELOPMENT** **DEPARTMENT**

Formulates and updates policies, guidelines, plans and programs relative to the development, implementation, and continual improvement of quality management system (QMS), of port safety, health and environmental management system (PSHEMS), among others, and Management and organizational development to enhance efficiency and effectiveness.

Provides oversight functions and monitors compliance of concerned PPA units/RCs to International Standards on QMS, PSHEMS, and other critical management systems (MS) and to the requirement of the Anti-Red Tape Act (ARTA).

Provides technical assistance to Responsibility Centers for the development, implementation and continual improvement of QMS and PSHEMS, among others, and for organizational development of PPA.

Reviews existing port management systems and recommends necessary amendments for their continual improvement and to ensure consistency with organizational and policy changes in PPA to meet the changing needs and expectations of PPA clients.



Evaluates and endorses proposals submitted by the RCs to continually improve the existing port management system(s).

Identifies and recommends development of new port management system(s) or expansion of existing management system(s) to other functional areas of PPA.

Conducts necessary surveys, researches, and studies on special or problem areas for the organizational development of PPA.

Coordinates with proper government agencies and private entities relative to organizational development of PPA and to the development, implementation, establishment and continual improvement of the port management system(s), as necessary.

Serves as the custodian of all QMS, PSHEMS and ARTA documents as well as other records that need to be maintained.

Prepares reports relative to pertinent port management system(s) and organizational development required to be submitted by other government offices or authorities.

Performs other related functions.

#### **PORT STANDARDS COMPLIANCE AND MONITORING DIVISION (NEW)**

Formulates and recommends new and updating of existing policies, guidelines to compliance by concerned PPA units/RCs and implemented port management system, plans and programs relative (s)/arrangements to International Standards or regulatory/statutory requirements.

Provides oversight functions and monitors compliance of concerned PPA units/RCs to International Standards on QMS, PSHEMS and other critical MS and to the requirements of the ARTA.

Provides technical assistance to Responsibility Centers for the development, implementation and continual improvement of QMS and PSHEMS, among others.

Coordinates with proper government agencies and private entities relative to compliance of PPA to International Standards on QMS and PSHEMS and statutory and regulatory requirements.

Serves as the custodian of all QMS, PSHEMS and ARTA documents as well as other records that need to be maintained.

Prepares reports relative to compliance of PPA to International Standards on QMS and PSHEMS and to statutory and regulatory requirements as may be required by other government offices and authorities.

Performs other related functions.



## **ORGANIZATIONAL STUDIES AND EVALUATION DIVISION (NEW)**

Formulates, develops and recommends policies, guidelines, plans and programs relative to management improvement of the organization to enhance efficiency and effectiveness.

Examines the administrative organization of the PPA and other PPA operating units.

Develops the Agency Organizational Manuals and other critical operating procedures.

Provides technical assistance to Responsibility Centers on the organizational development of PPA and the conduct of regular management surveys of the organizational structure, manpower and operations, and studies & researches on special problems as may be required by Management.

Reviews existing methods, systems, and procedures/processes on port management and provides recommendations/necessary amendments for continual improvement to ensure consistency with organizational and policy changes in PPA to meet the changing needs and expectations of PPA clients.

Evaluates and endorses proposals submitted by the RCs to continually improve the existing port management system(s).

Identifies, develops and recommends new and improved port management system(s) or expansion of existing management system(s) to other functional areas of PPA and provides staff supervision over the implementation of such improvement, as well as coordinates with HRMD on conduct of end-user training on the application of the system.

Prepares reports relative to the conduct of organizational surveys, researches and studies, to the evaluation of proposals for system development/improvement and to the organizational development of PPA as may be required by other government offices or authorities.

Performs such other functions as may be provided by law.

## **OFFICE OF THE ASSISTANT GENERAL MANAGER for OPERATIONS**

Provides direction on port operations & services, real estate management & business development, safety & environmental, port security and port workers training policy formulation, implementation and review.

Provides direction to the Port Management Offices (PMOs) relative to port management/operations, among others.

Recommends direction and approval of clearance, permits, contracts and other related agreements pertaining to port operations.



Provides direction in the organization and operations of Special Take-over Units (STUs).

Provides direction in the transfer of management, operations and development of ports to the LGUs and other agencies.

Provides direction for the maintenance of peace and order, security of personnel, cargoes, equipment, structures and facilities within PPA jurisdiction.

Issues rulings, opinions, resolutions, clarifications involving complaints, issues, problems, conflicts concerning operational matters.

Formulates, updates and prescribes policies and strategies of PPA on program management of non-organic training for PPA stakeholders.

Performs other related functions.

### **PORT OPERATIONS AND SERVICES DEPARTMENT**

Formulates and updates guidelines, systems and procedures in the operation and delivery of port services in the ports directly managed by PPA and establishes port services performance standards.

Establishes safety standards in the movement of vessels, cargoes, passengers and pedestrians in the ports directly managed by PPA.

Establishes environmental standards/rules relative to port operations in the ports/districts.

Formulates and updates rules and regulations in the operation and delivery of pilotage services and the conduct of pilots servicing PPA ports.

Formulates and updates guidelines in the determination of the number of operators per type of port service and establishes the number for each in port directly managed by PPA.

Reviews and evaluates PBAC/Comparative Evaluation/selection results for the awarding of cargo handling contracts/permits.

Reviews and evaluates applications for renewal contracts and permits to operate cargo handling services.

Provides technical assistance to PMOs, port users and other agencies relative to the implementation of port operations policies, regulations, systems and procedures.

Evaluates and studies proposals submitted by PMOs, port users and other departments/agencies in relation to port operations.

Assesses the impact of port operations systems in terms of economy and efficiency and recommends appropriate measures and standards.

Performs other related functions.



## **MARINE SERVICES DIVISION**

Formulates, recommends and updates rules and regulations, standards, systems and procedures in the efficient operation and safe delivery of marine services in the ports, in such areas as vessel operations, pilotage, ancillary services and other marine-related services.

Evaluates and studies proposals submitted by PMOs, port users and other departments/agencies in relation to marine operations.

Provides technical assistance to PMOs, port users and other agencies relative to the implementation of marine operations' policies, regulations, systems and procedures.

Assesses the impact of marine and maritime safety systems in terms of economy and efficiency relative to the provision of marine operational requirements and recommends appropriate measures and standards.

Conducts researches and studies on developments in marine service technology, and recommends innovations for efficient marine operations.

Regulates marine operations in all ports.

Reviews evaluations of harbor pilot applications and recommends appointment of harbor pilots to the different pilotage districts.

Performs other related functions.

## **TERMINAL SERVICES DIVISION**

Formulates, recommends and updates policies, regulations, standards, systems and procedures in the operation and efficient delivery of terminal services in ports.

Evaluates and studies proposals submitted by PMOs, port users and other departments and agencies in relation to terminal services and transfer of the management, administration, development and operations of municipal ports to the LGUs.

Develops and establishes standards for the efficient delivery of terminal services.

Evaluates, recommends and facilitates management decision on proposal of PMOs for the bidding, comparative evaluation or renewal of cargo handling contracts, permits, holdover authorities.

Evaluates results of public undertakings submitted by the PBAC for the award of cargo handling contracts consistent with the approved policies and regulations on cargo handling contract system.

Conducts researches and studies on global and local trends and developments in the delivery of terminal services and technology and recommends innovations and upgrading of established policies, standards and regulations.



Reviews and evaluates performance of cargo handling operators based on the findings/recommendations of performance audit reports and monitors action taken by cargo handlers on violations of contract or permit, provisions and existing policies, regulations and standards and recommends appropriate measures for management decision on the applicable sanctions for erring operators.

Evaluates reports and proposals submitted by PMOs for the takeover of the management and operations of cargo handling services in ports from accredited cargo-handling operators based on approved policies and regulations and recommends and facilitates the administrative and technical requirements for the STU operations.

Provides technical assistance to PMOs, port users, cargo handling operators, LGUs and other agencies relative to the implementation of terminal operations policies, rules, regulations and procedures in the delivery of terminal services and management of port labor.

Provides technical assistance to PMOs, port users, cargo handling operators, LGUs and other agencies in the resolution of problems, issues and concerns posed pertaining to the cargo handling contract or permit provisions.

Evaluates problems, issues and complaints pertaining to terminal operations and port labor elevated to the Head Office by PMOs, port users, LGUs and other agencies for resolution and recommends appropriate actions.

Performs other related functions.

### **SAFETY AND ENVIRONMENT MANAGEMENT DIVISION**

Formulates, recommends and updates policies, standards, rules and regulations, systems and procedures relative to port safety and environmental matters.

Evaluates, reviews and monitors safety and environmental policies, standards and regulations and studies proposals to adapt to global trends in accordance with international conventions and national laws.

Assesses the impact of environmental systems and recommends appropriate measures and standards for efficient port operations.

Conducts researches and studies on developments in environmental service technology and international standards and requirements and recommends innovations for an environment-friendly ports and harbors.

Provides technical assistance on vessel traffic management, shore reception facility service and related services for the enhancement of environment-friendly ports and harbors.

Monitors compliance with PPA Cargo Handling and dockworkers safety regulations and IAD audit recommendations.



Provides technical assistance in the implementation of rules, guidelines, systems and procedures and other safety matters for the proper handling, storage, transportation of dangerous goods and obnoxious cargoes in ports.

Conducts safety and environmental inspections relative to port operations.

Performs other related functions.

### **COMMERCIAL SERVICES DEPARTMENT**

Determines and upgrades charges, fees or dues on the use of port facilities, equipment and avilment of port and other related services.

Reviews, updates and amends Real Estate Management program, private port policy, rules and regulations as well as the terms and conditions of the certificate of registration.

Reviews, evaluates and recommends port privatization proposals, Road Roll-on-Roll-off Terminal System proposals and other port investment schemes.

Conducts cargo handling and port tariff studies imposed against vessels and cargoes.

Develops methodology, schemes, criteria in determining port costs and pricing for the provision of port facilities and services.

Formulates effective business development programs to identify new business that will generate non-traditional sources of revenue for the PPA.

Networks with foreign embassies and consulates to help in marketing ports.

Develops marketing program for promoting port facilities and services.

Provides technical assistance to the operating units in the implementation of port pricing, marketing and promotions strategies.

Performs other related functions.

### **REAL ESTATE MANAGEMENT DIVISION**

Formulates, recommends and implements policies, rules and regulations, standards and procedures on real estate management to enhance productivity, marketability and viability of port assets.

Identifies ports commercial assets available for lease or private investments under long-term lease arrangements.

Provides technical assistance and coordinates with the operating units in the implementation of real estate policies, rules and regulations and resolves issues/complaints resulting therefrom.





Performs other related functions.

### **BUSINESS DEVELOPMENT DIVISION**

Formulates, recommends and implements policies, rules and regulations, standards and procedures on private port operations, port privatization, marketing and promotion to enhance overall productivity, marketability and viability of ports.

Monitors global and regional port business diversification trends.

Discharges regulatory oversight functions over privatized port assets and facilities.

Intensifies linkages with various maritime and trade groups both local and foreign.

Encourages and maintains conducive business environment for port clients.

Provides technical assistance and coordinates with the operating units in the implementation of port-related business proposals and port privatization programs.

Performs other related functions.

### **PORT PRICING DIVISION**

Formulates and recommends pricing policies, strategies and schemes for port facilities and services.

Conducts pricing studies and determines charges pertaining to vessels, cargoes, pilotage, portage, watering and such other related port ancillary services, and recommends adjustments, as may be deemed necessary.

Conducts analysis on distribution economics in order to determine its comparative advantages over the competing ASEAN ports and/or available transportation modes.

Conducts studies/researches on the impact of shipping and cargo handling technology on port costs.

Provides technical assistance to PMOs in the implementation of port pricing policies, rules and regulations and resolves issues/complaints resulting therefrom.

Determines rental rates of PPA facilities and equipment subject to lease.

Develops appropriate methodology and criteria in determining charges for the provision of port services and facilities.

Monitors global and regional marketing and pricing trends relative to vessel charges, cargo handling, port and other charges.

Performs other related functions.



## PORT POLICE DEPARTMENT

Formulates and updates systems and procedures concerning security of personnel, cargoes, equipment, facilities and structures within PPA jurisdiction and security of vessels while at port.

Formulates and updates guidelines and procedures for efficient and effective management of resources and logistics for effective port security.

Formulates guidelines and procedures for effective control of movement of vehicles, pedestrians and watercraft inside the port.

Formulates and updates guidelines and procedures for the effective supervision of private security agencies and guards operating in the port.

Provides technical assistance and logistic support peculiar to the police/security functions and conducts researches to develop timely and responsive port security assessment and estimates.

Monitors compliance of PMOs/TMOs on the implementation of policies, systems, guidelines and procedures on police and security operations, as well as incidents relating to police and security matters.

Coordinates police and security matters with other government law enforcement and intelligence agencies.

Conducts assessment, evaluation of security threats, likelihood and vulnerabilities of port facilities.

Reviews and evaluates Port Facility Security Assessments and Port Facility Security Plans submitted by PMOs/TMOs, including private ports applying for Permit to Operate/Certificate of Registration.

Acts as a focal points on matters of port and maritime security and implementation of International Ship and Port Facility Security (ISPS) Code and the National Security Programme for Sea Transport and Maritime Infrastructure in proper coordination with the Office of Transportation Security, Department of Transportation and Communications and other concerned law enforcement agencies.

Undertakes police/security operations/activities as may be directed by management.

Conducts criminal and administrative investigation.

Performs other related functions.



## OPERATIONS DIVISION

Formulates and recommends policies and procedures concerning police and security matters.

Conducts inspections of operating units and monitors compliance with policies, rules and regulations on security of personnel, cargoes, equipment, documents, structures and port facilities, supervision over private security agencies operating within the ports.

Provides assistance to the PMOs in the conduct of security services bidding and the administration of security services contract and other related matters.

Coordinates with field units in determining police and security requirements and ensures availability of police manpower for concerned units.

Reviews and updates existing guidelines/policies in the procurement of security services and its administration/supervision to adapt to existing national law.

Evaluates and studies reports, proposals/recommendations submitted by PMOs and port users pertaining to port security.

Formulates and recommends policies and procedures on the effective management of police and security gears and equipment.

Coordinates with field units in determining police and security requirement and ensure the availability of such gears and equipment for the concerned unit.

Evaluates and determines the need of operating units for security gears and equipment, i.e., security screening systems, firearms, ammunition, investigation kits, police paraphernalia, etc., and assists Administrative Services Department in the procurement and issuance of the same.

Determines technical and skills training requirements of port police personnel and coordinates implementation thereof with the office concerned.

Conducts inspection and physical inventory of police and security gears and equipment and ensures the serviceability of the same.

Conducts audits and evaluations of Port Facility Security Assessments and Plans of all Ports Facilities under PPA jurisdiction to determine compliance with the International Ship and Port Facility Security (ISPS) Code and National Security Programme for Sea Transport and Maritime Infrastructure.

Performs other related functions.



## **INTELLIGENCE AND INVESTIGATION DIVISION**

Formulates and recommends police intelligence and investigation guidelines and strategies.

Monitors/coordinates with the PMOs and other PPA units in the conduct of intelligence operations and/or investigation of police matters.

Provides technical assistance to PMOs relative to intelligence and investigation matters.

Coordinates with other law enforcement agencies on matters of coordinating investigative and intelligence activities/operations.

Prepares intelligence data and classifies intelligence reports for management information and guidance.

Coordinates with national intelligence agencies on matters that are of mutual concern.

Provides assistance with different PMOs/TMOs in the conduct of Security Survey and Risk/Threat Assessment and preparation of their respective Port Facility Security Plan.

Coordinates and monitors compliance/implementation of International Ship & Port Facility Security (ISPS) Code and National Security Programme for Sea Transport and Maritime Infrastructure in all Government and Private Ports.

Performs other related functions.

## **PPA TRAINING INSTITUTE**

Develops and implements training policies, plans and programs for port workers.

Establishes and maintains links with local and foreign training centers for exchange of technology on resources.

Markets and promotes training programs for non-organic clients, i.e., Cargo Handling Operators.

Determines training needs for the development of non-organic training programs.

Accredits trainers/resource persons (internal-sourcing and external-sourcing) who will form part of the PPA-accredited pool of trainers.

Monitors and evaluates effectiveness of non-organic training programs.

Maintains clients' database.

Performs other related functions.



### **CURRICULUM DEVELOPMENT & RESEARCH DIVISION**

Formulates policy guidelines on curriculum research and development.

Plans, develops and administers comprehensive research and evaluation of training programs.

Develops, markets and promotes the port personnel/worker's training programs.

Designs non-organic courses and updates modules to promote PP/WTC courses to clientele.

Keeps abreast with the latest technology concept and methods relevant to port and maritime industry.

Validates immediate and long-range training needs and Manpower Training Plan (MTP) for external clients of PPA.

Establishes, maintains and updates PPWTC database and information system.

Performs other related functions.

### **TRAINING PROGRAM MANAGEMENT DIVISION**

Formulates policy guidelines on management of port personnel/worker's training.

Implements and delivers training programs for PPWTC clientele.

Prepares post training evaluation report on non-organic training as basis among others of revisions in course designing.

Conducts accreditation of trainers (intern & external) on port operations and management and establishes PPA training pool.

Conducts trade-testing and accreditation of port workers.

Keeps abreast with the latest technology, concepts and methods relevant to port and maritime industry.

Performs other related functions.

### **OFFICE OF THE ASSISTANT GENERAL MANAGER for ENGINEERING**

Provides direction to the Port Management Offices relative to port construction projects, dredging, repair and maintenance, among others.

Directs the preparation of procedures/guidelines governing the planning, design, construction, repair and maintenance of all port facilities under the PPA Port system as well as the maintenance of cargo handling and engineering equipment owned by the Authority.



Directs the conduct of feasibility studies and preliminary engineering studies for port developments.

Ensures compliance with environmental laws, policies, rules and regulations in the port development projects.

Directs the implementation of port construction projects, programming and survey, dredging management, repair and maintenance, on its own or through private constructors.

Directs the review of the engineering aspects of private ports and LGU port proposals.

Directs the conduct of aerial, topographic, hydrographic, facilities and utilities survey.

Directs the preparation and update of Standard Construction and Materials specifications, formulation of standards and guidelines for port infrastructure and facilities, and conducts of technical research on port design and port construction.

Attends the inter-agency studies and conferences on Engineering concerns.

Performs other related functions.

### **PORT PLANNING AND DESIGN DEPARTMENT**

Undertakes the preparation and updating of the Short-term, Medium-term, Long-term Infrastructure program.

Undertakes the review of the Programs of Works (POW) submitted by Field Offices for CAPEX projects.

Monitors all Capital Expenditures (CAPEX) projects.

Undertakes the preparation of annual Capital Expenditure program and draft Procurement Plan for Civil Works and Consultancy Projects.

Conducts PPA National Port Master Planning and formulates/updates the PPA Port Development in coordination with the NEDA.

Conducts pre-feasibility studies, feasibility studies, preliminary engineering studies and appraisals for major port developments and expansions including environmental impact studies.

Implements consultancy services for the conduct of feasibility studies and formulation of master plans.

Supervises the conduct of soil investigation and laboratory test being conducted/undertaken by Consultant.

Prepares the Terms of Reference for the conduct of feasibility studies, master plans and technical surveys/studies.



Formulates the design criteria and performs the design analysis of new port facilities and also for major rehabilitation works.

Provides support to the BAC-TWG in consultancy services for technical studies, feasibility studies and civil works project of H.O.

Implements policies, guidelines, rules and regulations pertaining to port planning and detailed engineering.

Assures the maintenance and update of the nationwide engineering database of port facilities.

Initiates the port zone delineation as basis for the issuance of a Presidential Proclamation pursuant to Executive Order 410.

Assists in the conduct of Constructors Performance Evaluation System (CPES) on capital infrastructures projects in coordination with IAD and other concerned RCs.

Undertakes the evaluation of the engineering aspects of BOT projects proposals, privatization schemes, LGU proposals.

Conducts inspections, surveys, coordination and consultations with stakeholders and end-users.

Supervises the preparation of the architectural and detailed engineering design of major civil works port projects.

Undertakes the preparation and update of planning standards for specific port infrastructure and facilities.

Undertakes technical research on port design and port construction system and technology.

Attends to inter-agency Studies on port planning and development.

Prepares Annual CAPEX Program of Projects and draft Procurement Plans (APP).

Reviews and evaluates the POW submitted by Field Offices for implementation under the APP.

Prepares and update cash flow of CAPEX engineering projects implemented by HO and FO.

Prepares and updates the Annual Department Budget.

Prepares and submit monthly report i.e. Accelerated Hunger Mitigation Program (AHMP), SONA, MEDCO, Environmental Compliance Certificate (ECC), Monthly Physical and Financial Status Report (MPFSR), Port Zone Delineation (PZD), among others.

Attends various meetings at PMS, DOTC, DOF, NEDA, JICA, JBIC, among others.

Performs other related functions.



## **PROJECT PREPARATION DIVISION**

Ascertain the technical, financial, economic and operational viability of the project.

Assesses the alternative schemes to attain the project's objectives (size, location, process, physical and financial resource requirements).

Determines which of the alternatives would yield the largest positive returns that would justify investment/resource allocation.

Identifies the most suitable legal, administrative and organizational arrangements to ensure smooth implementation and proper operation and maintenance of the project.

Undertakes in-house port feasibility studies and other related development studies.

Conducts analysis of port statistical data necessary in the preparation of the project feasibility studies.

Formulates short, medium and long-term national port development plans and programs.

Ensures compliance with environmental laws, policies, rules and regulations in the planning of port infrastructure projects.

Prepares the Terms of Reference for the conduct of package of feasibility studies and master plans for selected PPA ports as well as those projects for PPP/BOT implementation.

Provides support to the BAC-TWG in consultancy projects for feasibility projects.

Supervises the conduct of feasibility studies and master plans by the Consultant.

Evaluates and reviews the port planning aspects of PPP/BOT/JV projects proposal.

Conducts inspections, surveys, coordination and consultations with stakeholders, constructors and end-users on port planning.

Prepares and updates the Annual Department Budget.

Attends various meetings, conferences, etc.

Performs other related functions.

## **DETAILED ENGINEERING DIVISION**

Reviews and evaluates the technical aspect of individual port master plans and port feasibility studies.

Conducts annually, ten (10) preliminary engineering studies for major port developments.

Supervises the conduct of soil investigation and laboratory test being conducted/undertaken by Consultants.





Evaluates the technical aspect of private ports and LGU port proposals as requested.

Provides support to the BAC-TWG for Civil Works Projects of H.O.

Assists in the conduct of Constructors Performance Evaluation System on capital infrastructures projects in coordination with PCMD and other concerned RCs.

Conducts inspections, surveys, coordination and consultations with stakeholders, constructors and end-users on port designs.

Undertakes the architectural and detailed engineering design of structures and facilities port construction on expansion projects annually including reclamations, piers or wharf construction or extension and capital dredging.

Prepares the bill of quantities, cost estimates and POW including construction schedules for projects initiated at the Head Office.

Reviews the detailed engineering of CAPEX projects submitted by Field Offices.

Prepares the technical specifications, working drawings and other tender documents needed for the bidding and implementation of the HO CAPEX projects.

Undertakes the necessary major revisions and/or modification of designs for on-going HO projects.

Conducts inspections, coordination and consultations with stakeholders, constructors and end-users for HO CAPEX projects, before, during and after project completion.

Reviews and evaluates the POW submitted by Field Offices for implementation under the APP.

Evaluates and reviews the design aspects of BOT/JV projects proposals, privatization schemes.

Attends various meetings.

Performs other related functions.

### **PROJECT IDENTIFICATION AND APPRAISAL DIVISION**

Explore and identifies potentially rewarding port investments.

Gathers information from sector surveys, industry studies, national and regional development plans.

Undertakes the consultation/coordination with affected stakeholders, private sector, local government units, local field/planning offices.

Conducts of preliminary engineering and critical review of the technical aspects of the project.



Conducts analysis of port statistical data necessary in the preparation of the pre-feasibility study.

Undertakes the projection of cargo, passenger and vessel traffic and the determination of the capacities of existing facilities to determine which ports need immediate expansion and/or rehabilitation.

Prepares the Terms of Reference for the conduct of technical surveys/studies.

Provides support to the BAC-TWG in consultancy services for technical surveys/studies.

Conducts PPA National Port Master Planning and formulates/updates the PPA Port Development plans in coordination with the NEDA.

Formulates and implements policies, guidelines and rules and regulations pertaining to port master planning.

Consolidates and evaluates individual port master plans from PMOs.

Prepares the port zone delineation as basis for the issuance of a Presidential Proclamation pursuant to Executive Order 410.

Conducts pre and post appraisal of port development projects as requested by public and private entities, LGUs, etc.

Attends various meetings, conferences, etc.

Performs other related functions.

### **PORT CONSTRUCTION AND MAINTENANCE DEPARTMENT**

Undertakes the management, supervision and/or implementation of foreign-assisted capital projects and major locally funded capital projects.

Ensures the implementation of projects to be in accordance with the specifications, construction drawings and terms of the contract.

Evaluates changes/modifications of construction schedules, plans and other deviations to suit actual field conditions.

Evaluates proposed variation orders, time extensions, progress billings, price adjustments and price escalations.

Assists in the conduct of post evaluation of projects and Constructors Performance Evaluations System in coordination with Port Planning and Design Department (PPDD), IAD and other concerned RCs.

Prepares and submits reports on the departments concerns and the project's status, and other reports as necessary.

Provides administrative and technical support in project implementation.



Prepares the Annual Budget and Program for Repair & Maintenance (R/M) Projects of PMOs.

Evaluates and monitors progress of project implementation (HO & R/M Projects), and prepares consolidated reports, the Update on the GMs Report for the Board (UGMRB), MPFSR, and other reports.

### **CONSTRUCTION AND MAINTENANCE DIVISION - I**

Undertakes the supervision/management of all construction activities and related works especially those classified under Head Office (HO) Projects.

Provides technical and administrative services in the project implementation.

Ensures that project implementation shall be in accordance with the approved plans, specifications and terms of contract.

Performs quality control concerning construction materials to be utilized in the projects.

Evaluates and reviews changes/modifications of construction schedules, design plans and other deviations in the actual construction works.

Evaluates and reviews proposed variation orders, time extensions, payment claims and/or price escalations.

Monitors the project cash flow and fund utilization.

Evaluates, prioritizes and manages the Annual Program for Repair & Maintenance (R/M) Projects of PMOs.

Evaluates and reviews Program of Works (POW), Project Profiles, Work Schedule, Variation Order of R/M Projects.

Evaluates and consolidates the Monthly Physical & Financial Status Report (MPFSR) submitted by the PMOs.

Coordinates with PMOs on R/M Project Implementation, especially on delays and problems as reflected in the MPFSR.

Conducts inspection and validation of R/M Projects and Port Facilities.

Assists in the conduct of port evaluation of projects & CPES in coordination with IAD, Port Planning & Design Dept. and other concerned agencies.

Conducts pre and post construction surveys and provides documentation for the construction meetings/conferences.

Conducts materials inspection & witness its testing and monitors compliance of the Quality Control Assurance.

Performs other related functions.



## **CONSTRUCTION AND MAINTENANCE DIVISION - II**

Undertakes the supervision/management of all construction activities and related works especially those classified under Head Office (HO) Projects.

Provides technical and administrative services in the project implementation.

Ensures that project implementation shall be in accordance with the approved plans, specifications and terms of contract.

Performs quality control concerning construction materials to be utilized in the projects.

Evaluates and reviews changes/modifications of construction schedules, design plans and other deviations in the actual construction works.

Evaluates and reviews proposed variation orders, time extensions, payment claims and/or price escalations.

Evaluates and reviews Program of Works (POW), Project Profiles, Work Schedule, Variation Order of R/M Projects.

Evaluates and consolidates the Monthly Physical & Financial Status Report (MPFSR) submitted by the PMOs.

Coordinates with PMOs on R/M Project Implementation, especially on delays and problems as reflected in the MPFSR.

Conducts inspection and validation of R/M Projects and Port Facilities.

Assists in the conduct of port evaluation of projects & CPES in coordination with IAD, Port Planning & Design Dept. and other concerned agencies.

Conducts pre and post construction surveys and provides documentation for the construction meetings/conferences.

Conducts materials inspection & witness its testing and monitors compliance of the Quality Control Assurance.

Performs other related functions.

## **CONSTRUCTION AND MAINTENANCE DIVISION - III**

Undertakes the supervision/management of all construction activities and related works especially those classified under Head Office (HO) Projects.

Provides technical and administrative services in the project implementation.

Ensures that project implementation shall be in accordance with the approved plans, specifications and terms of contract.

Performs quality control concerning construction materials to be utilized in the projects.



Evaluates and reviews changes/modifications of construction schedules, design plans and other deviations in the actual construction works.

Evaluates and reviews proposed variation orders, time extensions, payment claims and/or price escalations.

Monitors the project cash flow and fund utilization.

Evaluates and reviews Program of Works (POW), Project Profiles, Work Schedule, Variation Order of R/M Projects.

Evaluates and consolidates the Monthly Physical & Financial Status Report (MPFSR) submitted by the PMOs.

Coordinates with PMOs on R/M Project Implementation, especially on delays and problems as reflected in the MPFSR.

Conducts inspection and validation of R/M Projects and Port Facilities.

Assists in the conduct of port evaluation of projects & CPES in coordination with IAD, Port Planning & Design Dept. and other concerned agencies.

Conducts pre and post construction surveys and provides documentation for the construction meetings/conferences.

Conducts materials inspection & witness its testing and monitors compliance of the Quality Control Assurance.

Performs other related functions.

### **DREDGING AND SURVEY DEPARTMENT**

Develops Annual Dredging Program and defines their implementation schedule and funding requirements.

Undertakes Head Office contract dredging works including hydrographic and topographic surveys & removal/salvaging of derelicts.

Maintains one (1) survey boat and various survey equipment.

Supervises and monitors dredging works under contract.

Undertakes Port Zone Delineation Surveys and Facilities and Utilities Surveys, including aerial, cadastral, hydrographic, etc.

Performs other related functions.

### **PROGRAMMING AND SURVEY DIVISION**

Undertakes hydrographic surveys/investigations and determines the volume of dredge materials to be removed.



Undertakes progress and final hydrographic surveys to determine the actual volume dredged and monitors progress of dredging works.

Provides topographic, hydrographic, utilities and facilities and Port Zone Delineation survey services to other units of PPA.

Develops the dredging program and defines the implementation schedule, the dredger to be used, and funding requirements.

Operates and maintains survey instruments/equipment.

Performs other related functions.

### **DREDGING MANAGEMENT DIVISION**

Undertakes the supervision and management in the implementation of maintenance dredging projects under the PPA privatized dredging contract.

Undertakes the supervision and monitoring of the annual maintenance dredging program of the six (6) PPA dredgers, two (2) attendant boats and one (1) survey boat leased to the contractor under the PPA privatized dredging contract.

Undertakes the monitoring of contract dredging works farmed-out to the PMOs including supervision and monitoring of salvaging and removal works of derelicts.

Undertakes the operation and maintenance of one (1) PPA survey boat.

Provides technical and administrative services in dredging projects implementation including evaluation and review of contractor's performance and performs quality control functions for dredging.

Performs other related functions

### **OFFICE OF THE ASSISTANT GENERAL MANAGER FOR FINANCE, LEGAL AND ADMINISTRATION**

Formulates, updates and prescribes policies and strategies of the Authority in the areas of human resource management, financial transactions, cash management, legal, management studies and organizational diagnosis & profiling, career development, and employee performance & standards and ensures the proper implementation of the same.

Provides direction to the PMOs relative to finance, legal and administrative issues/concerns, among others.

Provides the administrative requirements of the Authority in the areas of personnel, general services, procurement of office supplies and equipment, transportation and records and communications.

Ensures the attainment of human resources management, manpower development, career development, integrated health and physical fitness of PPA employees.



Assists in the supervision of the implementation of policies, programs, rules and regulations.

Ensures the proper inventory of PPA properties.

Ensures the insurance coverage of PPA properties.

Ensures the efficient and accurate delivery of accounting and financial control services in providing the financial requirements of all the units of the Authority.

Ensures the viability of the Authority as well as its compliance with covenants entered into with financing institutions.

Ensures the proper remittance of all PPA collections.

Formulates the PPA Annual Budget.

Promotes and maintains external linkages with local financial and training institutions.

Performs other related functions.

### **HUMAN RESOURCE MANAGEMENT DEPARTMENT**

Formulates, reviews, revises, prescribes and recommends personnel policy guidelines, rules and regulations and systems and procedures on recruitment, selection, placement & promotion; compensation & employee welfare, incentives & benefits, merits & awards; complaints and grievance machinery; employee discipline; employee relations and services; manpower development; management of organic training (preparatory stage, implementation stage/training delivery and disposal stage) ; management studies and organizational diagnosis & profiling; career development; and employee performance standards.

Formulates procedural guidelines in the development of a strategic PPA Human Resource Plan.

Undertakes competency-mapping as basis for competency-based job descriptions or list of workforce competencies and their operational definition.

Implements and monitors compliance with policies, guidelines, rules and regulations, resolutions, decisions, orders and/or rulings of PPA/CSC/DBM/court in all aspects of personnel management.

Establishes the PPA career development system and manpower development programs.

Provides career coaching and counseling in charting Individual Career Path vis-à-vis PPA Career Development Plans.

Undertakes Human Resource Systems Checks as baseline data in prioritizing gaps and formulating appropriate interventions.



Undertakes PPA-wide personnel actions on appointments, promotions, transfers, separations, reinstatements, reassignments, retirements, dropping from the rolls, dismissals; leave administration; employee's service records, certificates of employment; remittance of Head Office employee deductions to various government agencies and private entities; payroll of Head Office personnel; employee merit increases, step increments and salary adjustment notices.

Undertakes research and studies on the different aspects of personnel management.

Conducts assessment on employee health and wellness.

Develops, provides and/or conducts integrated health, physical fitness and cultural programs.

Develops and maintains internal and external linkages with government and private entities relative to personnel management and administration.

Monitors and evaluates effectiveness of manpower development training programs.

Undertakes organizational diagnosis & profiling, competency mapping.

Manages periodic performance measurement and monitoring of results of human resource development interventions in coordination with IAD, ICTD and CPD in order to implement corrective actions.

Manages and processes local scholarships/training, foreign grants and foreign-desk requirements of PPA.

Performs program management of all organic training from preparation stage, implementation stage and disposal stage.

Promotes and maintains external linkages and technical information exchanges with local financial offices and training institutions.

Performs other related functions.

### **HUMAN RESOURCE SERVICES DIVISION**

Formulates and implements policies, rules and regulations and guidelines on personnel management.

Administers and monitors employee performance appraisal programs.

Provides personnel services requirements of all PPA employees.

Designs techniques in work allocation as a means of improving manpower utilization.

Establishes and maintains centralized personnel files.

Develops and administers PPA-wide programs on recruitment, selection, employment and placement of personnel.





Conducts studies and analysis of personnel programs, policies and procedures relative to recruitment, selection, placement and promotion.

Implements PPA policies, Board Resolutions, Budget Circulars, Court Decisions, presidential Decrees, Civil Service laws and rules, etc. regarding recruitment, employment and promotion.

Develops and/or recommends policies, systems and procedures for proper and efficient execution of personnel actions in accordance with applicable policies, rules and regulations.

Develops and conducts a continuing program of research and data gathering activities on personnel management/administration, salary adjustments, incentive plans and charges in fringe benefits, and maintains liaison with other departments and government agencies and/or private institutions.

Updates and recommends Merit Promotion Plan and System of Position ranking for adequacy in conformance with Civil Service Laws, rules, regulations and standards.

Handles the preparation and processing of appointments, promotions, transfers, separations, reinstatements, reemployment and other personnel action/s.

Provides technical and secretariat services to the Head Office Selection Board, Grievance Committee and Program on Awards & Incentives for Service Excellence (PRAISE) Committee, among others.

Assesses the competence and qualifications of candidates who are considered for appointments and/or promotions.

Handles the preparation of service records, certificate of employment, etc.

Administers and ensures effective implementation of compensation and benefits policies, laws, rules and regulations.

Conducts researches and studies on compensation practices in both government and private sectors to ensure competitive salary levels in PPA.

Develops, provides and / or coordinates integrated health, physical fitness and cultural programs.

Provides medical, dental and laboratory services to Head Office and field units in Manila.

Administers PPA-wide policies and programs implementing job performance evaluation systems for purposes of determining individual employee work performance and productivity and granting personnel incentives and benefits pursuant to existing CSC and DBM guidelines, rules and regulations.

Implements and updates PPA personnel policies and procedures regarding government wage and salary administration policies and programs pursuant to DBM guidelines, rules and regulations.



Formulates, revises and recommends policies, rules and regulations and guidelines on employee welfare and benefits and all other personnel claims to meet changing personnel and agency needs pursuant to PPA Board action.

Prepares special orders on reassignments, details, designations, Special Disbursing Officer, etc.

Prepares monthly payroll for Head Office personnel and all other pay instruments relative to the grant of salary increases and other benefits to Head Office personnel.

Processes leave applications, retirement applications, retirement applications and payment of retirement gratuities, terminal leaves, financial assistance due to death, calamity loan assistance, long service/loyalty awards, etc.

Prepares and processes merit increases, step increments and salary adjustments.

Performs other related functions.

### **CAREER DEVELOPMENT DIVISION**

Formulates and implements policies, guidelines, systems and procedures on organizational diagnosis and profiling, career pathing, succession planning, employee performance monitoring and coaching, professional rewarding and development, and manpower development.

Establishes skills inventory as basis for career planning and staff development.

Establishes PPA career development system, job competency, office operating procedures, among others.

Provides career coaching and counseling in charting the Individual Career Path vis-à-vis PPA Career Development Plans.

Evaluates the proper application of the PPA job-rotation program (JRP) vis-à-vis individual Career Plans.

Conducts training needs assessment (TNA) of PPA personnel for the preparation of human resource development programs and budget.

Manages and evaluates unprogrammed courses (RC-initiated) and recommends packaged training proposal for Management approval.

Identifies target areas for improvements thru workflow mapping, organizational design, and culture gap analysis.

Develops data-building of HR-related competency gaps and priority HR interventions.

Defines and recommends appropriate development interventions that when implemented will cause change in target areas towards desired direction.

Undertakes research on current and best practices on total quality management.



Manages periodic performance measurement and monitoring of results of change management interventions in coordination with IAD, ICRD and CPD to manage resistance to change efforts and to implement corrective actions.

Manages and processes local scholarships/training, foreign scholarship grants & foreign-desk requirements.

Develops and updates a Monitoring and Evaluation Mechanism to assess progress of HR interventions, such as the Training Impact Assessment (TIA).

Establishes and maintains centralized training information system.

Monitors the conduct of echo seminars by grantees of local & foreign training programs and the application of re-entry/action plan.

Performs program management of organic training from preparation, implementation and disposal stage.

Promotes and maintains linkages and technical information exchanges with local and foreign training entities to foster cooperation on areas of common interests.

Performs liaison/documentation assistance to PPA officials and employees participating in local and foreign conventions/conferences, meetings and similar activities.

Performs other related functions.

### **ADMINISTRATIVE SERVICES DEPARTMENT**

Develops and implements policies, guidelines, systems and procedures on material resource management.

Implements an efficient and effective records management system and maintain the PPA centralized files.

Undertakes custodianship of all original copies of contracts entered into by PPA.

Provides reproduction and general administrative services.

Manages the PPA Head Office motor pool and the provision of transportation service.

Develops and implements effective vehicle, equipment and buildings maintenance programs.

Maintains an updated inventory of all PPA properties.

Implements an effective procurement and inventory management of Head Office supplies and materials.

Ensures the insurance coverage of non-fixed assets.

Undertakes disposal of non-serviceable properties.



Performs other related functions.

### **GENERAL SERVICES DIVISION**

Undertakes disposal of non-serviceable properties.

Undertakes housekeeping program for PPA offices and premises.

Undertakes the operation and maintenance of Head Office equipment, motor pool and transportation facilities.

Supervises the routine and preventive maintenance of building facilities.

Ensures the proper handling of communications and mail and the retention and disposition of records.

Develops and maintains a centralized records management system including a systematic retrieval procedures.

Undertakes reproduction and distribution of circulars, memoranda and other PPA issuances to all units concerned.

Takes custody of all original copies of contracts and similar documents.

Undertakes the disposal of unserviceable properties and disposal of old files in accordance with prescribed rules.

Certifies to the authenticity of documents and records.

Provides reproduction and other general administrative services to Head Office units.

Performs other related functions.

### **PROPERTY MANAGEMENT DIVISION**

Develops and implements policies and guidelines on supplies management.

Manages the maintenance of adequate inventory of office supplies to ensure their availability when needed.

Undertakes and coordinates procurement and supply functions for PPA including the procurement for the field units of supplies, materials and equipment not available in their locality.

Manages the disposal of unserviceable properties.

Undertakes periodic physical inventory of all PPA properties.

Accounts for all PPA non-expendable properties and equipment and keeps records of their status or condition, accountabilities and disposition of such properties.

Undertakes procurement of goods not covered by R.A. 9184 bidding process.



Manages the provision and distribution of supplies, materials and equipment.  
Ensures insurance coverage for motor vehicles and handles claims relative thereto.  
Performs other related functions.

### **RECORDS AND COMMUNICATIONS DIVISION**

Maintains a centralized records management system.  
Ensures the proper handling of communications and mail, and the retention and disposition of records.  
Facilitates and coordinates information exchange among the different units of PPA through radio, telephone and / or written communications.  
Provides reproduction services to all Head Office units.  
Facilitates the systematic filing and retrieval of centralized documents and records.  
Reproduces administrative circulars, memoranda and other orders for circulation and general distribution to all PPA units.  
Certifies to the authenticity of documents and records.  
Performs other related functions.

### **CONTROLLERSHIP DEPARTMENT**

Formulates and updates guidelines in the application of accounting standards, auditing rules and pertinent government issuances.  
Directs, coordinates and supervises the overall accounting and financial control functions of the PPA.  
Develops and implements a comprehensive system of financial reporting to provide management with pertinent information on the operating results of all units and of the PPA as corporate body.  
Formulates, recommends and updates policies, guidelines in the preparation of budget for each PPA responsibility center.  
Supervises the preparation, implementation and monitoring of the PPA annual budget.  
Ensures the proper accounting and reporting of all financial transactions of the PPA and compliance to fiscal policies of the government.  
Reviews the financial progress of the PPA vis-à-vis approved plans and submits reports and recommendations for corrective actions to management.  
Reviews and validates financial data and their impact on long term corporate plans.



Prepares the financial statements and related reports for use of Management, Board, COA, government regulative bodies and other stakeholders.

Provides advice and assistance to management and operating units in the areas of accounting and financial management services.

Ensures liquidation of cash advances and settlement of COA suspensions and disallowances.

Performs other related functions.

### **ACCOUNTING DIVISION**

Conducts fiscal review of all claims against PPA for Head Office transactions and effective implementation of needed controls in the processing of all claims nationwide compliant with PPA policies and applicable government rules and regulations.

Maintains and controls single books of accounts to ensure proper accounting and recording of all financial transactions nationwide in accordance with the designed functionalities of the Accounting and Financial Management System (AFMS) and preparation of the Head Office and Corporate financial reports based on updated policies and procedures consistent with PFRS and generally accepted accounting standards.

Manages the proper costing of all fixed assets nationwide where Accounting Division is given the sole role of Asset Manager in the AFMS which requires consistent monitoring of recorded assets, movements and costing nationwide.

Performs other related functions.

### **FINANCIAL CONTROL AND MANAGEMENT SERVICES DIVISION**

Formulates, recommends, updates policies, guidelines and procedures to strengthen the financial control of PPA and its Responsibility Centers.

Formulates and recommends budget guidelines.

Issues and monitors budget utilization and generation of periodic report in accordance with the Authority's program thrust and financial capability.

Directs the preparation of the financial performance evaluation reports and the determination /recommendation of alternative measures on significant variances.

Performs other related functions.



## **TREASURY DEPARTMENT**

Recommends and updates policies, guidelines, systems and procedures on cash management, credit and collection and corporate taxation.

Administers the centralized remittances of port collections.

Plans, determines and coordinates sources of cash requirements of PPA.

Ensures effective implementation of policies on the grant of credit and the collection of receivables by all ports nationwide.

Programs the timing of cash releases to the field offices and maintains the appropriate cash liquidity level.

Manages corporate investible funds and optimizes investment income.

Administers corporate taxation and insurance coverage of all fixed assets.

Performs cashiering function for the Head Office.

Services the foreign debt payments and other payments requiring foreign currency.

Safeguards certificates of ownership and other documentary evidences on real property owned by PPA.

Performs other related functions

## **CASH MANAGEMENT DIVISION**

Formulates and recommends policies, rules and regulations on the proper planning and management of cash resources.

Ensures the proper receipt and deposit of Head Office collections and the proper remittance of field offices collections.

Maintains required cash liquidity level of all field offices to ensure continuous financial operations.

Maintains required cash liquidity level of all field offices to ensure continuous financial operations.

Monitors BSP circulars on foreign loans and peso blocking.

Supervises the centralized acquisition, safekeeping and distribution of accountable forms to Head Office and field offices.

Ensures bond coverage of all accountable officers in Head Office.

Services foreign debt payments and other payments requiring foreign currency.

Performs cashiering functions for Head Office.

Handles daily check issuances at the Head Office.



Performs other related functions.

### **TREASURY MANAGEMENT SERVICES DIVISION**

Formulates and recommends policies and guidelines on credit and collection, investment of idle funds, corporate taxation, property insurance and property valuation.

Identifies and recommends investment strategies for PPA's idle funds to ensure maximum yield.

Manages the investment portfolio and ensures prompt collection of earnings thereon.

Identifies, evaluates and recommends external sources of financing for PPA.

Takes custody and ensures efficient safekeeping of all securities and bond instruments and evidences of ownership of PPA real property.

Ensures compliance of Head Office and field offices to tax administration requirements and credit and collection guidelines.

Analyzes accounts receivables of field offices and prepares performance reports to management.

Evaluates and recommends action on applications for write-off of accounts receivables.

Ensures adequate insurance coverage for all fixed assets and administers recovery of claims for damages.

Safeguards certificates of ownership and other documentary evidences on real property owned by the Authority.

Supervises the conduct of fixed assets appraisal.

Ensures filing and payment of all corporate taxes.

Undertakes continuing studies and researches on tax regulations.

Performs other related functions.

### **LEGAL SERVICES DEPARTMENT**

Reviews the propriety and legality of proposed rules, policies, regulations, pronouncements, procedures and guidelines affecting the port and its port users.

Prepares legal documents and instruments according to law and implements the Authority's policies and guidelines in the handling and disposition of cases, be it legal or internal.





Initiates, formulates, recommends and ensures effective implementation of policies and guidelines in the handling and disposition of legal/administrative cases as well as disciplinary and non-disciplinary problems of the Authority and its employees.

Provides legal assistance/advice to PPA Management, officials and employees and the PMOs on matters involving regulations, litigation, investigation or appeal of decisions arising from the performance of official duties.

Evaluates and monitors cases assigned to the field units concerned.

Reviews/Evaluates/Prepares contracts, agreements, memorandum of understanding, permits, licenses and other legal vital documents involving the Authority based on existing compilation of judicial decisions, etc.

Interprets pertinent laws, administrative orders, rules and regulations affecting the head office Responsibility Centers (RCs) and Port Management Offices (PMOs).

Handles cases filed for or against the Authority including attendance in court hearings.

Acts as the legal adviser and the general Corporate Counsel of the Authority.

Undertakes researches and studies on legal matters and keeps Management abreast of the latest laws, rules and judicial pronouncements/ developments affecting the Authority.

Handles select cases filed for or against the PPA with the Office of the Solicitor General (OSG) and Office of the Government Corporate Counsel (OGCC).

Performs other related functions.

### **REGULATORY AND DOCUMENTATION DIVISION**

Prepares legal opinions, rulings, decisions, resolutions and other pertinent legal write-ups for the Board and top Management.

Undertakes legal researches on highly technical legal matters and prepares opinions/position papers and recommendations on various vital corporate issues within the framework of the PPA Charter.

Reviews and prepares contracts, agreements and other vital legal documents to which PPA is a party.

Reviews the propriety and legality of rules and regulations, administrative procedures and guidelines affecting all ports within PPA jurisdiction and the port users in general.

Evaluates/reviews contracts, licenses or permits for compliance with legal requirements.

Hears, reviews and decides appealed/protested cases/decisions of Port Management Offices (PMOs) and investigates cognizable by the Division.



Reviews decisions or actions referred by the PMOs involving legal matters which are forwarded to the Head Office.

Keeps updated records and files of PPA official rulings and pertinent Supreme Court decisions and disseminates the same for information and guidance of PMOs and the port users.

Performs other related functions.

### **LITIGATION AND INVESTIGATION DIVISION**

Prepares and handles maritime/admiralty, civil, administrative, labor, criminal and other cases for and in behalf of the Authority, before Regional Trial Courts (RTCs), Appellate Courts and Administrative Bodies and/or tribunal.

Collaborates with the OSG and OGCC in the handling of cases filed for and in behalf of the Authority before RTCs, Appellate Courts and Supreme Court.

Formulates, recommends and ensures effective implementation of policies and guidelines in the handling and disposition of legal cases, as well as disciplinary and non-disciplinary problems affecting the Authority and its employees.

Investigates, prosecutes and reviews administrative cases against PPA personnel.

Represents the Authority in court hearings, meetings and conferences involving cases and/or legal matters affecting the Authority.

Provides legal advice and assistance to PPA Management, officials and employees on matters involving litigation or appeal of decisions arising from the performance of official duties.

Directs the conduct of legal researches, analyses of court rulings, precedents and jurisprudence.

Performs other related functions.

### **PORT MANAGEMENT OFFICE (PMO)**

Recommends, implements and updates policies, guidelines, standards, systems and procedures on port & marine operations, safety and environmental management, revenue collection, human resource & administrative services, port security, business development & real estate management, repair and maintenance of port facilities within the PMO.

### **OFFICE OF THE PORT MANAGER**

Ensures compliance and proper implementation of policies, guidelines, systems and procedures in port operations, finance, human resource & administrative services,



safety and environmental, port security, business development & real estate management, among others.

Recommends improvement of policies, guidelines, systems, standards and procedures, among others.

Provides safety and security of people, cargoes and facilities.

Ensures that all fees, dues and charges due the PPA are duly billed, collected and accounted for.

Reviews, evaluates, approves and signs required legal papers and submit recommendation to the Head Office.

Reviews contracts assigned including resolutions and other pertinent legal documents required; cargo handling and lease contracts as well as permits.

Renders opinions, observations, comments, and/or decisions/rulings on port operations, human resources, administrative & legal matters affecting the PMO, among others.

Attends to criminal, civil and administrative cases.

Enhances port viability, marketability and productivity.

Supervises the day-to-day operations of the port.

Performs other related functions.

### **ADMINISTRATIVE DIVISION**

Recommends improvement of policies, rules and regulations on human resource management and administrative matters for the efficient operation of the PMO and its terminal offices.

Implements administrative matters involving records management, property & supply management, procurement & general services and human resource policies, system and guidelines.

Implements all functions related to human resource management and administrative services.

Monitors compliance of office rules and regulations, among others.

Conducts administrative investigation and recommends disciplinary action against employee.

Directs the procurement, storage, issuance and inventory of supplies and other office materials.

Directs the general services functions like building maintenance, janitorial services, property utilization, repair and maintenance and transportation services.



Directs the implementation of an efficient and effective communication flow and records management system.

Studies and recommends training needs and development interventions of the PMO employees.

Prepares human resources and administrative reportorial requirements and submits to Head Office & other external agencies.

Performs other related functions.

### **FINANCE DIVISION**

Recommends improvement of policies, rules and regulations on financial matters on accounting, budgeting, billing and credit analysis and cashiering, among others.

Prepares and implements PMO financial plan, annual and/or specific budgets and insurance claims, among others.

Implements financial policies, guidelines, procedures, rules and regulations.

Provides all the necessary financial services for the efficient operation of the PMO and its terminal offices.

Assesses and collects all the required charges on cargoes and vessels as well as the PPA share on operators' income, and rentals.

Ensures the proper accounting and reporting of all financial transactions of the PMO and compliance to fiscal policies of the government.

Ensures adequate insurance coverage for all fixed assets and administers recovery of claims for damages.

Conducts special studies pertaining to financial matters.

Prepares financial reportorial requirements and submits to Head Office & other external agencies.

Performs other related functions.

### **ENGINEERING SERVICES DIVISION**

Recommends improvement of policies, rules and regulations on engineering matters.

Implements engineering policies, guidelines, procedures, rules and regulations.

Implements repair and maintenance works.

Prepares/conducts pre-feasibilities of port development projects, programs of work for repair and maintenance projects.



Undertakes and controls effective execution of rehabilitation and/or maintenance works including minor construction works.

Prepares design, plans specifications, estimates and related documents of engineering projects for approval of the Head Office.

Reviews/evaluates/implements Program of Works (POWs), variation orders, time extensions and related documents of all engineering projects for approval of the Head Office.

Assists in the processing of maintenance contracts and ensures compliance with the provisions of the contract and other bidding documents.

Prepares tender and bid documents of engineering projects.

Conducts ocular inspection and prepares cost estimates of damages inflicted by port users on port facilities and plants.

Prepares & updates port master development plans in the short, medium and long range as required by Head Office.

Supervises PMO-implemented projects.

Inspects and monitors engineering projects implemented by the PMOs.

Prepares engineering reportorial requirements and submits to Head Office & other external agencies.

Performs other related functions.

### **PORT POLICE DIVISION**

Recommends improvement of policies, rules and regulations on port safety and security policy rules and regulations.

Implements port safety and security policies, guidelines, procedures, rules and regulations.

Implements security measures on passengers, cargoes, vessels and port facilities.

Supervises private security agencies within the port premises.

Controls and regulates the flow of vehicles and people within the terminal phases.

Arrests, investigates and files appropriate charges before the judicial and quasi-judicial bodies for violations of port rules and regulations, the revised Penal Code and other special laws.

Establishes linkages and coordination on police and security matters with other government law enforcement and intelligence agencies.

Submits and updates port facility security assessment and port facility security plans of the base port and terminals in accordance with the International Ship and Port



Facility Security (ISPS) Code and National Security Programme for Sea Transport and Maritime Infrastructure.

Maintains peace and order within the port premises.

Prepares port safety and security reportorial requirements and submits to Head Office & other external agencies.

Performs other related functions.

### **PORT SERVICES DIVISION**

Recommends and implements rules and regulations, standards, systems and procedures in the efficient operation and safe delivery of marine services in the ports, in such areas as vessel operations, pilotage, ancillary services and other marine-related services.

Implements port and marine operations policies, guidelines, procedures, rules and regulations.

Enforces appropriate port rules and regulations promulgated by the Authority.

Analyzes, studies and recommends action on documents involving cargoes and vessels and on applications for licenses/permits to operate cargo handling and other port ancillary services.

Monitors the operations of private ports under the jurisdiction of the PMOs regarding compliance with Certificate of Registration (CORs) and PTOs and decides on appropriate actions to be undertaken.

Consolidates port statistical data.

Establishes safety standards in the movement of vessels, cargoes, passengers and pedestrians in the ports directly managed by PPA.

Establishes environmental standards/rules relative to port and marine operations within the ports.

Provides technical assistance to port users and other agencies relative to the implementation of port operations policies, regulations, systems and procedures.

Recommends and implements rules and regulations, standards, systems and procedures in the efficient operation and safe delivery of marine services in the ports, in such areas as vessel operations, pilotage, ancillary services and other marine-related services.

Undertakes periodic inspection and inventory of the port facilities/services to ensure the cleanliness of the terminal premises.

Assists in the conduct of performance and evaluation of cargo handling operators.

Supervises directly the day-to-day terminal and harbor operations.



Prepares port operations reportorial requirements and submits to Head Office & other external agencies.

Performs other related functions.

### **TERMINAL MANAGEMENT OFFICE (TMO)**

Supervises directly the day-to-day port operations.

Ensures the compliance of port operators with the standards, rules and regulations promulgated by the PPA.

Assesses and collects the required charges on cargoes and vessels, the share of PPA on operators' income, and rentals.

Ensures the proper safekeeping and accounting of collection and submits financial reports.

Identifies facilities that need repair and maintenance.

Undertakes periodic inspection and inventory of the port facilities; ensures cleanliness of the terminals.

Ensures port safety and security within the terminal.

Collects and consolidates port statistical data.

Performs other related functions.

### **PORT MANAGEMENT OFFICE (PMO) - NCR SOUTH**

Recommends, implements and updates policies, guidelines, standards, systems and procedures on port & marine management, safety and environmental management, revenue collection, human resource & administrative services, port security, business development & real estate management, repair and maintenance of port facilities within the PMO.

### **OFFICE OF THE PORT MANAGER**

Recommends improvement of policies, guidelines, systems, standards and procedures on port and marine management, finance, human resource & administrative services, safety and environmental, port security, business development & real estate management, among others.

Complies and implements policies, guidelines, systems and procedures on port and marine management, finance, human resource & administrative services, safety and environmental, port security, business development & real estate management, among others.



Provides safety and security of people, cargoes and facilities.

Ensures that all fees, dues and charges due the PPA are duly billed, collected and accounted for.

Reviews, evaluates, approves and signs required legal papers and submit recommendation to the Head Office.

Reviews contracts assigned including resolutions and other pertinent legal documents required; cargo handling and lease contracts as well as permits.

Renders opinions, observations, comments, and/or decisions/rulings on port operations, human resources, administrative & legal matters affecting the PMO, among others.

Manages, directs, supervises and implements work assignments for the improvement, and maintenance of services and facilities in the South Harbor Expanded Port Zone.

Enhances port viability, marketability and productivity.

Controls, supervises and coordinates all legal functions and services pertaining to the PMO and its terminals.

Ensure correct assessment and proper collection of all financial obligations to the PMO.

Supervises and directs berthing operations, cargo handling operations, portage operations and other ancillary services.

Formulates and recommends policies, regulations, standards, systems and procedures on port operations and services related to safety and environmental management matters.

Supervises the day-to-day management of the port.

Performs other related functions.

### **RESOURCE MANAGEMENT DIVISION**

Recommends improvement of policies, guidelines, rules and regulations on financial matters, administrative services and human resource management.

Prepares and implements PMO financial plan, annual and/or specific budgets and insurance claims, among others.

Implements financial policies, guidelines, procedures, rules and regulations.

Implements administrative matters involving records management, property & supply management, procurement & general services and human resource policies, system and guidelines.





Implements all functions related to financial management, human resource management and administrative services.

Prepares financial, human resource and administrative reportorial requirements and submits to Head Office & other external agencies.

Assesses and collects all the required charges on cargoes and vessels as well as the PPA share on operators' income, and rentals.

Studies and recommends training needs and development interventions of the PMO employees.

Performs other related functions.

### **PORT POLICE DIVISION**

Recommends improvement of policies, rules and regulations on port safety and security policy rules and regulations.

Implements port safety and security policies, guidelines, procedures, rules and regulations.

Implements security measures on passengers, cargoes, vessels and port facilities.

Supervises private security agencies within the port premises.

Controls and regulates the flow of vehicles and people within the terminal phases.

Arrests, investigates and files appropriate charges before the judicial and quasi-judicial bodies for violations of port rules and regulations, the revised Penal Code and other special laws.

Establishes linkages and coordination on police and security matters with other government law enforcement and intelligence agencies.

Submits and updates port facility security assessment and port facility security plans of the baseport and terminals in accordance with the International Ship and Port Facility Security (ISPS) Code and National Security Programme for Sea Transport and Maritime Infrastructure.

Maintains peace and order within the port premises.

Prepares port safety and security reportorial requirements and submits to Head Office & other external agencies.

Performs other related functions.



## **REAL ESTATE MANAGEMENT DIVISION**

Supervises day-to-day activities related to the South Harbor Expanded Port Zone, dissemination of instruction and daily work schedules, evaluation/discussion of daily reports and field situations.

Reviews, designs and implements comprehensive leasing plan geared towards achieving maximum utilization of PPA's real estate assets.

Manages, operates, develops and maintains Harbor Expanded Port Zone, especially on its safety for pedestrian and vehicular traffic.

Prepares plans, specifications and Program of Work for the improvement and maintenance of the South Harbor Expanded Port Zone facilities.

Undertakes and controls effective execution of rehabilitation and/or maintenance works.

Evaluates plans and supervises repair/construction works to be undertaken within the South Harbor Port Zone.

Responsible for the over-all implementation of repair and maintenance projects in the South Harbor Expanded Port Zone and TMOs.

Implements policies relative to Executive Order No. 321 on the zoning and use of the South Harbor Port Expanded Zone.

Prepares real estate management reportorial requirements and submits to Head Office & other external agencies.

Performs other related functions.

## **TERMINAL MANAGEMENT OFFICE (TMO) – PASIG**

Supervises directly the day-to-day port operations.

Ensures the compliance of port operators with the standards, rules and regulations promulgated by the PPA.

Supervises, directs and controls the applications for license/permits to operate arrastre/stevedoring, portorage, shiphandling, bunkering, watering and other related port services.

Assesses and collects the required charges on cargoes and vessels, the share of PPA on operators' income, and rentals.

Ensures the proper safekeeping and accounting of collection and submits financial reports.



Implements repair and maintenance works.

Undertakes periodic inspection and inventory of the port facilities; ensures cleanliness of the terminals.

Collects, consolidates and submits port statistical data and other reportorial requirements to Head Office and other external offices.

Identifies facilities that need repair and maintenance.

Coordinates with stevedoring and arrastre contractors to ensure effective control of cargo handling involving warehousing and storage and cargo, determining and allocating areas for open storage within the TMO

Implements security measures on passengers, cargoes, vessels and port facilities.

Ensures port safety and security within the terminal.

Performs other related functions.

### **PORT MANAGEMENT OFFICE NCR-NORTH**

Recommends, implements and updates policies, guidelines, standards, systems and procedures on port & marine management, vessel traffic services, safety and environmental management, revenue collection, human resource & administrative services, port security, business development & real estate management, repair and maintenance of port facilities within the PMO.

### **OFFICE OF THE PORT MANAGER**

Recommends improvement of policies, guidelines, systems, standards and procedures on port and marine management, finance, human resource & administrative services, safety and environmental, port security, among others.

Implements all PPA policies, systems and procedures and ensures the compliance thereto

Plans, directs and coordinates all activities in the conduct of research on legal matters affecting the PMO, its Terminal, and private ports under its jurisdiction.

Prepares resolutions or orders, advisory opinions in connection with cases/matters pending with or are brought before the PMO for resolution or action, e.g. preventive or mandatory injunction, TROs from the courts, court orders and processes.

Assists in the planning and design of major construction and development projects, whenever necessary.



Assists in the processing of maintenance contracts and ensures compliance with the provisions of the contract and other bidding documents.

Undertakes and controls effective execution of rehabilitation and/or maintenance works including minor construction works.

Implements repair and maintenance works.

Supervises the day-to-day operations of the port.

Performs other related functions.

### **RESOURCE MANAGEMENT DIVISION**

Recommends improvement of policies, guidelines, rules and regulations on financial matters, administrative services and human resource management

Prepares and implements PMO financial plan, annual and/or specific budgets and insurance claims, among others.

Implements financial policies, guidelines, procedures, rules and regulations.

Implements administrative matters involving records management, property & supply management, procurement & general services and human resource policies, system and guidelines.

Implements all functions related to financial management, human resource management and administrative services.

Prepares financial, human resource and administrative reportorial requirements and submits to Head Office & other external agencies.

Assesses and collects all the required charges on cargoes and vessels as well as the PPA share on operators' income, and rentals.

Studies and recommends training needs and development interventions of the PMO employees.

Performs other related functions.

### **PORT POLICE DIVISION**

Recommends improvement of policies, rules and regulations on port safety and security policy rules and regulations.

Implements port safety and security policies, guidelines, procedures, rules and regulations.



Implements security measures on passengers, cargoes, vessels and port facilities.

Supervises private security agencies within the port premises.

Controls and regulates the flow of vehicles and people within the terminal phases.

Arrests, investigates and files appropriate charges before the judicial and quasi-judicial bodies for violations of port rules and regulations, the revised Penal Code and other special laws.

Establishes linkages and coordination on police and security matters with other government law enforcement and intelligence agencies.

Submits and updates port facility security assessment and port facility security plans of the baseport and terminals in accordance with the International Ship and Port Facility Security (ISPS) Code and National Security Programme for Sea Transport and Maritime Infrastructure.

Maintains peace and order within the port premises.

Prepares port safety and security reportorial requirements and submits to Head Office & other external agencies.

Performs other related functions.

### **TECHNICAL SERVICES DIVISION**

Develops systems for collection and analysis of port and shipping operational information.

Supervises directly the day-to-day terminal and harbor operations.

Ensures the compliance of cargo handling and other service operators with the performance standards and the rules and regulations promulgated by PPA.

Recommends action on documents involving cargoes and vessels and on applications for leases and licenses/permits to operate port ancillary services.

Collects and submits port statistical data.

Undertakes periodic inspection and inventory of the port facilities/services to ensure the cleanliness of the terminal premises.

Assists in the conduct of performance and evaluation of cargo handling operators.

Recommends procedures for environmental safety of the port, including pollution control procedures.

Monitors implementation of safety standards in the PMO and its terminals.



Performs other related functions.

### **VESSEL TRAFFIC SERVICES DIVISION**

Conducts round the clock monitoring and surveillance of vessel traffic within the navigation area covered by the Vessel Traffic Management System.

Supervises and conducts regular coordination of all activities pertinent to the navigational and safe operation of harbor patrol boats.

Advises, coordinates with and provides information and assistance to vessels, port users and government agencies concerned regarding marine navigation, dangerous traffic situations, accidents, emergencies, security and pollution.

Supervises and directs the gathering and analysis of data or information pertaining to foreign and domestic vessels, and accessibility of fairways and harbor basins.

Prepares and serves notices of violation/s relative to vessel infraction pursuant to existing port rules and regulations.

Performs other related functions.

### **MANILA INTERNATIONAL CONTAINER TERMINAL (MICT) DIVISION**

Supervises the day-to-day activities of operating units and organizes the efficient accomplishment of work commitments of the terminal operator.

Supervises the establishment and effective implementation of MICT systems improvements and billing and collection procedures.

Formulates, recommends and implements operational policies, systems and procedures and regulations affecting the port.

Monitors the terminal operator's compliance with the provisions of its contract and with PPA guidelines.

Coordinates with the terminal operator/shipping companies and other stakeholders concerned on the smooth flow of cargo and passenger traffic in the area.

Gathers, analyzes and interprets statistical data on cargoes and vessels.

Supervises collection activities in the assigned collection unit

Maintains and reconciles accounts/records of port users.

Maintains peace and order within area of responsibility.



Enforces Port Access Control Regulations.

Performs other related functions.

### **TMO VITAS/PRIVATE PORTS**

Supervises directly the day-to-day port operations of the Vitas Terminal and private ports.

Ensures the compliance of port operators with the standards, rules and regulations promulgated by PPA.

Supervises, directs and controls the applications for license/permits to operate arrastre/stevedoring, portorage, shiphandling, bunkering, watering and other related port services.

Assesses and collects the required charges on cargoes and vessels, the share of PPA on operator's income, and rentals and submits financial reports.

Ensures the proper safekeeping and accounting of collection and submits financial reports.

Implements repair and maintenance works.

Undertakes periodic inspection and inventory of the port facilities; ensures cleanliness of the terminals.

Identifies facilities that need repair and maintenance.

Coordinates with stevedoring and arrastre contractors to ensure effective control of cargo handling involving warehousing and storage and cargo, determining and allocating areas for open storage within the TMO.

Processes and records entrance/clearance application of all vessels in his area of assignment.

Implements security measures on passengers, cargoes, vessels and port facilities.

Ensures port safety and security within the terminal.

Maintains peace and order within area of responsibility.

Collects, consolidates and submits port statistical data and other reportorial requirements to Head Office and other external offices.

Performs other related functions.

