# PAPMO-NCR SOUTH CITIZEN'S CHARTER

### Safety & Environment (TSD, OPM)

Frontline Services	Requirements	Fee/s	Procedure	Processing Time	Person In- Charge
Handling Permit for Dangerous Cargoes (HPDC)	Letter request indicating the following:  1) Name of vessel/voyage number, expected time of arrival and/or departure and the place of operation (ATI/CTSI)  2) Commodity description (if necessary in technical name	None	Presents all the required documents for evaluation/ examination, if found in order, HPDC shall be issued, otherwise, the same shall be referred to the International Maritime on Dangerous Foods (IMDG) Code.	2-3 mins	Clerk Processor
	of proper shipping name with IMO Class no.  Submission of any of the ff:				
	a. cargo manifest				
	b. dangerous cargo list				
	c. bill of lading				
	d. final pro Format of booking confirmation				
	'e. material safety data sheet (if necessary)				
			Review and Approval.		Environmental Management Chief
Issuance of Hot works and Other Emergency Repair Permit	Letter request indicating the following:  1. Name of requesting party  2. Nature and place of work  3. Date/duration of Job	Php 28.00 (vat inclusive)	ssues an Order of Payment upon submission of required documents	2-3 mins	Clerk Processor
	4. Official Receipt		Proceeds to the Collecting Office (Finance) for payment.		Cashier
			Issues the Hot work Permit upon presentation of O.R		Clerk Processor
			Review and Approval		Environmental Management Chief

### PERMITS AND LICENSING (OPM)

Requirements	Fee/s	Procedure	<b>Processing Time</b>	Person In-Charge
RENEWAL		Submits Application letter together with all the	1 min	Clerk Processor
		reruirements		
1. Unified Applicaiton Form	All Ancillary Permits P 3,240.00 + VAT	Clerk Processor checks & evaluates authenticity of documents presented	2 mins	Clerk Processor
2. Duly Notarized Omnibus Undertaking	Except Brokerage	Issuance of Order of Payment to applicants with complete requirements	1 min	Clerk Processor
NEW	Which remains P 650.00 + VAT	Applicant proceeds to Finance Collection Unit for payment	10 mins	Cashier
Unified Application Form		Posting of Official Receipt No., Date and Amount on Application Info Sheet	2 mins	Clerk Processor
2. Duly Notarized Omnibus Undertaking		Clerk Processor schedules release of permit one day after receipt of application	2 min	Clerk Processor
3. Customer Registration Form		-Clerk Processor Posts control no. PTO and application details	2 mins	Clerk Processor
4. Sketch of Area of Operation		-Encoding and Preparation of PTO	5 mins	Clerk Processor
		-Clerk Processor forwards PTO and PM's approval/signature	2 mins	Clerk Processor
		Clerk Processor retrieves approved PTOs from OPM	5 mins	Clerk Processor
		and stamps PPA Official seal	3 mins	Clerk Processor
	RENEWAL  1. Unified Application Form  2. Duly Notarized Omnibus Undertaking  NEW  1. Unified Application Form  2. Duly Notarized Omnibus Undertaking  3. Customer Registration Form	RENEWAL  1. Unified Application Form  2. Duly Notarized Omnibus Undertaking  Except Brokerage Which remains P 650.00 + VAT  NEW  1. Unified Application Form  2. Duly Notarized Omnibus Undertaking  3. Customer Registration Form	RENEWAL  1. Unified Application Form  2. Duly Notarized Omnibus Undertaking  NEW  1. Unified Application Form  2. Duly Notarized Omnibus Undertaking  NEW  1. Unified Application Form  2. Duly Notarized Omnibus Undertaking  3. Customer Registration Form  4. Sketch of Area of Operation  All Ancillary Permits P 3,240.00 + VAT  Except Brokerage Which remains P 650.00 + VAT  Clerk Processor checks & evaluates authenticity of documents presented Issuance of Order of Payment to applicants with complete requirements Applicant proceeds to Finance Collection Unit for payment  Posting of Official Receipt No., Date and Amount on Application Info Sheet  Clerk Processor schedules release of permit one day after receipt of application  - Clerk Processor Posts control no. PTO and application details  - Encoding and Preparation of PTO  - Clerk Processor forwards PTO and PM's approval/signature  Clerk Processor retrieves approved PTOs from OPM Clerk Processor retrieves approved PTOs from OPM Clerk Processor releases PTOs on scheduled date	RENEWAL  1. Unified Application Form 2. Duly Notarized Omnibus Undertaking  Except Brokerage Which remains P 650.00 + VAT  Duly Notarized Omnibus Undertaking  1. Unified Application Form 2. Duly Notarized Omnibus Undertaking  Except Brokerage Which remains P 650.00 + VAT  Posting of Official Receipt No., Date and Amount on Application Info Sheet  Clerk Processor schedules release of permit one day after receipt of application  Clerk Processor Posts control no. PTO and application details  -Encoding and Preparation of PTO -Clerk Processor forwards PTO and PM's approval/signature  Clerk Processor retrieves approved PTOs from OPM Clerk Processor retrieves approved PTOs on scheduled date

### FINANCE SECTION (RMD)

Frontline Services	Requirements	Fee/s	Procedure	Processing Time	Person In- Charge
Collection of Payment for the following:					Finance Collecting Unit
Permit to Operate/Ancillary Services	Order of Payment from Office of the Port Manager(OPM)	Php 4,356.80 (vat inclusive)	Ensures correctness of the computation, collects payment and issues Official Receipt	5 mins	Cashier/SCO
Special Permit	Order of Payment from Office of the Port Manager(OPM)	Php 728.00 (vat inclusive)	Ensures correctness of the computation, collects payment and issues Official Receipt	5 mins	Cashier/SCO
Port Ancillary Service Operations Permit (PASO)	Order of Payment from Marine Section; Computation Sheet for PASO Permit	Php28.00 (vat inclusive)	Ensures correctness of the computation, collects payment and issues Official Receipt	5 mins	Cashier/SCO
Gate Pass/Stickers	Order of Payment from Pass Control Office	Annual Port User's ID Php56.00 (vat inclusive)  Annual Cargo & Vehicle Pass Php112.00 (vat inclusive)  Annual Light Vehicle Pass Php84.00 (vat inclusive)	Ensures correctness of the computation, collects payment and issues Official Receipt	5 mins/ transaction	Cashier/SCO

FINANCE SECTION (RMD)

Rental charges	REMS Invoice/ Order of Payment from Real Estate Management Division (REMS)	over 10,000GRT = P 1,000.00  Pilotage Fees 10% of gross income + vat Pilotage Premium Fees 10% OF Gross Income + VAT x 1  Rate is based on PTOc/ Contract	Ensures correctness of the computation, collects payment and issues Official Receipt	5 mins/ transaction	Cashier/SCO
		Dockage-Anchorage (GRT x US\$0.020 x # of days)  VTMS Fees up to 1,000GRT = P 250.00 1,001—10,000GRT = P 500.00			
Vessel Charges	Computation Sheet from POMS; Berthing Anchorage Report from Marine Section	Pass/es Php6.00 (vat inclusive)  Port Dues (GRT x US\$0.081)  Dockage -Berth (GRT x US\$0.039 x # of days)	Ensures correctness of the computation, collects payment and issues Official Receipt	5 mins	Cashier/SCO
		Temporary Cargo/Light Vehicle Pass/es Php 12.00 (vat inclusive) Temporary Pedestrian			

FINANCE SECTION (RMD)

Rental Deposit	REMS Invoice/ Order of Payment	One (1) month Deposit/	Ensures correctness of the computation,	5 mins	Cashier/SCO
•	from Real Estate Management	Two (2) months advance	collects payment and issues Official		
	Division (REMS)	payment based rate stated	Receipt		
		on Permit to Occupy			
Water and Electrical	Billing Invoice/ Order of Payment	Rates is based on lessee's	Ensures correctness of the computation,	5 mins	Cashier/SCO
Consumption	from General Services Unit	consumption	collects payment and issues Official	3 1111113	Cusiner, see
			Receipt		

### FINANCE - VERIFICATION, RECEIPTING & MONITORING UNIT (RMD)

Frontline Services	Requirements	Fee/s	Procedure	Processing Time	Person In- Charge
Issuance of Official Receipt  Cargo Charges	BOC documents; BIR Form 2307 (if availing withholding tax); Consolidated Arrastre and Wharfage Invoice(CAWI) from Asian Terminals, Inc. (ATI) billing and collection unit	Wharfage Dues Import 20 ft - Php 519.35 35 ft - Php 656.85 40 ft - Php 779.05 45 ft - Php 916.50  Export	Ensures completeness of documents and verifies the correctness of cargo charges collected by ATI  Issues PPA Official Receipt(OR) and releases to the Cargo Owner/Broker the Original CAWI and OR	Time 3 mins 2 mins	Charge Finance VRMU  SCO/Verifier  Cashier/SCO
		20 ft - Php 259.70 35 ft - Php 329.95 40 ft - Php 391.05 45 ft - Php 458.25			

### MARINE OPERATIONS (TSD, OPM)

Frontline Services	Requirements	Fee/s	Procedure	Processing Time	Person In- Charge
Issuance of Vessel Clearance	Vessel Info Sheet Vessel Roll Book	Port Dues (GRT x 0.081 x \$ Rate)	Receives documents from Shipping Agent or representative	1 min	Harbor Master/HOO
	Official Receipt	Dockage –Berth	Checks and deterimines accuracy of documents	1 min	
		(GRT x 0.039 x \$ Rate x # of days)	Records vessels data on the Entrance/Clearance Logbook	1 min	
		Dockage-Anchorage (GRT x 0.020 x \$ Rate x # of days)	Prepares and signs Berthing and Anchorage Report (BAR)	1 min	
		VTMS up to 1,000GRT = Php 250.00 1,001 - 10,000GRT = Php 500.00 over 10,000GRT = Php 1000.00	Receives duplicate copy of BAR and records OR number and the amount of vesssel charges paid	1 min	
		Pilotage Fees 10% of gross income + VAT	Stamps "PPA clearance" on manifest and roll book	1 min	
		Usage Fees (82.00 x # of days + VAT) (6 to 100 GRT) (.80x GRT x # of days) (over 100 GRT)	Approves and signs PPA vessel clearance	1 min	Harbor Master
Issuance of PASO Permit	PTO-Special Permit Official Receipts	Php28.00 (vat inclusive)	Recieves application for PASO permit	1 min	Harbor Master
			Checks and verifies whether ancillary operator has been issued or holder of valid Permit to Operate (PTO)	1min	
			Prepares and signs order of payment of permit fee	1 min	

MARINE OPERATIONS (TSD,OPM)

			Checks authenticity of official receipts and records of payment	1 min	
			Prepares and signs PASO Permit	1 min	
			Issues PASO Permit	1min	Harbor Master
Issuance of shipside loading/discharging permit	BOC Shipside Permit Official Receipt of Payment of Wharfage	None	Receives from Broker/Applicant documents for the request of shipside loading and discharging (RLSD) and Bureau of Customs (BOC) Shipside Permit	1 min	Harbor Master/HOO
			Verifies from the Daily Berthing Order Summary whether the carrying vessel of subject cargo is at Pierside or at Anchorage area	1 min	
			Prepares the order of payment for the collection of wharfage dues whether 50% or 100% as the case may be	1 min	
			Sign the RLSD and advises Broker/Applicant to proceed to Finance of Asian Terminals, Inc (ATI) for payment of PPA wharfage dues	1 min	
			Receives from Broker/Applicant, after payment for wharfage dues the following documents: RLSD Shipside Permit, ATI-CASH Transaction Billing Invoice and PPA Official Receipt	1 min	
			Records wharfage payment	1 min	
			Issues Shipside Loading and Discharging Permit	1 min	

REAL ESTATE MANAGEMENT DIVISION (REMD)

Frontline Services	Requirements	Fee/s	Procedure	Processing	Person In- Charge
Application for Private Port					
Permits	Linified Application Forms and sife in			1 day	Planning &
Issuance of Clearance to Develop	Unified Application Form specifying exact location of the foreshore area,		Checking the completeness of documents and evaluation	1 day	Programming Unit
·	area size in s.q.m., intended use/		evaluation		
	purpose, proposed structure to be put –		Conduct of inspection with the assistance of the	1 day	
	up and estimated cost of improvements		proponents representative		
	w/ Summary of Project Scope,				
	Description and Vicibity Map as		Report preparation, issuance of Certification* and	1 day	
	attachment.		forwarding memo to PDO-Mla/N. Luzon		
	Duly notarized Omnibus Undertaking	Payment of Fee)			
	(Sworn Affidavit) Official Receipt	Certification Fee of Php500.00 + VAT			
		(Payment of Fees)1st Php10M		1 day	Planning &
Issuance of Permit to Construct	Approved Clearance to Develop	Php30,000 + VAT	Checking the completeness of documents and evaluation		Programming Unit
	Unified Application Form with working	Additional 1% for Remaining amount			
	Drawings/Building Plans signed by a		Conduct of inspection with the assistance of the	1 day	
	licensed Civil Engineer, as attachment	Certification Fee of Php500.00 + VAT	proponent's representative		
	Duly notarized Omnibus Undertaking		Report preparation, issuance of Certification**	1 day	
	(Sworn Affidavit)	Payment of Fee)	and forwarding memo to PDO-Mla/N. Luzon		
		Certification Fee of Php500.00 + VAT			
	Unified Application Form		Conduct of inspection by PPA operations & ESD	1 day	Planning &
Issuance of Certificate of Registration/	onned Application Form		personnel w/ the assistance of the proponents	1 uay	Programming Unit
Permit to Operate(COR/PTO)			representative		
	Duly notarized Omnibus Undertaking		Report preparation, issuance of Certification**	1 day	
	(Sworn Affidavit) Official Receipt		and forwarding memo to PDO-Mla/N. Luzon		

Note: \*Certification that this PMO has no objection to the above mentioned application, in as much as PPA has no plans for future port expansion/development in the area applied for within the next five years.

<sup>\*\*</sup>Certification that the private port operation does not pose hazard nor obstruct to navigation.

## PORT POLICE DIVISION

Frontline Services	Requirements	Fee/s	Procedure	Processing Time	Person In- Charge
Issuance of Port Police Clearance for Transportation Services	Letter request  Application (Forms are available at CSS Office)  Previous PTO/Renewal	Php37.40 (VAT inclusive)	Checks completeness of requirements  Issues Order of Payment for issuance of certification	5mins	IIS-PPD Clerk Processor (PPD) Chief, IIS/OIC
	Copy of OR/CR		Proceeds to Finance Collection Unit fo Payment  Prepares Police Clearance		Cashier Clerk
			Approves Clearance Releases Clearance		Stacom
Issuance of PTO (Security Services)	Certified copy of PNP-SOSIA License to Operate	Port Police Clearance P37.40	Checks completeness of requirements		Clerk Investigator (PPD)
(Security Services)	Certification from the client/Contract of the Security Agency with the client	F57.4U	Issues Order of Payment for issuance of certification  Proceeds to Finance Collection Unit fo Payment		Invesigator Cashier
	Numbers and names of detailed security guards with their corresponding security licenses and PDS (Personal Data Sheet) of reporting security incidents	PTO Fee- p 4,356.80	Prepares Police Clearance & PTO Approves Clearance		Investigator Stacom & Chief IIS
	(Fire,earthquake,flood,lockouts,rally,assault)  Agency Standard Operating Procedures (SOP) in reporting security incidents (Fire,earthquake,flood,lockouts,rally,assault)		Forward PTO to OPM for Signature  Releases Clearance/PTO		Investigator
	Certified List of Firearms issued/assigned at				

# PORT POLICE DIVISION

Frontline Services	Requirements	Fee/s	Procedure	Processing	Person In-
				Time	Charge
	Type of vehicles, if any  Current Mayor's Permit  ISPS Compliant Certificate issued by DOTC- OTS (sea based only)  Documentary Stamps (2 pieces)				
Issuance of PPA Annual Port User's Pass (IIS-PPD)	Letter Request  Affidavit of Employer  Master list of employees  Bio-data with 2' x 2' picture  Index Card 5' x 8'  Latest PTO  Documens should be submitted in folder (3 sets)	Php56.00 (VAT inclusive)	Checks completeness of requirements  Stamps folder with control number  Forwards documents to ESS, IIS and Pass Control  Forwards to District Commander, Customs Police SH with attached refferal slip  Releases pass/es upon approval	6mins	Clerk Processor (PPD)  Cheif, IIS/OIC  Stacom  Clerk  Chief, IIS/OIC

## Pass Control Office (PPD)

Frontline Services	Requirements	Fee/s	Procedure	Processing Time	Person In-Charge
Issuance of PPA Annual Cargo Vehicle/ Truck Pass	Permit to Operate (PTO) for the current	Php112.00 (VAT inclusive)	Ensures completeness of requirements.	5mins	Clerk Processor
(for commercial use)	year  Affidavit of assumption of Responsibility/	(VAT Inclusive)	Issue order of payment for cleared application.	1min	Chief, Pass Control Officer
	Masterlist of Employee's duly notarized		Proceed to Finance Collection Unit for Payment.		Cashier
	Photocopy of LTO Certificate of Registration and Official Receipt (O.R/C.R)		Issue pass/es after showing official receipt (O.R.)	4mins	Chief, Pass Control Officer
Issuance of Annual Cargo Vehicle/Truck					
Pass (for private use)	Permit to Operate (PTO) for the current year	Php112.00 (VAT inclusive)	Ensures completeness of requirements.	5mins	Clerk Processor
	Affidavit of assumption of		Issue Order of Payment for cleared application.	1min	Chief, Pass Control Officer
	Responsibility / Master list of Transport unit duly notarized		Proceed to Finance Collection Unit for Payment.		Cashier
	Photocopy of LTO Certificate of Registration and Official Receipt (O.R/C.R.)		Issue pass/es after showing official reciept (O.R).	4mins	Chief, Pass Control Officer

Pass Control Office (PPD)

	<b>a</b>				
Issuance of PPA non-Cargo/ Light Vehicle Pass	Permit to Operate (PTO) for the current year	Php84.00 (vat inclusive)	Ensures Completeness of requirements, if complete shall be processed.	5mins	Clerk Processor
(for private use)	Photocopy of LTO Certificate of		Issue Order of Payment for cleared application.	1min	Chief, Pass Control Officer
	Registration and Officail Reciept (O.R./C.R.)		Proceed to Finance Collection Unit for Payment.		Cashier
			Issue pass/es after showing Official Receipt (O.R.).	4mins	Chief, Pass Control Officer
PPA non-Cargo/Light Vehicle Pass (for commercial use)	Permit to Operate (PTO) for the current year.	Php 84.00 (VAT inclusive)	Ensures completeness of requirements if complete shall be processed.	5mins	Clerk Processor
	Affidavit of Assuption of Responsibilty/Masterlist of trasport Units duly notarized.		Issue order of payment of cleared application.	1mins	Chief, Pass Control Officer
			Proceed to Finance Collection unit for payment.		Cashier
			Issue pass/es after showing official receipt (O.R.).	4mins	Chief, Pass Control Officer
Issuance of Temporary Vehicle Pass	Special Permit approved by the Port Manager	Php 12.00 (VAT inclusuve)	Ensures Completeness of Requirements.	5mins	Clerk Processor
			Issues pass/es for signature of PPD Manager / Acting Chief Pass Control Office.	5mins	Chief, Pass Control Office

Pass Control Office (PPD)

	9 9				
Issuance of Temporary Pedestrian	Any acceptable identification card	Php6.00	Ensures completeness of	5mins	Clerk Processor
Pass	such as Company ID, Driver's	(vat inclusive)	requirements		
	License, COMELEC Voter's ID, Senior				
	Citizen's ID, Postal ID, etc		Issue Pass/es for signature of PPD	5mins	Chief, Pass Control Officer
			Manager / Acting Chief Pass Control		
	Special permit approved by the Port		Office		
	Manager.				
	Widnesser.				
Issuance of PPA Annual Port User's	Duly accomplished Application Form	1	Ensures completeness of	5mins	Clerk Processor
ID/Pass		(vat inclusve)	requirements if complete shall be		
	Permit to Operate (PTO) for the		processed.		
	current year		Issue order of payment of cleared	1min	Chief, Pass Control Officer
	Affidavit of Assumption of		application.	2	Giner, rass control officer
	Responsibility and Masterlist of				
	Employees duly notarized		Proceed to Finance Collection unit		Cashier
			for payment.		
	Bio-data of Individual Employee with		, .		
	1 1/2 x 1 1/2 picture		Indorse signed pass/es by	4mins	Chief Dage Countral Officer
			employees of concerned companies for signature of PPD Manager and /	41111115	Chief, Pass Control Officer
			or Port Manager		
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			1		

TMO-PASIG RIVER

Frontline Services	Requirements	Fee/s	Procedure	Processing	Person In-Charge
Collection of government share and issuance of official receipt	Cargo manifest	10% arrastre share + vat	Assesses and issues computation sheet prior to collection and issuance of official receipt	5mins	STOO/TOO
			Stamps paid on CS and documents presented		Special Coll. Officer TMO-Pasig River
Collection of wharfage charges for in-	Ship manifest/Arrastre Invoice/ Entry	Php9.00/MT plus vat	Assesses and issues computation sheet prior to	5mins	5700/700
bound/outbound cargoes/shipments			collection and issuance of official receipt  Stamps paid on CS and documents presented		STOO/TOO  Special Coll. Officer TMO-Pasig
Collection of Usage Fees	Dockage Report / Roll Book	GRT x .4 x no. Of days + VTMS +VAT (Registered Private Port) GRT x .8 no. Of days + VTMS + VAT (Gov't. Berth / Unregistered	Evaluates and prepares documents before forwarding to operations unit for assessment for vessel charges and other fees  Collects and issues OR prior to issuance of	5mins	River STOO/TOO
		Private Port) (over 100 GRT) 6 to 100 GRT 82/day + Vat	vessel clearance/ permit/s		Special Coll. Officer TMO-Pasig River

TMO-PASIG RIVER

	<u>IU</u>	_			
Collection of Services Fees for	PPA forms	Php28.00	Collects and issues OR prior to	5mins	Special Coll. Officer TMO-Pasig
Bunkering / Watering and repair		(vat inclusive)	issuance of vessel clearance / permit/s		River
services					
			Evaluates and prepares order of		
Collection of Privelege Fees	Letter request for renewal of	Php16,800.00	payment	2mins	
(Private Ports)	PTO/PPP	(vat inclusive)			STOO/TOO
			Collects and issues official receipt		
	Unified Applicatioon Form				Special Coll. Officer TMO-Pasig
			Issues certification of no outstanding		River
	Duly notarized Omnibus		account with PPA		
	Undertaking (Sworn Affidavit)				
					STOO/TOO

Manila International Container Terminal (MICT)

	Fee/s	Procedure	Processing Time	Person In-Charge
ICTSI Official Receipt FORM 2307		Broker submits the ICTSI Official Receipt together with form 2307 if necessary to PPA SCO. SCO Counterchecks wharfage payment and if found in order, issues the computerized PPA Official Receipt	1 minute	Special Collecting Officer
BOC Export Declaration/Permit		Exporter/Applicant Presents the BOC Export Declaration/Permit to PPA Special Collecting Officer (SCO) for evaluation of wharfage exemption. If found in order, SCO stamps " Wharfage Exempted" and affixes signature and date.	1 minute	Special Collecting Officer
Preliminary Berthing/Anchorage Report (PBAR)		Shipping Agent submits PBAR of the vessel (Certified correct by ICTSI's operation Center) to Terminal Operations Officer (TOO) for evaluation. If in order, TOO generates Computation Sheet (CS) for payment of vessel charges.		Terminal Operations Officer
Computation Sheet (CS), PBAR and Manifest		Shipping Agent submits Computation Sheet, PBAR & Manifest to cashier for evaluation and collection of vessel charges. If in order, Cashier issues PPA Official Reciept (OR), Stamps "PAID Port Charges" on the Outward Foreign Manifest (OFM) and PBAR, affixes signature and indicates Validity Date for Vessel Departure Clearance.	5 minutes	Cashier/Special Collecting Officer
B P (F	ORM 2307  OCC Export Declaration/Permit  Preliminary Berthing/Anchorage Report PBAR)  Computation Sheet (CS), PBAR and	ORM 2307  OCC Export Declaration/Permit  Preliminary Berthing/Anchorage Report PBAR)  Computation Sheet (CS), PBAR and	with form 2307 if necessary to PPA SCO. SCO Counterchecks wharfage payment and if found in order, issues the computerized PPA Official Receipt  Exporter/Applicant Presents the BOC Export Declaration/Permit to PPA Special Collecting Officer (SCO) for evaluation of wharfage exemption. If found in order, SCO stamps " Wharfage Exempted" and affixes signature and date.  PREAR)  Shipping Agent submits PBAR of the vessel (Certified correct by ICTSI's operation Center) to Terminal Operations Officer (TOO) for evaluation. If in order, TOO generates Computation Sheet (CS) for payment of vessel charges.  Shipping Agent submits Computation Sheet, PBAR & Manifest to cashier for evaluation and collection of vessel charges. If in order, Cashier issues PPA Official Reciept (OR), Stamps "PAID Port Charges" on the Outward Foreign Manifest (OFM) and PBAR, affixes signature and indicates	Droker submits the ICTSI Official Receipt together with form 2307 if necessary to PPA SCO. SCO Counterchecks wharfage payment and if found in order, issues the computerized PPA Official Receipt  DOC Export Declaration/Permit  Exporter/Applicant Presents the BOC Export Declaration/Permit to PPA Special Collecting Officer (SCO) for evaluation of wharfage exemption. If found in order, SCO stamps "Wharfage Exempted" and affixes signature and date.  Treliminary Berthing/Anchorage Report PBAR)  Shipping Agent submits PBAR of the vessel (Certified correct by ICTSI's operation Center) to Terminal Operations Officer (TOO) for evaluation. If in order, TOO generates Computation Sheet (CS) for payment of vessel charges. If in order, PBAR & Manifest to cashier for evaluation and collection of vessel charges. If in order, Cashier issues PPA Official Receipt (OR), Stamps "PAID Port Charges" on the Outward Foreign Manifest (OFM) and PBAR, affixes signature and indicates

Manila International Container Terminal (MICT)

Frontline Services	Requirements	Fee/s	Procedure	Processing Time	Person In-Charge
Approval of Request for Shipside Discharging Permit (RSDP)	Request for Shipside Discharging Permit (RSDP) & BOC Shipside Permit (BOC SP)		Applicant submits duly accomplished Request for Shipside Discharging Permit (RSDP) and approved BOC Shipside to Terminal Operations Officer (TOO). If in order, TOO generates Computation Sheet (CS) for payment of Wharfage Charges in MICT anchorage operation.		Terminal Operations Officer (TOO)
	Computation Sheet (CS)		Cashier collects Wharfage Charges in accordance with PPA Memorandum Circular No. 07-93 (PPA Port Tarrif Rates) and issues PPA Official Receipt (O.R.)	5 minutes	Cashier/Special Collecting Officer
			MICT Manager evaluates and approves RDSP	J	MICT Manager
Approval of Permit to Operate (PTO)	Omnibus Undertaking (Sworn Affidavit)		Applicant submits duly notarized Omnibus Undertaking (Sworn Affidavit) to Terminal Operations Officer (TOO) who evaluates its correctness and completeness compared to previous records on file. If in order, TOO Prepares PTO for approval and generates Computation Sheet (CS) for payment of ancillary fees	15 minutes	Terminal Operations Officer (TOO)
	Computation Sheet (CS)		Cashier collects PTO Fees in accordance with PPA Memorandum Circular No. 02—15 and issues Official Receipt		Cashier/Special Collecting Officer
			MICT Manager evaluates and approves Permit To Operate (PTO)	J	MICT Manager

Manila International Container Terminal (MICT)

Frontline Services	Requirements	Fee/s	Procedure	Processing Time	Person In-Charge
Approval of Maritime Services Permit	Maritime Services Permits (MSP)		Applicant submits duly accomplished Maritime Services Permit (MSP) for Ancillary Services per Vessel, per type or per service delivery basis to Terminal Operations Officer (TOO) who evaluates and approves MSP. If in order, TOO Generates Computation Sheet (CS) for payment of permit fees.	5 minutes	Terminal Operations Officer (TOO)
	Computation Sheet		Cashier collects MSP fees in accordance with PPA PDO—Manila Memorandum Circular No. 01—2000 (Prescribing Uniform Fees for POM Ancillary Permit Issued on a Per Vessel/Type/Delivery Basis and issues PPA Official Receipt (O.R.).		Cashier/Special Collecting Officer

**Feedback Mechanism:** 

Complaint / Suggestion Box is located at PMO NCR-South
Administration Building Lobby or you may call directly with concerned
PMO NCR-South Officials at hot line numbers provided hereunder:

<b>Hot Number:</b>	527-4424	Office of the Port Manager	Francisquiel O. Mancile
	495-2248	Port Police Division	PPSupt. Alano C. Salosagcol
	527-4417	Technical Services Staff	Nestor M. Tayamen
	495-0419	Resource Management Division	Rosalio S. Ferrer, Jr.
	495-0163	Real Estate Management Division	Andres C. Candaroma, Jr.
	232-2308	TMO-Pasig River	Lorentino S. Viray

# PPA PMO - NCR SOUTH FUNCTIONAL STRUCTURE



MANILA INTERNATIONAL CONTAINER

**TERMINAL** 

Division Manager A SG-24

Sr. Terminal Operations Officer SG - 18

2 Terminal Operations Officer 16

Port Operations Specialist SG - 18

Sr. Cashier SG - 18

Cashier A SG - 16

Cashier B SG -14

4 Collection Representative A SG - 10

Sr. Accounting Processor B SG -10

Statistician A SG - 13

Civil Security Officer C SG - 13

Utility Worker A SG - 3

**Driver Mechanic B** 

### PORT MANAGEMENT OFFICE - NCR SOUTH

### **FUNCTIONAL STRUCTURE**

