

**PORO POINT MANAGEMENT CORPORATION (PPMC)
Revalidated Result of 2019 Performance Scorecard**

Component		Rating Scale	Target 2019	Submission		GCG Validation		Supporting Documents	GCG Remarks	
				Objective / Measure	Formula	Weight	Actual			Rating ¹
SOCIAL IMPACT	SO 1 Increased Economic Activity Within the Poro Point Freeport Zone									
	SM 1	Number of New Locators Meeting Best Use Criteria or New Developmental Projects Signed	Absolute number	10%	(Actual / Target) x Weight	5	5 locators	-	5 locators	10%

¹ No self-rating indicated in the submitted 4th Quarter Monitoring Report.

2

Component				Rating Scale	Target 2019	Submission		GCG Validation		Supporting Documents	GCG Remarks
Objective / Measure	Formula	Weight	Actual			Rating ¹	Score	Rating			
SM 2	Actual Investment in the Poro Point Freeport Zone (PPFZ)	Absolute amount	10%	(Actual / Target) x Weight 0% = if less than ₱249.9 Million	Additional ₱450 Million	₱213,771,712.00	-	Additional ₱690.37 Million	10%	<ul style="list-style-type: none"> • Summary of the locators' cumulative investment in the zone • Leading Edge International Aviation Academy Inc (LEIAAI) 2019 Audited Financial Statements (AFS) • Thunderbird Pilipinas Hotels and Resorts, Inc. (TPHRI) 2019 AFS • Wallace Fuel Storage, Inc. 2019 AFS • AAG International Center for Aviation Training, Inc. (AICAT) 2019 AFS • Soiltech Agricultural Products Corporation 2019 AFS 	The request for reconsideration on the total additional investment for 2019 is APPROVED.
SM 3	Percentage of Locators Complied with Employment Commitment (Includes Existing)	Actual number of locators complied with employment commitment	10%	(Actual / Target) x Weight	100%	100% (4 out of 4 locators complied with employment commitment)	-	100% (4 out of 4 locators complied with employment commitment)	10%	<ul style="list-style-type: none"> • List of Existing Locators with Employment Commitment • Reports / Certification from the respective 	Acceptable. Target met.

Component					Rating Scale	Target 2019	Submission		GCG Validation		Supporting Documents	GCG Remarks
Objective / Measure		Formula	Weight	Actual			Rating ¹	Score	Rating			
		/ Total number of locators with employment commitment								Human Resource Departments of the Locators		
	Sub-total		30%				-		30%			
SO 2 Increased Operating Profitability												
FINANCIAL	SM 4	Actual Zone Revenue	Absolute number	10%	(Actual / Target) x Weight 0% = If less than ₱87 Million	<u>₱107.90² Million</u>	₱102,213,669.64	-	₱102.21 Million	9.47%	<ul style="list-style-type: none"> • Schedule of Actual Zone Revenues (sgd. by Finance Manager) • Notes to 2019 Audited Financial Statements as reported by COA • PCG letter to PPMC dated 09 October 2019 • PPMC reply letter to PCG dated 29 November 2019. 	Reported accomplishment is acceptable. Since the agreement with the Philippine Coast Guard (PCG) was not pursued in 2019, <u>the target was reduced from ₱116.80 Million to ₱107.90 Million.</u> As to the questioned agreement between the PCG and PPMC, GCG notes that based on the documents submitted by PPMC, there is no evidence showing that PPMC obtained a legal opinion on the matter from the Office of the Government Corporate Counsel (OGCC). Thus, the GCG recommends that PPMC obtain the said

² Previously ₱116.80 Million, inclusive of ₱8.9 Million potential revenue from the contract with the Philippine Coast Guard (PCG) involving the lighthouse property. Since the contract with PCG did not pursue in 2019, target was reduced by ₱8.9 Million.

2

	Component			Rating Scale	Target 2019	Submission		GCG Validation		Supporting Documents	GCG Remarks	
	Objective / Measure	Formula	Weight			Actual	Rating ¹	Score	Rating			
											opinion from the OGCC.	
	SM 5	Airport Fees Collection Effectiveness Index (CEI)	$\frac{(\text{Beg. Receivables} + \text{Monthly Credit Sales}^3 - \text{End Total Receivables}) / (\text{Beg. Receivables} + \text{Monthly Credit Sales} - \text{End Current Receivables}) \times 100}{}$	10%	(Actual / Target) x Weight	90%	71.40%	-	78.19%	8.69%	<ul style="list-style-type: none"> •CEI Computation •Financial Report •Schedule of Airport Fees Receivable 	Based on GCG's re-computation, the actual CEI should be 78.19% using the reported beginning receivables as of 01 January 2019.
		Sub-total		20%				-		18.16%		
	SO 3 Improved Business Environment											
CUSTOMER / STAKEHOLDER	SM 6	Implementation of Infrastructure and Development Projects	<u>Actual Accomplishment</u>	10%	<u>Milestones</u> ⁴	100% 1. San Fernando Airport Access Road 2. Relocation of PNP AVSEG Office and Quarters 3. Asphalt Sealant for the San Fernando Airport Runway	Start of Construction on 17 December 2019	-	<u>Completed the conduct of Public Bidding with the issuance of NTP</u>	7.5%	<ul style="list-style-type: none"> •Transmittal Letter of BCDA to PPMC: Approval of the 2019 Budget for the Development Projects •Notice of Award to Alfalfa Construction for the Infrastructures within the Poro Point Freeport Zone (PPFZ) •Contract for the Construction of 	Request _____ for reconsideration is <u>APPROVED</u> . The rating system was revised by the _____ Governance Commission, instead of PPMC's proposal to revise the target by excluding _____ certain projects.

³ Monthly credit sales = Total Credit Sales / no. of months

⁴ See **Appendix A** for milestone-based rating system.

9

	Component				Rating Scale	Target 2019	Submission		GCG Validation		Supporting Documents	GCG Remarks
	Objective / Measure	Formula	Weight	Rating			Actual	Rating ¹	Score	Rating		
						4. Drainage at the Poro Point Baywalk Commercial Strip 5. Rehabilitation of CAAP Quarters 6. San Fernando Airport Fuel Shed					Infrastructure Projects within the PPfZ • <u>Timeline of procurement activities</u>	
	SO 4 Achieve Stakeholders Satisfaction											
	SM 7	Percentage of Satisfied Customers	Total number of respondents who gave a rating of at least Satisfactory / Total number of respondents	10%	(Actual / Target) x Weight 0% = if less than 80%	90%	92.59% of the respondents gave a rating of Highly Satisfied and Very Highly Satisfied	-	92.59% of the respondents gave a rating of Very Satisfied and Satisfied (25 out of 27)	10%	• Customer Satisfaction Survey Report by the Saint Louis College dated December 2019 • Sample accomplished Questionnaires	Acceptable. Target met.
	Sub-total			20%				-		17.5%		
	SO 5 Streamline Services Provided											
INTERNAL PROCESS	SM 8	Percentage of Requests Processed within Applicable	Total number of requests processed within applicable processing time / Total number of requests	15%	(Actual / Target) x Weight 0% = if less than 90%	100%	99.96% of requests processed within	-	95.25%	14.29%	• Summary of Permits Processed for 2019 • Editable excel file of the summary reports • System generated report	The request for reconsideration on the total applications processed within applicable time for 2019 is APPROVED. Details of validation is attached as Appendix B .

Component			Rating Scale	Target 2019	Submission		GCG Validation		Supporting Documents	GCG Remarks
Objective / Measure	Formula	Weight			Actual	Rating ¹	Score	Rating		
	Processing Time ⁵	processed in the year			the applicable time ⁶ :				for online applications • Logbook • Internal Form on Complete Requirements • Certificate of Registration • Certificate of Accreditation, routing slips, assessment sheet, order of payment, official receipts, Building and Occupancy Permits • Permits to Operate • Control of Airside Vehicle Movement Flowchart • Hours of Operations Extension Request Flow Chart	

⁵ Permits under the Citizens Charter of PPMC. Applicable time should be in compliance with Republic Act No. 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018. Applicable processing time are based on its Citizen Charter as submitted by PPMC.

⁶ New Certificate of Registration: No application for the year; Renewal of Registration Certificate: 4/4 applications; Renewal of Permit to Operate: 21/21 applications; Issuance of Building Permit: 7/7 applications; Issuance of Occupancy Permit: 6/6 applications; Issuance of Permit to Bring In Local Articles: 1386/1386 applications; Issuance of Permits to Bring In Imported Articles: 28/28 applications; Issuance of Permit to Bring Out Local Articles: No application for the year; Issuance of Permit to Bring Out Imported Articles: 5/6 applications; Issuance of Import Permit: 9/9 applications; Issuance of Export Permit: No application for the year; Issuance of Gate Pass: 685/685 applications; Payment to Supplier: 509/509 applications; Request for Airport Time Extension: 19/19 applications; Review of Simple Contracts: 2/2 applications; and Airside Vehicle Clearance: 73/73 applications.

	Component				Rating Scale	Target 2019	Submission		GCG Validation		Supporting Documents	GCG Remarks
	Objective / Measure	Formula	Weight	Rating			Actual	Rating ¹	Score	Rating		
											• <u>San Fernando Airport Aerodrome Manual</u>	
		Sub-total	15%							14.29%		
	SO 6 Institutionalize a Quality and Environmental Management System											
LEARNING AND GROWTH	SM 9	Maintain ISO Certification	Actual accomplishment	5%	All or Nothing	ISO 9001:2015 Certification Retained	Passed Surveillance Audit without nonconformities	-	ISO 9001:2015 Certification Retained	5%	<ul style="list-style-type: none"> •ISO Certificate •Surveillance Audit Report •Certification from SOCOTEC Certification Philippines Inc. dated 14 May 2020 	Acceptable. Target met.
	SM 10	Establishment of Environmental Management System Certifiable to ISO 14001:2015 ⁷	Actual accomplishment	0%	N/A	Preparation of Documents for the Gap Assessment for the ISO 14001 in 2020	Drafted Terms of Reference (TOR) for review and consideration of PPMC Top Management	-	Drafted TOR for the procurement of Consultancy Services for the Development of an EMS	N/A	<ul style="list-style-type: none"> • Draft Terms of Reference for the Procurement of Consultancy Services 	PPMC has yet to implement EMS.
	SM 11	Attain Aerodrome Registration ⁸	Actual accomplishment	0%	N/A	Compliance with CAAP standards in managing PPMC's airport	1.Negotiated with tree owners and barangay officials and identified trees	-	Awaiting for CAAP's response on the request	N/A	<ul style="list-style-type: none"> •Letter addressed to CAAP requesting for requirement for 	PPMC coordinated with CAAP for the requirements for the declaration of San

⁷ This measure is for monitoring purposes only; thus, no weight has been assigned.

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Objective / Measure	Formula	Weight	Actual	Rating ¹			Score	Rating				
							that obstructed line of sight 2. Daily inspection of navigational aids using checklist forms 3. Completed construction of 1,776 meters perimeter fence 4. Submitted purchase order for the painting materials and manpower services to HR and Admin		for requirements		the Aerodrome Registration	Fernando Airport as a Training Airport.
SO 7 Develop a Competent and Motivated Workforce												
SM 12	Percentage of Employees Meeting Required Competencies	Actual accomplishment	5%	(Actual / Target) x Weight	Development of Competency Model with the submission of the following ⁹ : 1. Competency Catalogue 2. Competency Framework 3. Competency Tables 4. Competency Matrix 5. Position Profiles	Completion of Revised Job Competencies	-	Completed the following required outputs: Competency Catalogue Competency Framework Competency Tables Competency Matrix Position Profiles	5%	•Competency Model containing the following: 1. Competency Catalogue 2. Competency Framework 3. Competency Tables 4. Competency Matrix 5. Position Profiles	Acceptable. Target met.	

⁹ Deliverables should comply with the minimum requirement prescribed under the Frequently Asked Questions on Competency Frameworks/Models as uploaded in the GCG website.

Component			Rating Scale	Target 2019	Submission		GCG Validation		Supporting Documents	GCG Remarks	
Objective / Measure	Formula	Weight			Actual	Rating ¹	Score	Rating			
SO 8 Automate Key Processes											
SM 13	Implementation of IT-based System for Key Processes	Actual accomplishment	5%	All or Nothing	Automation of Human Resource Information System	Automation of Human Resource Information System	-	Up and Running Human Resource Information System	5%	<ul style="list-style-type: none"> •HRIS User Manual •MOA with University of Cordilleras for the Implementation of HRIS •HRIS Generated Employee Attendance Report •Project Documenta-tion •Certificate of Completion and Acceptance •Structure Query Language (SQL) Results 	Acceptable.
		Sub-total	15%				-		15%		
		TOTAL	100%				-		94.95%		

8

Appendix A

RATING SYSTEM FOR SM 6: IMPLEMENTATION OF INFRASTRUCTURE AND DEVELOPMENT PROJECTS

PROJECT MILESTONES	RATING
1. Initial preparation of Program of Work, Plans and Technical Specifications	2.5%
2. Finalization of Program of Work, Plans and Technical Specifications	5%
3. Conduct of Public Bidding	7.5%
4. Project Implementation	10%

9

PORO POINT MANAGEMENT CORPORATION
SM 8: Percentage of Requests Processed within Applicable Processing Time

PERMIT AND APPLICABLE PROCESSING TIME PER PPMC CITIZEN'S CHARTER 2019 1 ST EDITION*	PPMC-REPORTED ACCOMPLISHMENT	INITIAL VALIDATION		REVALIDATION	
		REQUESTS PROCESSED WITHIN APPLICABLE TIME	REMARKS	REQUESTS PROCESSED WITHIN APPLICABLE TIME	REMARKS
New Certificate of Registration (2 working days and 4 hours)	None for the Year	-	No application for the year	-	No application for the year
Renewal of Registration Certificate (2 working days and 4 hours)	4 applications	0 out of 4	All applications were processed <u>beyond</u> 2 working days and 4 hours.	0 out of 4	Initial validation result retained. Based on new information provided, 1 out of 4 was processed within applicable time. However, the same cannot be validated due to the absence of supporting document that can verify the receipt and issuance date.
Renewal of Permit to Operate (PTO) (4 hours)	21 applications	21 out of 21	Acceptable.	21 out of 21	Initial validation result retained.
Issuance of Building Permit (10 working days, 2 hours, and 10 minutes)	7 applications <i>(processing time: 11 working days)</i>	4 out of 7	A total of three (3) applications were processed <u>beyond</u> 10 working days, 2 hours and 10 minutes.	7 out of 7	Revised based on the new/additional supporting documents
Issuance of Occupancy Permit (14 working days, 1 hour, and 20 minutes)	6 applications <i>(processing time: 20 working days)</i>	3 out of 6	All three (3) applications were <u>beyond</u> the applicable processing time.	3 out of 6	Initial validation result retained.
Issuance of Permit to Bring In Local Articles (15 minutes)	1,099 applications manual / 287 applications online <i>(processing time: 1 working day)</i>	1,386 out of 1,386	Acceptable	1,375 out of 1,386	Total number of applications received was revised from the original reported number of 1,386 to 1,385 composed of 1,089 manual applications and 286 online applications. 7 manual applications were not processed within applicable time while 3 were unverifiable.
Issuance of Permit to Bring In Imported Articles (1 working day)	16 applications manual / 12 applications online	28 out of 28	Acceptable	28 out of 28	Initial validation result retained.

SM 8: Percentage of Requests Processed within Applicable Processing Time

PERMIT AND APPLICABLE PROCESSING TIME PER PPMC CITIZEN'S CHARTER 2019 1 ST EDITION*	PPMC-REPORTED ACCOMPLISHMENT	INITIAL VALIDATION		REVALIDATION	
		REQUESTS PROCESSED WITHIN APPLICABLE TIME	REMARKS	REQUESTS PROCESSED WITHIN APPLICABLE TIME	REMARKS
Issuance of Permit to Bring Out Local Articles (1 working day)	None for the Year	-	No application for the year	-	No application for the year
Issuance of Permit to Bring Out Imported Articles (1 working day)	5 applications manual / 1 application online	5 out of 6	Only five (5) applications were supported by documents.	5 out of 5	Total number of applications received was revised from 6 to 5 due to difference in the summary report vis-à-vis supporting documents.
Issuance of Import Permit (1 working day)	9 applications online (processing time: 1.5 working days)	0 out of 9	Unverifiable. Only a summary of the permits processed was submitted.	0 out of 9	Initial validation result retained. The date and time the permit was issued, or the client was notified of the approval are not verifiable from the system generated report since it only provides the date and time the application was received as well as the status of the application.
Issuance of Export Clearance (1 working day)	None for the Year	-	No application for the year	-	No application for the year
Issuance of Gate Pass (25 minutes)	547 applications manual / 125 applications online (processing time: 1 working day)	547 out of 685	Online applications of gate pass were unverifiable since only a summary was provided.	615 out of 672	Revised based on the new/additional supporting documents. The system generated report does not provide details on the date and time the permit was released/issued
Payment to Supplier (1 working day)	509 payments to supplier (processing time: 7 working days)	0 out of 509	Unverifiable. Only a summary of the checks paid to suppliers were submitted.	470 out of 509	Number of applications received based on the new/additional supporting documents. Applications received from 1 January to 5 December 2019 were computed based on 7 working days. Applications received thereafter were computed using 1 working day TAT covering release of payment only, per 2 nd version of Citizen's Charter

SM 8: Percentage of Requests Processed within Applicable Processing Time

PERMIT AND APPLICABLE PROCESSING TIME PER PPMC CITIZEN'S CHARTER 2019 1 ST EDITION*	PPMC-REPORTED ACCOMPLISHMENT	INITIAL VALIDATION		REVALIDATION	
		REQUESTS PROCESSED WITHIN APPLICABLE TIME	REMARKS	REQUESTS PROCESSED WITHIN APPLICABLE TIME	REMARKS
Request for Airport Time Extension (30 minutes)	19 requests (<i>processing time: 1 working day</i>)	0 out of 19	Unverifiable. Copies of approved requests were provided; however, the time of receipt of the request and the time the client was notified of its approval are not stated therein.	0 out of 3	Of the total 19 requests received, only 3 will be included in the validation of the measure since the process was only included in the 2 nd Version of the Citizen's Charter which became effective on 06 December 2019. Cannot be validated due to absence of information necessary to validate the applications.
Review of Simple Contracts	2 contracts (<i>processing time: 2 working days</i>)	0 out of 2	Unverifiable. This service was not identified in the submitted Citizen's Charter.	-	Process/application are excluded considering the same was not included in both versions of the Citizen's Charter.
Airside Vehicle Clearance (5 minutes)	73 clearances (<i>processing time: 15 minutes</i>)	0 out of 73	Unverifiable. Copies of approved clearances were provided; however, the time of receipt of the request and the time the client was notified of its approval are not stated therein.	-	Process/application included only in the 2 nd version of the Citizen's Charter, however no application was received upon the effectivity of the 2 nd version of the Citizen's Charter.
TOTAL		1,994 OUT OF 2,755 (72.38%)		2,524 OUT OF 2,650 (95.25%)	

9