

**[PPA MEMORANDUM CIRCULAR NO. 40-99,
September 17, 1999]**

**TRANSFER OF THE ADMINISTRATION OF GOVERNMENT PORTS
TO THE LGUS AND GOVERNMENT CORPORATIONS**

To further streamline the procedures in evaluating applications for the transfer of the administration, maintenance and development of municipal ports outside the PPA Port System to the Local Government Units, the following additional guidelines are hereby prescribed:

1. The Transition Committee (TC) as required under Item 2.1 of PPA Memorandum Circular No. 13-99 shall be organized, issued and signed by the District Manager thru a PDO Special Order. The composition of the TC shall be as follows:

Chairman: Port Manager of PMO Concerned
(where the port to be transferred is located)

Vice Chairman: Mayor of the LGU or
President/General Manager of the
Government Corporation or
Authorized Representative

Members: Manager, Port Services Division
Manager, Engineering Services
Division Manager, Resource and
Management Division

2. The RMD Manager and its selected Staff shall be the Technical Working Group that will assist the TC in the processing and evaluation of such application.

3. The Evaluation Report, containing the recommendation/s of the TC shall be submitted to management thru the PDO concerned for appropriate evaluation.

4. The budget for the undertaking shall be prepared by the PMO concerned and included in the Plans and Programs and budget proposal of the PMO. Hence, it is understood that no requests for additional budget for such purpose is needed to carry out the objectives of PPA Administrative Order No. 02-98.

5. The TC shall perform the specific duties and functions provided under Section 7 (d & e) of PPA Administrative Order No. 02-98 and Section 2 (2.3) of PPA Memorandum Circular No. 13-99.

6. All TCs earlier approved by the General Manager prior to this issuance shall remain valid until the particular activity for the purpose it was created has been completed.