

**PHILIPPINE FISHERIES DEVELOPMENT  
AUTHORITY**

**STANDARD OPERATIONAL  
INSTRUCTIONS MANUAL**

**OPM  
ZFPC-SOI-01**



**ORIGINAL COPY**

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	Code	ZFPC-SOI-01
		Version No.:	2
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**Office of the Port Manager (OPM)** - The OPM being the heart of ZFPC, supervises the activities of Administrative and Finance Services Division (AFSD, Harbor and Market Operations Division (HMOD), and Port Maintenance and Refrigeration Division (PMRD). The OPM supervises the strict implementation of Permit to Conduct Business (PTCB)/ Accreditation and ID system to all port users or customers. It also communicates all Top Management's concerns and receives correspondence from various clients (e.g. letter complaint, renewal of contract, application for lease, letter request, e-mails, and other concerns). The OPM is also generally tasked to be the custodian of Lease Contracts, QMS documents, PTCB forms, and other important documents.

## **I. FUNCTIONS, DUTIES AND RESPONSIBILITIES**

- Oversees, monitors, control and evaluates port operations and ensures proper compliance with existing laws and duly prescribed policies, rules and regulations in the conduct of port operations;
- Reviews and recommends short-/long-range port development plans/programs, annual port operating budgets, personnel actions, lease contracts, and other port concerns requiring top management/BOD/approval;
- Implements, monitors and evaluates quality assurance-related systems, procedures and requirements in all areas of port operation (i.e., GMP/SSOP/HACCP and food safety compliance, etc.);
- Implements ICT system, marketing/promotion and communication plans, and accreditation system for port clients, and recommends corresponding enhancements on the implementation of these programs as may be necessary;
- Submits regular and special reports on port operations, pertinent statistics/data and related matters as may be required by top management;
- Performs other related functions as may be required by top management.

## **II. DEFINITION OF TERMS**

- 1. Accreditation Certificate/Business Card System** – a program designed for the automation computerization of Accreditation/PTCB transactions
- 2. Active Contract** – a contract that is not yet expired
- 3. Certificate of Accreditation** – is the registration document issued to entities or persons, including those with contracts, who are engaged in any type of official undertaking inside the fish ports. It shall be issued on a one-time basis and shall be binding in all PFDA fish ports.

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4. **Client's w/ Contract** – port user that is engage in any type of business whether categorically a commercial or industrial that obtains a perfected contract with PFDA.
5. **Commercial Businesses** – usually a small type of business (e.g sari- sari store, food vendor, fishing supplies, bank and etc.).
6. **Contract Committee** – is responsible to undertake due diligence in matters pertaining to new lease applications, existing contracts and data management.
7. **Contract of Lease** – a formal agreement between the PFDA as Lessor and the Port Client as Lessee identifying the leased area and Corresponding terms and condition.
8. **Contract Monitoring Index (CMI)** – an index or record of each contract maintained by the Office of the Port Manager and shall be used to validate Order of Payment prior to approval.
9. **Contract Reference Number** – a reference number stamped on upper right corner every page of the contract.
10. **Contract Status** – client's status of contract of lease whether active or inactive.
11. **Escalation Rate** – the percentage increase of monthly lease rental for a certain effectivity or application schedule.
12. **Expired Contract** – a contract that reached its expiration date as stipulated in the period covered.
13. **Expired Operational** – a contract that reached its expiration date but still operating/ operational and active on its payments.
14. **Identification Card** – is an identifying instrument issued to all individuals, employees of port clients included, doing legitimate and official business inside fish ports. Issued in addition to PTCB, Ids shall be the primary access or entry control of an individual to port premises in addition to the company Ids issued by their respective employers. It shall have a validity period of five years but shall be subject to annual validation for authentication.
15. **Industrial Businesses** – a type of business engage in production (e.g factories, canning, ice plants and etc.).

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16. **Location Map** – is a map indicating the area to be leased or leased by the lessee and is attached to the contract of lease.
17. **Official Receipt** – a pre-numbered/accountable from prepared and issued by the Collecting Officer based on the approved Order of Payment. Indicated in this form are the client's name, company, Order of Payment Number, payment details and the amount of payment.
  - Original        - Client
  - Duplicate     - Cash Division
18. **Perfected Contract** – a Contract of Lease prepares, processed by concerned PFDA Officers and Staff and reviewed by the legal Staff, approved by the Top Management, Notarized, signed and accepted by both parties, i.e. PFDA and Client.
19. **Permit To Conduct Business (PTCB)** – is the authority granted to port clients to operate and do business inside a particular fish port. This authority shall be restricted to the fish port where the permit was issued. The permit shall have a validity period of one calendar year and expiry date of December 31 every year.
20. **Period of the Contract** – the period of leased stipulated in the contract.
21. **Port Facilities/Services** – the description of port facility/services leased by the client i.e. Location, area.
22. **Port Manager (PM)** – any incumbent manager or whoever is designated in charge of a particular PFDA fish port.
23. **Rate** – the rate of the leased area as stipulated in the contract.
24. **Re-structuring Agreement** – is a legal agreement between the first party (PFDA) and the second party (lessee) to negotiate payment of delinquent debts to continue operations.
25. **Transmittal Manifest** – a document summarizing the details of document mailing. The manifest contains the control number, date of mailing, complete list documents for mailing and the address of each document

### III. PROCESS FLOW

#### 1. APPLICATION FOR TEMPORARY LEASE CONTRACT

- a. Interested client submits Letter of Intent (LOI) to the Office of the Port Manager (OPM)

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- b. The OPM Staff receives and acknowledges receipt of the LOI
- c. The Port Manager forwards the LOI to the concerned Division Chief for pre-evaluation and recommendation
- d. Concerned Division Chief pre-evaluates, recommends and submits recommendation to the OPM
- e. The Contract Committee will evaluate
- f. The OPM staff prepares and prints the Temporary Contract of Lease for signing by the applicant and Port Manager
  - If the client prefers that the OPM will facilitate the notarization of the temporary contract, the OPM staffs endorse the said contract to a Notary Public law office. The client shoulders the payment of the notarization fee. Once the contract is notarized, OPM provides the client one (1) copy of the temporary contract.
  - If the client prefers to notarize their own temporary contract, the OPM staff returns the said contract to the client. After notarization, the client keeps one (1) copy of the contract and returns the remaining copies to OPM.
- g. OPM furnishes a copy of the notarized contract to the PFDA Central Office, Commission on Audit, and Record and Billing Section.

## **2. APPLICATION FOR LEASE CONTRACT (2 YEARS)**

- a. Interested client submits Letter of Intent (LOI) to the Office of the Port Manager (OPM)
- b. The OPM Staff receives and acknowledges receipt of the LOI
- c. The Port Manager forwards the LOI to the concerned Division Chief for pre-evaluation and recommendation
- d. Concerned Division Chief pre-evaluates, recommends and submits recommendation to the OPM
- e. OPM endorses the recommendation to the Contract Committee for evaluation
  - If the applicant did not meet the requirement for lease: Contract Committee informs the client and the PFDA Top Management of the Denial of LOI. Client may appeal to PFDA Top Management within ten (10) upon receipt of Denial
  - If PFDA Top Management considers the applicant's appeal: Contract Committee endorses the applicant's considered LOI to the PFDA Top Management for approval
  - If PFDA Top Management did not approve the applicant's Letter of Appeal: Contract Committee informs the applicant and archives the denied Letter of Intent
- f. Contract Committee shall endorses the applicant's LOI to the PFDA Top Management for Approval

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- If the PFDA Top Management disapproves the recommendation of the Contract Committee: Contract Committee shall inform the client of the denial. Client may appeal to PFDA Top Management within ten (10) upon receipt of Denial
- g.** OPM prepares the Contract of Lease and forwards the same to the Central Office Legal Division for review
- h.** Central Office Legal Division returns the reviewed Contract to the OPM for printing and signing by the applicant and Port Manager
- i.** OPM forwards the signed Contracts to the PFDA Central Office for approval and signature of the PFDA General Manager
- j.** PFDA General Manager forwards the approved contract to the OPM for notarization
- k.** OPM furnishes a copy of the notarized contract to the client, PFDA Central Office, Commission on Audit, and Record and Billing Section.

### **3. APPLICATION FOR RESTRUCTURING AGREEMENT**

- a.** Client submits a Letter Request for Restructuring of accounts to the Office of the Port Manager (OPM)
- b.** OPM Staff receives and acknowledges receipt of the Request Letter
- c.** Port Manager forwards the Request Letter to the AFSD for computation of arrears
- d.** AFSD computes the exact amount of arrears and submits the same to the OPM
- e.** OPM shall endorses the Request for Restructuring of Accounts to PFDA Top Management for Approval
  - If the PFDA Top Management approves the request: OPM informs the client of the required 30% down payment
- f.** Client pays the 30% down payment to the Cashier.
- g.** Cashier issues Official Receipt to the client.
- h.** OPM prepares the Restructuring Agreement, and forwards the same together with a copy of the Official Receipt representing 30% down payment to the PFDA Legal Division for review
- i.** PFDA Legal Division reviews the Restructuring Agreement.
- j.** Central Office Legal Division returns the reviewed Restructuring Agreement to the OPM for printing and signing by the client and Port Manager
- k.** OPM forwards the signed Restructuring Agreement to the PFDA Central Office for approval and signature of the PFDA General Manager
- l.** PFDA General Manager forwards the approved Restructuring Agreement to OPM for notarization



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- m.** OPM furnishes a copy of the notarized Restructuring Agreement to the client, PFDA Central Office, Commission on Audit, and Record and Billing Section

#### **4. RECEIPT AND DISTRIBUTION OF INCOMING DOCUMENTS**

- a.** Liaison Officer/Courier/Postman delivers/hand-carries documents
  - If during office hours, on weekdays: proceed to OPM at the Admin. Building
  - If beyond 5:00 PM (during weekdays), or on weekends and holidays: submit documents to the Security Guard-on-Duty (Admin. Building)  
(Note: The Security Guard will forward documents to OPM at the first business hour of the next working day)
- b.** OPM Staff refers private mails/documents directly to the address/recipient
- c.** OPM Staff accepts and stamps "RECEIVED" on the documents delivered; affixes signature and date/time received
- d.** OPM Staff scans documents for back-up copy and easy retrieval.
- e.** OPM Staff assigns a Reference Number to each document.
  - Documents with existing document code/reference number will retain its existing document code/number
  - Documents without existing document code/reference number will be assigned a unique identification number according to the classification indicated in the PFDA-ZFPC QP-001 (Control of Documents)
- f.** OPM Staff refers documents to Port Manager for notation and comments
- g.** Port Manager returns the reviewed documents to the OPM Staff
- h.** OPM Staff files documents with "For File" notations in its respective folders
- i.** OPM Staff photocopies the documents with notations
  - The original copy of the document shall be filed in its respective folders
  - The photocopy of the document shall be referred to the concerned units

#### **5. RECORDING AND MAILING OF OUTGOING DOCUMENTS**

- a.** Requesting Unit forwards to OPM documents to be mailed
- b.** OPM Staff accepts document for mailing, affixing time and date of receipt and signature of recipient in the requesting unit's logbook.
- c.** OPM Staff assigns a Reference Number to each document.



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- Documents with existing document code/reference number will retain its existing document code/number
- Documents without existing document code/reference number will be assigned a unique identification number according to the classification indicated in the PFDA-ZFPC QP-001 (Control of Documents)

- d. OPM Staff prepares two (2) copies of Transmittal Manifest. One copy will be mailed together with the documents. One copy will be filed in the Transmittal Manifest Folder for future reference.
- e. OPM Staff photocopies documents. The original copy of the document will be mailed. The photocopy of the document will be filed in the Outgoing Folder.
- f. OPM Staffs prepares with Purchase Request and Petty Cash Voucher for the Freight Services. The Disbursing Officer disburses the petty cash to the OPM Staff.
- g. OPM staff delivers the documents to the courier.
- h. OPM Staff prepares and processes Liquidation of Petty Cash Voucher to be submitted to the Disbursing Officer

## **6. RECORDING AND DELIVERY OF OUTGOING DOCUMENTS**

- a. Requesting Unit forwards to OPM documents to be delivered
- b. OPM Staff accepts document for delivery
- c. OPM Staff forwards the documents to be delivered to the Liaison Officer
- d. Liaison Officer performs errands/delivers documents
  - If all errands in the itinerary is accomplished: return received documents to the OPM Staff
  - If not all errands are not accomplished: schedule unaccomplished errands on the next errand day
- e. OPM Staff returns the received copies of the documents to the Requesting Units for filing.

## **7. PREPARATION OF TRAVEL DOCUMENTS**

- a. The Requesting Unit notifies the OPM Staff of the official travel and forwards the attaching Special Order or official letter.
  - For overland travel, the requesting unit forwards a photocopy of the trip ticket.
- b. The OPM Staff prepares the Travel Order and Itinerary of Travel, in accordance with the Special Order or official letter.

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- c. The OPM Staff forwards the Travel Order and Itinerary of Travel together with Special Order or official letter to the travelling individual, OIC-AFSD and Port Manager for signature.
  - For travel that requires air transport, the Travel Order shall be forwarded to the Central Office for signature of the Assistant General Manager and General Manager.
- d. After signing, the OPM Staff forwards the signed Travel Order and Itinerary of Travel together with Special Order or official letter to the Budget Officer for preparation of Disbursement Voucher.

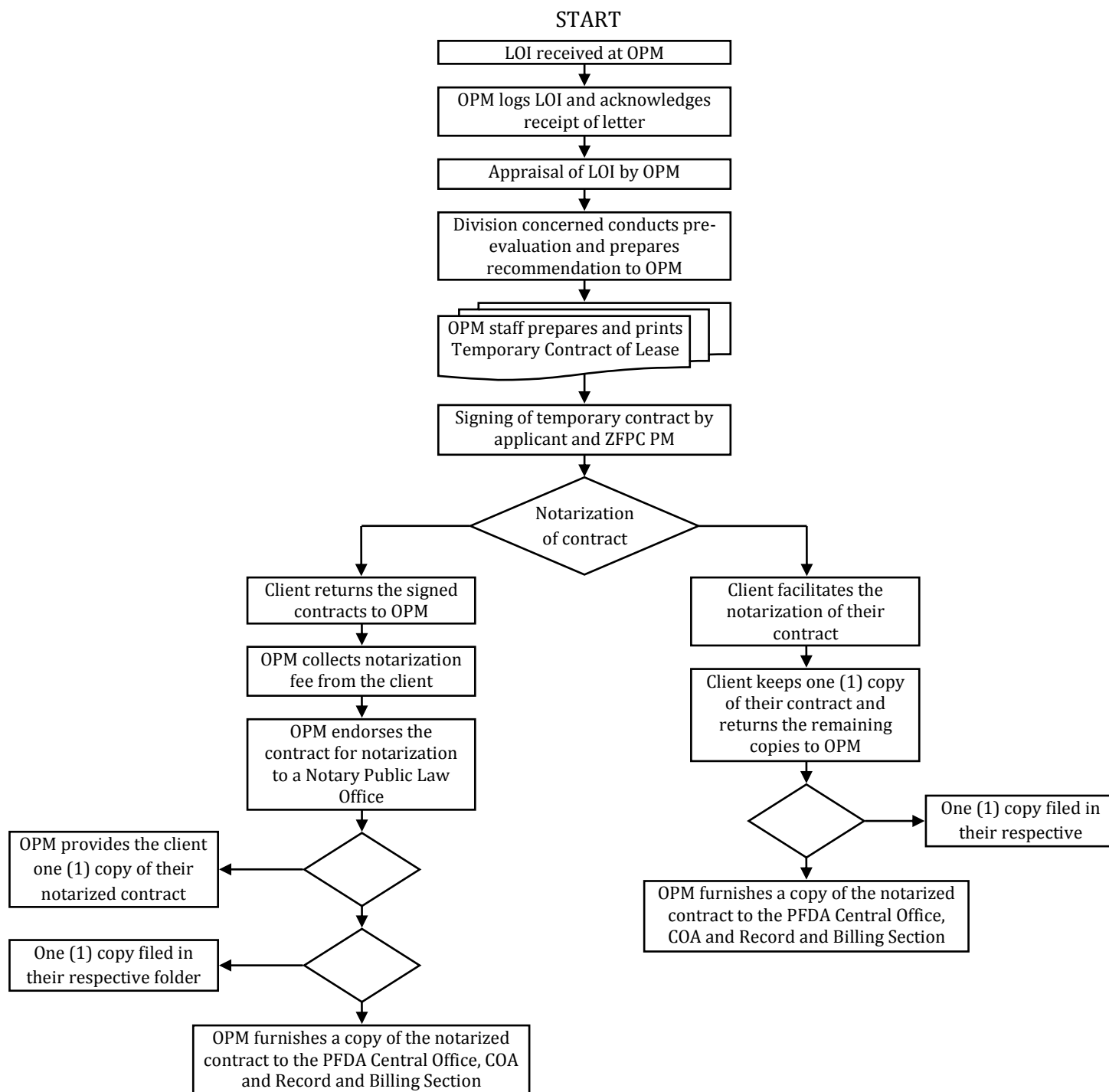
## **8. PREPARATION OF TRAVEL LIQUIDATION**

- a. The travelling individual forwards the proof of travel, such as plane ticket and boarding pass, and/or trip ticket together with the Certificate of Appearance to the OPM Staff.
- b. The OPM Staff retrieves and signed Travel Order and Itinerary of Travel.
- c. The OPM Staff attaches the proof of travel and Certificate of Appearance to the signed Travel Order and Itinerary of Travel.
- d. The OPM Staff prepares the Certificate of Travel Completed and forwards the same to the travelling individual for signature.
- e. The OPM Staff forwards the signed Travel Order, Itinerary of Travel, Certificate of Travel Completed, Certificate of Appearance and proof of travel to the OIC-AFSD for liquidation.

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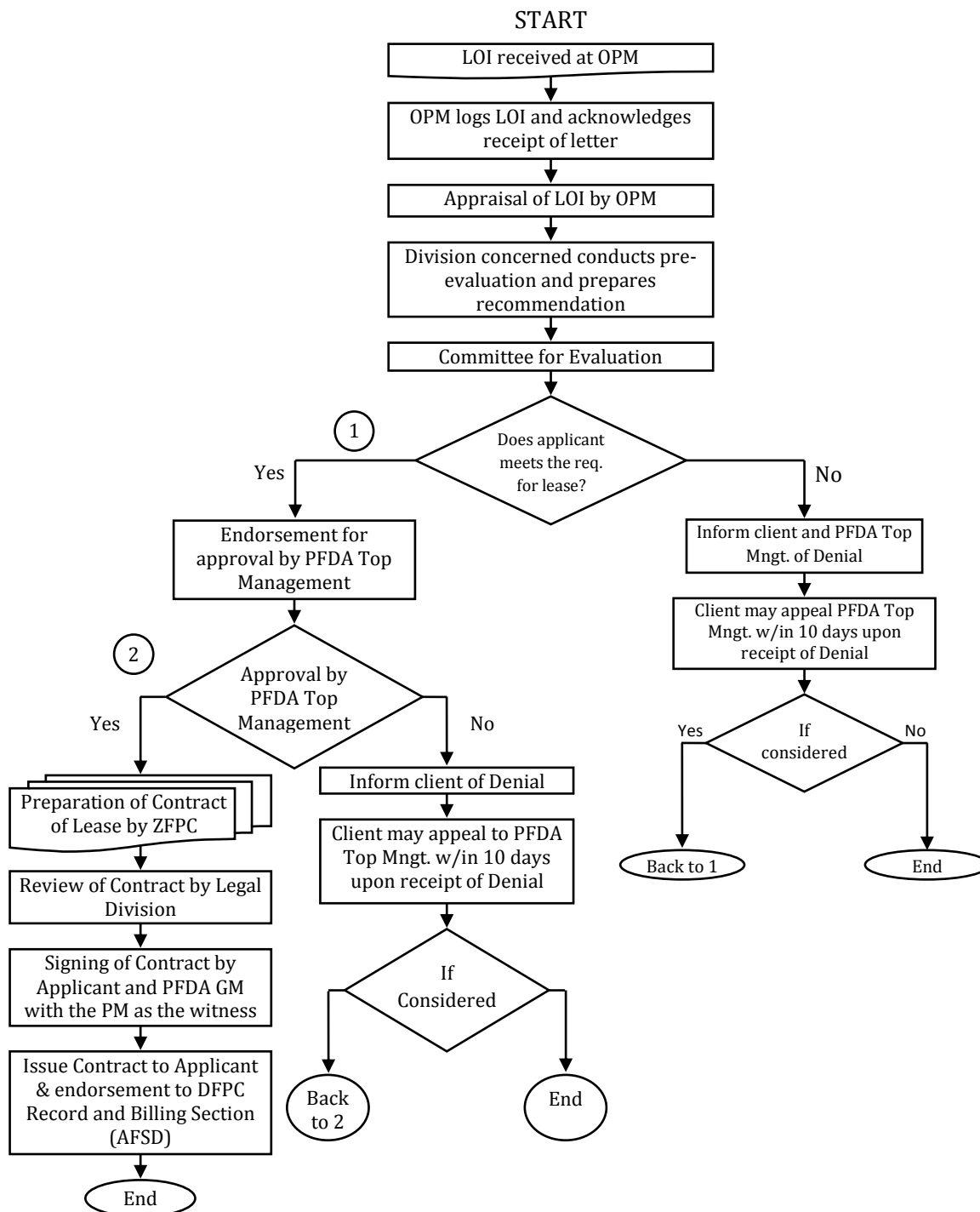
#### IV. FLOW CHART

##### APPLICATION FOR TEMPORARY LEASE CONTRACT



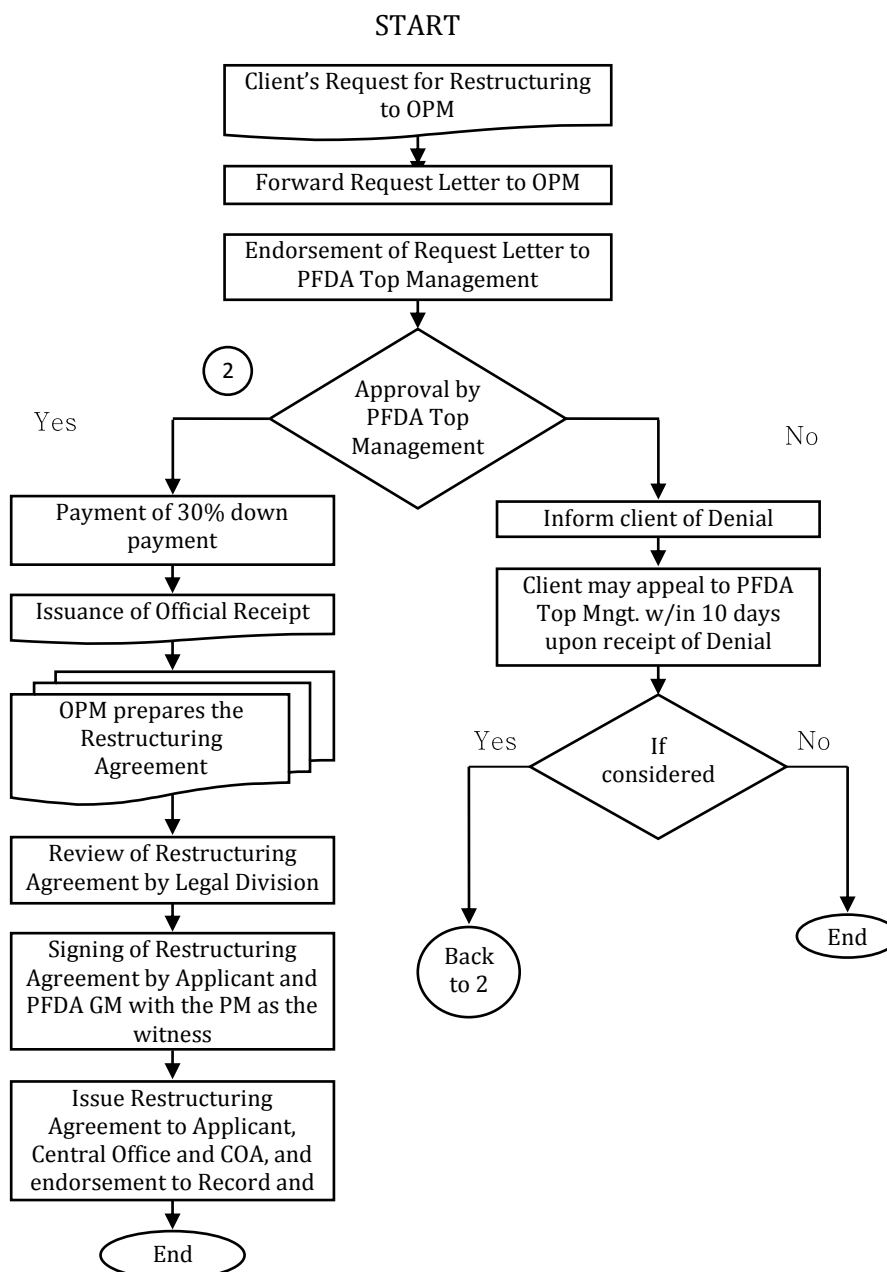
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### APPLICATION FOR LEASE CONTRACT



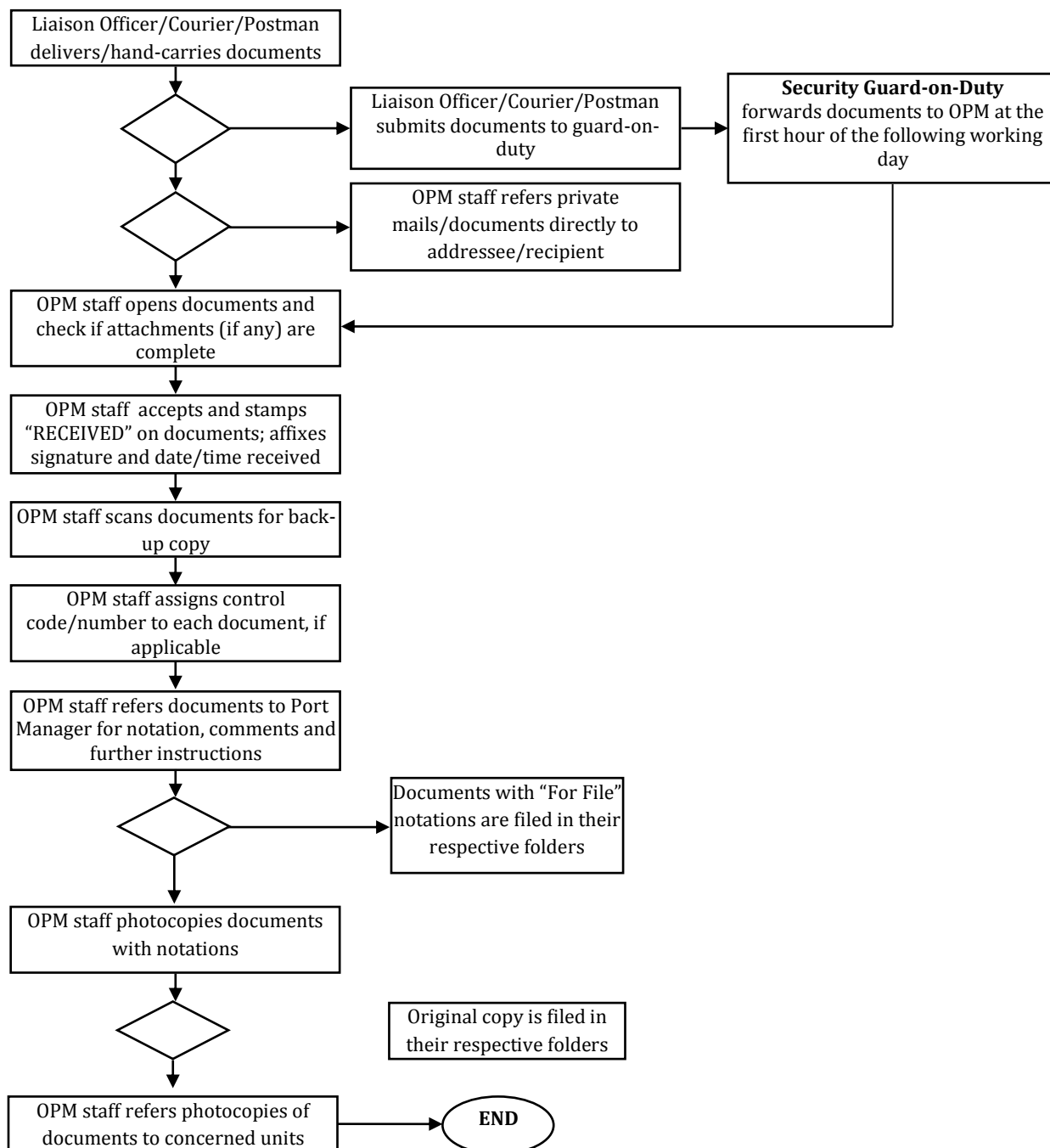
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## APPLICATION FOR RESTRUCTURING AGREEMENT



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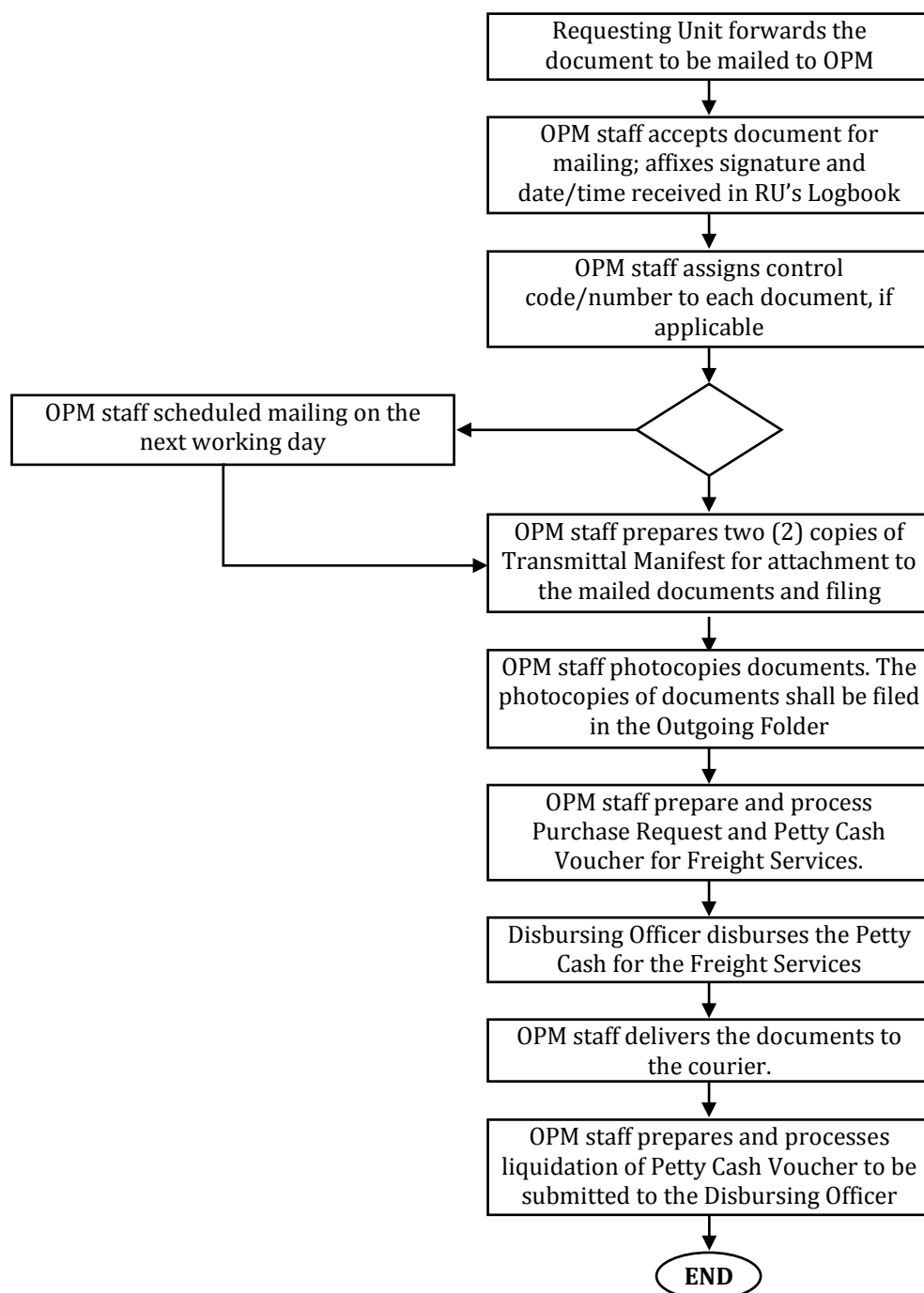
## RECEIPT AND DISTRIBUTION OF INCOMING DOCUMENTS





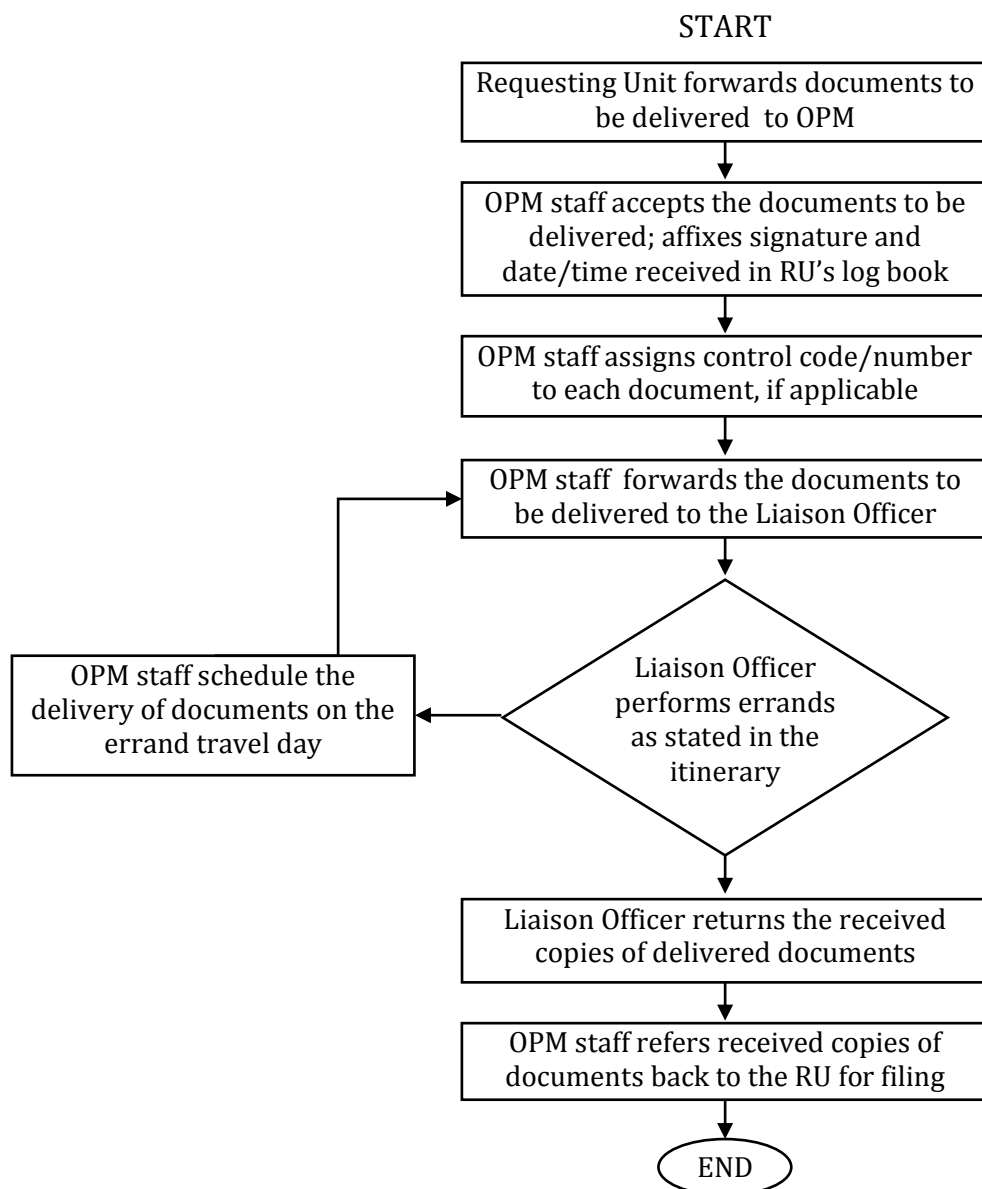
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## RECORDING AND MAILING OF OUTGOING DOCUMENTS



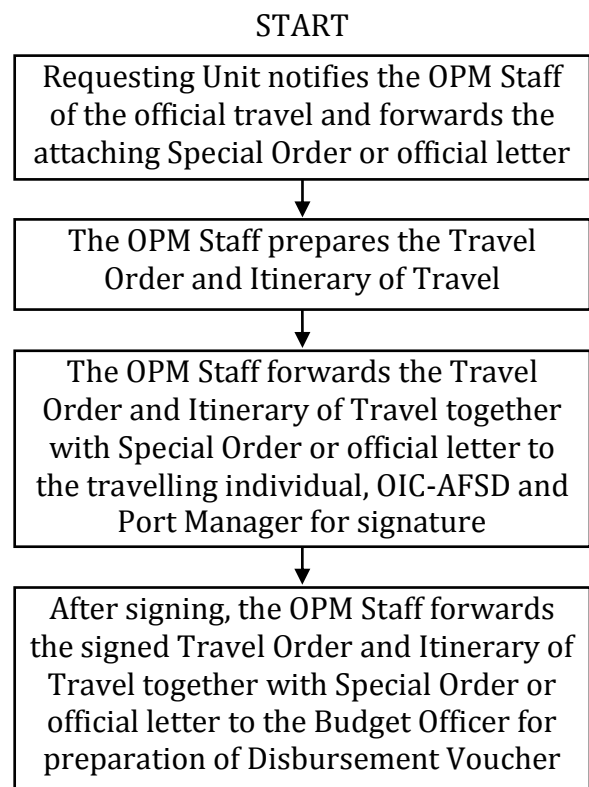
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## RECORDING AND DELIVERY OF OUTGOING DOCUMENTS



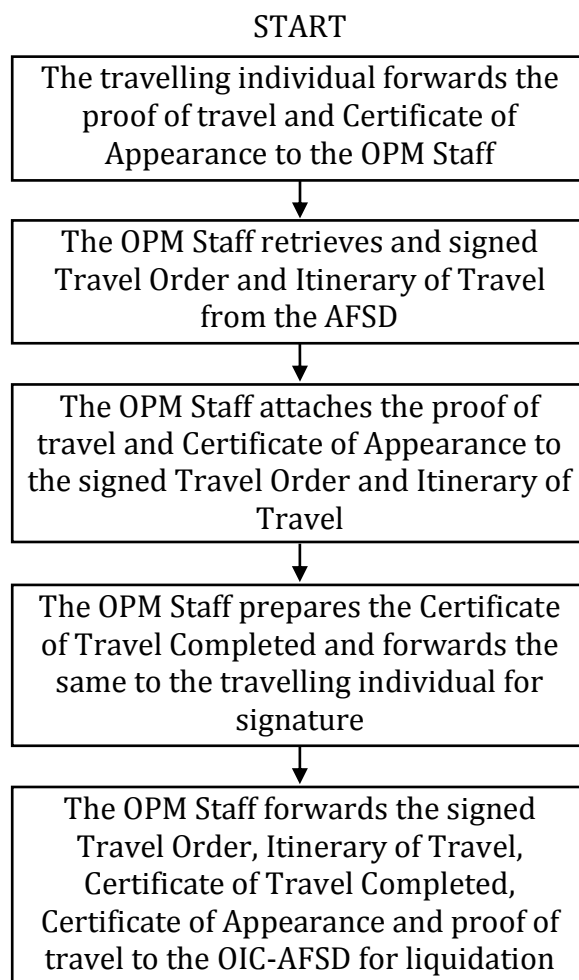
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## PREPARATION OF TRAVEL DOCUMENTS



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## PREPARATION OF TRAVEL LIQUIDATION



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## V. FORMS

### CERTIFICATE OF TRAVEL COMPLETED

	Republic of the Philippines DEPARTMENT OF AGRICULTURE PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex Brgy. Sangali, Zamboanga City 7000	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>ZFPC-SOI-01-F-001</b> </div>
<p><b><u>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</u></b> (Agency)</p> <p><b><u>ATTY. GLEN A. PANGAPALAN</u></b> (Agency Head) <span style="float: right;">Diliman, Quezon City (Station)</span></p> <p><b><u>PFDA-ZFPC</u></b> <span style="float: right;">_____</span> (Date)</p> <p>I CERTIFY THAT I have completed the travel authorized in Itinerary of Travel and Travel Order No. _____, under conditions indicated below:</p> <p><input checked="" type="checkbox"/> Strictly in accordance with the approved itinerary</p> <p><input type="checkbox"/> Cut Short as explained below. Excess payment in the amount of Php _____, was refunded under O.R. No. _____, dated _____.</p> <p><input type="checkbox"/> Extended as explained below. Additional itinerary was submitted.</p> <p><input type="checkbox"/> Other deviations as explained below.</p> <p>Explanation or justification: _____</p> <p>Evidence of travel:</p> <p>Others:</p> <p style="text-align: right; margin-top: 20px;">Respectfully submitted</p> <p style="text-align: right;">[NAME] [Designation]</p> <p style="text-align: center; margin-top: 20px;">On evidence and information of which I have knowledge, the travel was actually undertaken.</p> <p style="text-align: center; font-size: small;">Tel. No. 062 955-0750 Email : <a href="mailto:pfda_zfpc@yahoo.com">pfda_zfpc@yahoo.com</a> ; Liham Email: <a href="mailto:opm_zfpc@pfda.gov.ph">opm_zfpc@pfda.gov.ph</a></p>		

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## INVENTORY OF PORT CLIENTS

 PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY <b>Zamboanga Fish Port Complex</b> Inventory of Port Clients										<b>ZFPC-SOI-01-F-002</b>				
CLIENT/LESSEE	BUSINESS	Tel/Fax No.	Business Type	Product	Specification	Location	Leased Area/ Facility (sq.m.)	Rate/sq.m (exclusive of 12% VAT)	Rate/Mo. (Rate exclusive of 12% VAT)	CONTRACT DURATION		STATUS	PROVISION	REMARKS
										From	To			




	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX</b>	Code	<b>ZFPC-SOI-01</b>
		Version No.:	<b>1</b>
	<b>STANDARD OPERATIONAL INSTRUCTION'S MANUAL OFFICE OF THE PORT MANAGER</b>	Effectivity:	<b>October 21, 2019</b>
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## TRANSMITTAL MANIFEST

	<b>Zamboanga Fish Port Complex TRANSMITTAL MANIFEST</b>	<b>ZFPC-SOI-01-F-003</b>																																															
To : From : <b>ZAMBOANGA FISH PORT COMPLEX</b>		Date:																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO</th> <th style="width: 35%;">DOCUMENTS/ITEMS</th> <th style="width: 15%;">SENDER</th> <th style="width: 30%;">ADDRESSEE</th> <th style="width: 15%;">RECEIVED BY</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	NO	DOCUMENTS/ITEMS	SENDER	ADDRESSEE	RECEIVED BY	1					2					3					4					5					6					7					8								
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	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	Code	<b>ZFPC-SOI-01</b>
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## CERTIFICATE OF APPEARANCE

	Republic of the Philippines Department of Agriculture <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>Zamboanga Fish Port Complex</b> Brgy. Sangali, Zamboanga City 7000	<b>ZFPC-SOI-01-F-004</b>
<h3 style="margin: 0;">CERTIFICATE OF APPEARANCE</h3> <p style="margin: 10px 0;">This is to certify that _____,</p> <p style="margin: 10px 0;">_____ of _____ has personally</p> <p style="margin: 10px 0;">appeared</p> <p style="margin: 10px 0;">at the PFDA-Zamboanga Fish Port Complex on official business on</p> <p style="margin: 10px 0;">_____</p> <p style="margin: 10px 0;">for the following purpose/s:</p> <p style="margin: 10px 0;">_____</p> <div style="text-align: right; margin-top: 40px;"> <b><u>IGNACIO M. YAO, CPA, MAPA</u></b>            Officer-In-Charge, ZFPC         </div> <div style="margin-top: 40px;"> <p><b>Note:</b></p> <p>This certification is valid for single official travel. A copy of the approved travel order by the General Manager or his/her authorized representative shall be presented when securing this certification.</p> <p style="text-align: center; margin-top: 40px;">Tel. No. (062) 955-0750, E-mail @ <a href="mailto:pfda_zfpc@yahoo.com">pfda_zfpc@yahoo.com</a>; opm_zfpc@pfda.gov.ph</p> </div>		

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	Code	<b>ZFPC-SOI-01</b>
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## TRAVEL ORDER

 Republic of the Philippines DEPARTMENT OF AGRICULTURE <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> PCA Annex Bldg., Elliptical Road Diliman, Q.C. Tel. No. 925-78-51	
ZFPC-SOI-01-F-005	
<b>TRAVEL ORDER</b>	
Travel Order No. _____	
TO: _____	
You are hereby directed to travel on Official Business via _____ <div style="text-align: right; font-size: small;">Name of Carrier</div>	
(Places)	
on _____	
(Duration)	
for _____	
(Purpose)	
It is understood that a report shall be submitted upon completion of this travel.	
Recommending Approval:	
<b>IGNACIO M YAO, CPA, MAPA</b> <small>Officer in Charge, ZFPC</small>	<b>Atty. GLEN A. PANGAPALAN</b> <small>General Manager, PFDA</small> <small>Duly Authorized Representative</small>
<b>For travel using Government Fares Agreement (GFA)</b>	
<b>Travel Information:</b>	
<b>Date</b>	<b>Destination</b>
	<b>From                      To</b>
_____	_____
_____	_____
_____	_____
<b>Personnel Information:</b>	
Name: _____	<b>To be filled up by FSD Personnel:</b>
Position: _____	<b>Airline:</b> _____
Birthday: _____	<b>Reference No.:</b> _____
Frequent Flyer Number: _____	<b>Amount:</b> _____
E-Mail: _____	<b>BUR No.:</b> _____
Mobile No.: _____	

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	Code	<b>ZFPC-SOI-01</b>
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### ITINERARY OF TRAVEL

Republic of the Philippines Department of Agriculture PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX Sangali, Zamboanga City						ZFPC-SOI-01-F-006	
<b>ITINERARY OF TRAVEL</b>							
Name : Position : Official Station: Destination : Purpose :		DATE : Monthly Salary :					
DATE 2017	PLACE TO BE VISITED	TIME		MEANS OF TRANSPORTATION	FARE	PER DIEMS	AMOUNT
		DEPARTURE	ARRIVAL				
						TOTAL	
I certify that (1) I have received the foregoing Itinerary; (2) the travel is necessary to the service; (3) the period covered is reasonable; (4) the expenses claimed are proper. This is to certify that the above itinerary of travel is in accordance with Section 6 of Executive Order No. 248, that the travel absolutely necessary in the performance of an assignment and presentation of bills and receipts.				PREPARED BY:  _____			
RECOMMENDING APPROVAL  <b>ATTY. LORALIE C. DATAHAN</b> Assistant General Manager				APPROVED:  <b>ATTY. GLEN A. PANGAPALAN</b> General Manager			

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	Code	<b>ZFPC-SOI-01</b>
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### CERTIFICATE OF TRAVEL COMPLETED *(APPENDIX B)*

Republic of the Philippines Department of Agriculture <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b> Sangali, Zamboanga City		<b>ZFPC-SOI-01-F-007</b>
<b>CERTIFICATE OF TRAVEL COMPLETED</b>		
Agency Head	Station	
	Date	
I CERTIFY THAT I have completed the travel authorized in Itinerary of Travel No. _____ dated _____ under conditions indicated below:		
<input checked="" type="checkbox"/>	Strictly in accordance with approved itinerary.	
<input type="checkbox"/>	Cut short as explained below. Excess payment in the amount of P _____ was refunded under O.R. No. _____ dated _____.	
<input type="checkbox"/>	Extended as explained below. Additional itinerary was submitted.	
<input type="checkbox"/>	Other deviations as explained below.	
Explanation or Justifications:		
Evidences of Travel:		
<input type="checkbox"/>	Used tickets	
<input type="checkbox"/>	Certificate of Appearance	
<input checked="" type="checkbox"/>	Other boarding pass	
Respectfully Submitted:		
On evidence and information of which I have knowledge, the travel was actually undertaken.		
<b>IGNACIO M. YAO, CPA, MAPA</b> OIC, ZFPC		



**ZFPC-SOI-01-F-008**

[illegible]



	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	Code	<b>ZFPC-SOI-01</b>
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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
Strategic Performance Management System  
Zamboanga Fish Port Complex

ZFPC-SOI-01-F009

**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) FORM**

The undersigned commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the prescribed measures for the period January – December \_\_\_\_\_

**IGNACIO M YAO, CPA MAPA**  
Officer-In-Charge, ZFPC

Date \_\_\_\_\_

Approved by	
<b>ATTY. GLEN A. PANGAPALAN</b> General Manager	Date _____

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Unsatisfactory
1 - Poor

MAJOR FINAL OUTPUT	Strategic Objectives and Success Indicators	Allotted Budget	Division Accountable	Actual Accomplishments	RATING			
					Q	E	T	Ave.
MFO1								
MFO2								
MFO3								
To get Average Rating (Ave.) per accomplishment: Divide total by the number of dimensions used								
TOTAL RATING (Add Average Ratings vertically)								
FINAL AVERAGE RATING (Divide Total Rating by the number of accomplishments)								
REMARKS: Mandatory Reportorial/Documentary Requirements which reports to include Administrative (APDR, Inventory) Financial and Operations Report (Statistics) in the OPCR and DPCR/IPCR								
Name: _____ Date: _____	Name: _____ Date: _____	Name: _____ Date: _____	Name: _____ Date: _____					
Reviewed by the PFDA Performance Management		Performance Rating discussed with:		Final Rating Approved by:				
Start of Rating Period		End of Rating Period						
ATTY. LORALIE C. DATARAN Chair, FMT	ATTY. LORALIE C. DATARAN Chair, FMT	IGNACIO M. YAO, CPA MAPA Officer-In-Charge, ZFPC		ATTY. GLEN A. PANGAPALAN General Manager, PFDA				
Date: _____	Date: _____	Date: _____		Date: _____				

Legend: Q - Quantity E - Efficiency T - Timeliness Ave. - Average Rating

## RISK ASSESSMENT (CONTRACT MONITORING)

### RISK ASSESSMENT

(Form#)  
Rev. 00

DEPT: ZFPC

Date: 19-Oct-19

PROCESS/PROJECT CONTRACT MONITORING, OPM

Prepared by: Ma. Christine D. Lacuesta

Approved by: Ignacio M. Yao, CPA, MAPA

Risk source (Activities)	Event	Likelihood	Consequence	Impact					Risk	Control Measures/ Risk Treatment	Residual Risk
				Financial	People	Reputation	Service Outputs	Legal			
Port clients operating without valid and/or renewed contracts	Collection of rental fees and other charges without existing valid contracts in violation of PFDA Financial Policy	4	Issuance of COA AOM	2	0	2	2	2	8	Implementation of Contract Provisions related to renewal and restrictions of client with expired or with no valid contract. Applying control measure, Residual Risk is 3x1=3	3
									0		0
									0		0
									0		0
first issue										(date)	