

**PORO POINT MANAGEMENT CORPORATION**  
**PERSONAL SERVICES**  
**Budget Year 2018**

Particulars	Revised Budget 06.25.18	Supplemental Budget	Revised Budget 08.03.18
Salaries & Wages	14,256,922		14,256,922
Salary Adjustment - E.O. No. 36		20,205,350	20,205,350
Housing, Utilities, Transportation Allowances	1,396,800		1,396,800
Year-End Bonus	1,203,628		1,203,628
Mid-Year Bonus	1,177,693		1,177,693
SSS, Medicare & Pag-ibig Fund Premiums	1,146,865		1,146,865
Rice Allowance	1,134,000		1,134,000
Retirement Benefit & Sick Leave	971,306		971,306
Cost of Living Allowance	756,000		756,000
Provident Fund	712,846		712,846
Performance-Based Bonus	670,864		670,864
Leave Monetization	537,386		537,386
Overtime	523,854		523,854
Anniversary Bonus	315,000		315,000
Performance Enhancement Incentives	315,000		315,000
Uniform Allowance	157,500		157,500
<b>Total PS</b>	<b>25,275,664</b>	<b>20,205,350</b>	<b>45,481,014</b>

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Annex I  
 PORO POINT MANAGEMENT CORPORATION  
 Personal Services Budget  
 Budget Year 2018

POSITIONS	No.	Job Level/ Step	Monthly Salary	Annual Salary	OT	COLA	RATA & FB	Mid-Year Bonus	Year-End Bonus	Productivity Enhancement Incentive
<b>OFFICE OF THE PRESIDENT &amp; CEO</b>										
President & CEO	1	15/6	108,998	1,307,976		12,000	360,000	108,998	108,998	5,000
Executive Secretary	1	7/1	12,108	145,296	14,530	12,000		12,108	12,108	5,000
PR Officer	1	8/1	15,014	180,168		12,000		15,014	15,014	5,000
ComDev Officer	1	8/2								
January 1-August 15			16,515	123,863		7,000		16,515		
August 16-Dec 31		8/3	18,168	81,756		5,000			18,168	5,000
Corporate Planning Officer	1	8/2	16,515	198,180		12,000		16,515	16,515	5,000
<b>OFFICE OF THE LEGAL COUNSEL</b>										
Legal Counsel	1	12/3	42,951	515,412		12,000	115,200	42,951	42,951	5,000
Legal Researcher	1	7/1	12,108	145,296	14,530	12,000		12,108	12,108	5,000
<b>REGULATORY SERVICES</b>										
Vice President	1	11/6	46,103	553,236		12,000	115,200	46,103	46,103	5,000
Ent. Regulations Officer	1	8/1	15,014	180,168		12,000		15,014	15,014	5,000
Ent. Regulations Assistant	1	7/3	14,651	175,812	17,581	12,000		14,651	14,651	5,000
Environment & Safety Officer	1	8/2	16,515	198,180		12,000		16,515	16,515	5,000
Nurse	1	7/2	13,319	159,828	15,983	12,000		13,319	13,319	5,000
Sr. Security Officer	1	8/4	19,984	239,808		12,000		13,319	19,984	5,000
Security Officer	1									
Jan 1 - Sept 15		7/3	14,651	124,534	12,453	8,000		14,651		
Sept 16-Dec 31		7/4	16,116	56,406	5,641	4,000			16,116	5,000
Security Officer	1									
Jan 1- Nov. 2		7/3	14,651	147,629	14,763	10,000		14,651		
Nov 3 - Dec 31		7/4	16,116	31,001	3,100	2,000			16,116	5,000
Security Officer	1	7/1	12,108	145,296	14,530	12,000		12,108	12,108	5,000
Security Officer	1	7/1	12,108	145,296	14,530	12,000		12,108	12,108	5,000
<b>AIRPORT MANAGEMENT</b>										
Vice President	1	11/6	46,103	553,236		12,000	115,200	46,103	46,103	5,000
Terminal Operations Officer	1									
Jan 1 - Oct 15		8/3	18,168	172,596		9,000		18,168		
Oct 16-Dec 31		8/4	19,984	49,960		3,000			19,984	5,000
Ground Handling Officer	1									
Jan 1-October 9		8/4	19,984	186,263		9,000		19,984		
Oct 10 - Dec 31		8/5	21,982	58,899		3,000			21,982	5,000
Ramp Marshall	1	5/3	9,843	118,116	11,812	12,000		9,843	9,843	5,000
Ramp Marshall	1	5/1	8,135	97,620	9,762	12,000		8,135	8,135	5,000
Crew Chief / Firefighter	1									
Jan 1-Nov 2		7/3	14,651	147,629	14,763	10,000		14,651		
Nov 3 - Dec 31		7/4	16,116	31,001	3,100	2,000			16,116	5,000
Firetruck Operator / Firefighter	1	6/6	15,984	191,808	19,181	12,000		15,984	15,984	5,000
Firefighter	1	5/6	13,102	157,224	15,722	12,000		13,102	13,102	5,000
Firefighter	1	5/6	13,102	157,224	15,722	12,000		13,102	13,102	5,000
Firefighter	1									
Jan 1 - Oct 18		5/3	9,843	94,898	9,490	9,000		9,843		
Oct 19-Dec 31		5/4	10,827	25,539	2,554	3,000			10,827	5,000
Firefighter	1	5/3	9,843	118,116	11,812	12,000		9,843	9,843	5,000
Firefighter	1	5/4	10,827	129,924	12,992	12,000		10,827	10,827	5,000
Firefighter	1									
Jan 1-Aug 9		5/3	9,843	71,535	7,153	7,000		9,843		
Aug 10 - Dec 31		5/4	10,827	51,239	5,124	5,000			10,827	5,000
Firefighter	1	5/1	8,135	97,620	9,762	12,000		8,135	8,135	5,000
<b>BUSINESS DEVELOPMENT</b>										
Bus. Devt. Manager	1									
Jan 1-Feb 28		11/2	31,489	62,978		2,000	19,200			
March 1-Dec 31		11/3	34,638	346,380		10,000	96,000	34,638	34,638	5,000
Business Devt. Officer	1									
Jan 1 -Sept 24		8/2	16,515	144,222		8,000		16,515		
Sept 25-Dec 31		8/3	18,168	59,358		4,000			18,168	5,000
Marketing Assistant	1	7/1	12,108	145,296	14,530	12,000		12,108	12,108	5,000
<b>INFRASTRUCTURE MANAGEMENT</b>										
Vice President	1	11/3	34,638	415,656		12,000	115,200	34,638	34,638	5,000
Facilities Manager	1	11/1	28,626	343,512		12,000	115,200	28,626	28,626	5,000
Land & Assets Devt. Officer	1									
Jan 1-Oct 14		8/4	19,984	189,009		9,000		19,984		
Oct 15-Dec 31		8/5	21,982	55,878		3,000			21,982	5,000
Land & Assets Devt. Assistant	1	7/1	12,108	145,296	14,530	12,000		12,108	12,108	5,000
Construction & Maintenance Officer	1	8/3	18,168	218,016		12,000		18,168	18,168	5,000
Electro-Mechanical Officer	1	8/2	16,515	198,180		12,000		16,515	16,515	5,000
Electro-Mechanical Technician	1	6/6	15,984	191,808	19,181	12,000		15,984	15,984	5,000
Electro-Mechanical Technician	1	6/6	15,984	191,808	19,181	12,000		15,984	15,984	5,000
<b>HUMAN RESOURCES &amp; ADMINISTRATION</b>										
Vice President	1	11/6	46,103	553,236		12,000	115,200	46,103	46,103	5,000

nc-	Anniv. Bonus	Rice Allowance	Uniform Allowance	Provident Fund	Retirement Benefit and Sick Leaves	Monetization of Leaves	Total Compensation	SSS & EC	Philhealth	Pag-ibig	Total Fixed Expenditures	Total Personal Cost
849	5,000	18,000	2,500	65,399		49,923	2,114,642	14,504	5,250	1,200	20,954	2,135,597
962	5,000	18,000	2,500	7,265		5,546	246,314	14,504	1,800	1,200	17,504	263,819
507	5,000	18,000	2,500	9,008		6,877	276,088	14,504	2,250	1,200	17,954	294,042
	5,000	10,500	2,500	6,193			171,571	8,461	1,400	700	10,561	182,132
447		7,500		4,088		8,321	140,280	6,044	1,125	500	7,669	147,948
496	5,000	18,000	2,500	9,909		7,564	300,679	14,504	2,400	1,200	18,104	318,784
918	5,000	18,000	2,500	25,771		19,672	832,375	14,504	5,250	1,200	20,954	853,329
054	5,000	18,000	2,500	7,265		5,546	245,406	14,504	1,800	1,200	17,504	262,910
509	5,000	18,000	2,500	27,662	388,591	21,116	1,267,020	14,504	5,250	1,200	20,954	1,287,974
507	5,000	18,000	2,500	9,008		6,877	276,088	14,504	2,250	1,200	17,954	294,042
424	5,000	18,000	2,500	8,791		6,710	289,121	14,504	2,100	1,200	17,804	306,925
258	5,000	18,000	2,500	9,909		7,564	299,441	14,504	2,400	1,200	18,104	317,545
660	5,000	18,000	2,500	7,991		6,100	265,700	14,504	1,950	1,200	17,654	283,354
491	5,000	18,000	2,500	11,990	174,950	9,153	523,196	14,504	2,850	1,200	18,554	541,750
	5,000	12,000	2,500	6,227			185,365	9,670	1,400	800	11,870	197,234
058		6,000		2,820		6,159	110,200	4,835	800	400	6,035	116,235
	5,000	15,000	2,500	7,381			216,925	12,087	1,750	1,000	14,837	231,762
058		3,000		1,550		6,159	75,984	2,417	400	200	3,017	79,001
054	5,000	18,000	2,500	7,265		4,627	244,488	14,504	1,800	1,200	17,504	261,992
054	5,000	18,000	2,500	7,265		4,627	244,488	14,504	1,800	1,200	17,504	261,992
509	5,000	18,000	2,500	27,662		21,116	878,429	14,504	5,250	1,200	20,954	899,383
	5,000	13,500	2,500	8,630			229,394	10,878	2,025	900	13,803	243,197
491		4,500		2,498		9,153	105,586	3,626	713	300	4,639	110,224
	5,000	13,500	2,500	9,313			245,560	10,878	2,138	900	13,916	259,476
288		4,500		2,945		10,068	120,682	3,626	788	300	4,714	125,396
000	5,000	18,000	2,500	5,906		3,762	206,781	14,504	1,350	1,200	17,054	223,835
000	5,000	18,000	2,500	4,881		3,109	179,142	14,504	1,200	1,200	16,904	196,046
	5,000	15,000	2,500	7,381			216,925	12,087	1,750	1,000	14,837	231,762
058		3,000		1,550		6,159	75,984	2,417	400	200	3,017	79,001

POSITIONS	No.	Job Level/ Step	Monthly Salary	Annual Salary	OT	COLA	RATA & FB	Mid-Year Bonus	Year-End Bonus	Productivity Enhancement Incentive	Perf Bas
Procurement Officer	1										
Jan 1-Oct 4		7/2	13,319	122,311	12,231	9,000		13,319			
Oct 5-Dec 31		7/3	14,651	41,269	4,127	3,000		14,651	5,000		
Procurement Assistant	1	5/6	13,102	157,224	15,722	12,000		13,102	13,102	5,000	
Property Assistant	1	5/2	8,948	107,376	10,738	12,000		8,948	8,948	5,000	
IT Officer	1										
Jan 1 - Sept 15		7/3	14,651	124,589	12,459	8,000		14,651			
Sept 16-Dec 31		7/4	16,116	56,345	5,634	4,000			16,116	5,000	
Driver / Mechanic	1	6/3	12,009	144,108	14,411	12,000		12,009	12,009	5,000	
Driver / Messenger	1	5/2	8,948	107,376	10,738	12,000		8,948	8,948	5,000	
Driver / Messenger	1	5/2	8,948	107,376	10,738	12,000		8,948	8,948	5,000	
Driver / Messenger	1	5/1	8,135	97,620	9,762	12,000		8,135	8,135	5,000	
Cottage Attendant	1	4/6	10,739	128,868	12,887	12,000		10,739	10,739	5,000	
Cottage Attendant	1	4/6	10,739	128,868	12,887	12,000		10,739	10,739	5,000	
<b>FINANCE</b>											
Finance Manager	1										
Jan 1-Feb 28		11/2	31,489	62,978		2,000	19,200				
March 1-Dec 31		11/3	34,638	346,380		10,000	96,000	34,638	34,638	5,000	
Accountant	1	8/2	16,515	198,180		12,000		16,515	16,515	5,000	
Cashier	1	7/4	16,116	193,392	19,339	12,000		16,116	16,116	5,000	
Finance Analyst	1										
January 1 - October 4		6/1	9,925	91,143	9,114	9,000		9,925			
October 5- December 31		6/2	10,917	30,751	3,075	3,000			10,917	5,000	
Budget Officer	1	8/2	16,515	198,180		12,000		16,515	16,515	5,000	
<b>BOARD SECRETARIAT</b>											
Board Secretary	1	8/1	15,014	180,168		12,000		15,014	15,014	5,000	
<b>INTERNAL AUDIT SERVICES</b>											
Internal Auditor	1	11/2	31,489	377,868		12,000	115,200	31,489	31,489	5,000	
No. of Positions budgeted	63										
<b>TOTAL</b>	<b>63</b>		<b>1,459,306</b>	<b>14,256,922</b>	<b>523,854</b>	<b>756,000</b>	<b>1,396,800</b>	<b>1,177,693</b>	<b>1,203,628</b>	<b>315,000</b>	
Salary Adjustment - E.O. No. 36											
<b>Grand Total</b>											

Finance-Bonus	Anniv. Bonus	Rice Allowance	Uniform Allowance	Provident Fund	Retirement Benefit and Sick Leaves	Monetization of Leaves	Total Compensation	SSS & EC	Philhealth	Pag-ibig	Total Fixed Expenditures	Total Personal Cost
	5,000	13,500	2,500	6,116			183,977	10,878	1,463	900	13,241	197,217
7,326		4,500		2,063		6,710	88,646	3,626	525	300	4,451	93,097
7,534	5,000	18,000	2,500	7,861		6,001	263,046	14,504	1,950	1,200	17,654	280,701
5,000	5,000	18,000	2,500	5,369		4,098	192,977	14,504	1,200	1,200	16,904	209,881
	5,000	12,000	2,500	6,229			185,429	9,670	1,400	800	11,870	197,298
8,058		6,000		2,817		7,381	111,352	4,835	800	400	6,035	117,387
6,005	5,000	18,000	2,500	7,205		5,500	243,747	14,504	1,800	1,200	17,504	261,251
5,000	5,000	18,000	2,500	5,369		4,098	192,977	14,504	1,200	1,200	16,904	209,881
5,000	5,000	18,000	2,500	5,369		4,098	192,977	14,504	1,200	1,200	16,904	209,881
5,000	5,000	18,000	2,500	4,881		3,726	179,759	14,504	1,200	1,200	16,904	196,663
5,370	5,000	18,000	2,500	6,443		4,919	222,464	14,504	1,500	1,200	17,204	239,669
5,370	5,000	18,000	2,500	6,443	160,115	4,919	382,580	14,504	1,500	1,200	17,204	399,784
	5,000	3,000	2,500	3,149			97,827	2,417	775	200	3,392	101,219
17,319		15,000		17,319		15,865	592,159	12,087	4,250	1,000	17,337	609,496
9,496	5,000	18,000	2,500	9,909		7,564	300,679	14,504	2,400	1,200	18,104	318,784
10,475	5,000	18,000	2,500	9,670		7,381	314,990	14,504	2,400	1,200	18,104	333,094
	5,000	13,500	2,500	4,557			144,740	10,878	1,013	900	12,791	157,531
5,459		4,500		1,538		5,000	69,239	3,626	375	300	4,301	73,540
8,258	5,000	18,000	2,500	9,909		7,564	299,441	14,504	2,400	1,200	18,104	317,545
7,507	5,000	18,000	2,500	9,008		6,877	276,088	14,504	2,250	1,200	17,954	294,042
15,745	5,000	18,000	2,500	18,893		14,422	647,606	14,504	4,650	1,200	20,354	667,961
670,864	315,000	1,134,000	157,500	712,846	971,306	537,386	24,128,799	913,777	157,488	75,600	1,146,865	25,275,664
												20,205,350
												45,481,014

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