



# PHILIPPINE PORTS AUTHORITY

Citizen's Charter  
2024  
(7<sup>th</sup> Edition)



# **PHILIPPINE PORTS AUTHORITY**

## **CITIZEN'S CHARTER 2024 (7<sup>th</sup> Edition)**

**I. Mandate:**

"To establish, develop, regulate, manage and operate a rationalized national port system in support of trade and national development."

**II. Vision:**

By 2030, the Philippine Ports Authority, as part of an integrated transport and logistics system, shall have provided port facilities and services at par with global best practices and a port regulatory environment conducive to national development.

**III. Mission:**

1. Provide modern, sustainable, and resilient port infrastructures and facilities.
2. Provide responsive, reliable, and efficient port services.
3. Promote a regulatory framework that is transparent, fair, and relevant to the needs of all stakeholders in pursuit of a national port development program.

**IV. Service Pledge:**

We, the officials and employees of the Philippine Ports Authority (PPA), commit to:

1. Provide safe, efficient and quality frontline services to all port clientele at all times and strive to continually review and revise existing systems in order to attain PPA's goals and objectives.
2. Promote dignity and accountability in public service.
3. Act with efficiency and fairness on all applications, requests, including complaints.

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# **PORT MANAGEMENT OFFICE**

## **External Services**

## 1. Vessel Entrance Formalities

Facilitate all vessels' entrance formalities, whether domestic or foreign calling at the port, upon submission of complete documentary requirements.

<b>Office/Division:</b>	Port Services Division-Marine Section		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2B-Government to Business G2G-Government to Government		
<b>Who may avail:</b>	Vessel or Shipping Line Representative/Agent		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>A. Domestic Vessel</b>			
1. Notice of Arrival (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application		
2. Application for Berth/Anchorage (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application		
3. Vessel's Roll Book (1 – original copy)	Shipping Lines		
4. Passenger Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines		
5. Dangerous Cargo Manifest (3 copies) (if applicable) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines		
6. Duly signed Inward Coasting Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines		
7. Waste on Board Vessel Information Form (WOBVIF) (1 - Original Copy/ Electronic Copy)	PPA PMO - PSD Marine Section		
<b>B. Foreign Vessel</b>			
1. Notice of Arrival (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application		
2. Application for Berth/Anchorage (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application		
3. Passenger Manifest (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines		
4. Dangerous Cargo Manifest (3 copies) (if applicable) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines		
5. Inward Foreign Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines		

Waste on Board Vessel Information Form (WOBVIF) (1 Original Copy/Electronic Copy)		PPA PMO – PSD Marine Section/ Harbor Office		
<b>C. Additional requirements for Vessel on Maiden Voyage</b>				
1. Vessel Information Sheet (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		PPA Website (downloadable forms)		
2. Certificate of Inspection (domestic vessels) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		MARINA		
3. International Tonnage Certificate (foreign vessel) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Shipping Lines/ Flag Registry		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and Anchorage (ABA) together with the Waste on Board Vessel Information Form (WOBVIF)	1. Acknowledge receipt of documents, evaluate, and verify the accuracy of the entries in the documents. If found in order, schedules the client for a Berthing Meeting.	None	2 hrs. and 15 mins.	PPA Harbor Operations Officer/ Authorized Representative PMO - PSD Marine Section
<p>Notes:</p> <p>Vessel with Scheduled Runs (Passenger, Containerized, and Roro Vessels): ABA: 24 hrs. before arrival; NOA: 48 hours prior to vessel arrival</p> <ul style="list-style-type: none"> <li>• Tramping Vessel: ABA: at least 36 hrs. before arrival</li> <li>• Foreign Vessel: 48 hrs. before arrival</li> <li>• Regular-Run Fast ferries may file their NOA/ABA on a month-to-month basis by the shipping company [Reference: PPA MO No. 12-97]</li> </ul> <p>Remarks:</p> <p>* If in any case, the face-to-face transaction is not possible, submission of documentary requirements may also be done via iPorts and other electronic means such as email or fax messages.</p>				
2. Attends the Berthing Meeting.	2. Conducts the Berthing Meeting for allocation of berth and discussion and preparation of other important matters.  * If in any case, the face-to-face	None	2 hrs.	PPA Harbor Master/ Authorized Representative PMO - PSD Marine Section

	transaction is not possible, Berthing Meetings can also be done virtually thru videotelephony software such as Zoom, Microsoft Teams, Google Meet, GoToMeeting, and the likes.			
<p>3. Submits the complete set of documents for entrance formalities at the PMO PSD- Marine Section.</p> <p>a. 3 copies Application for Berth/Anchorage</p> <p>b. 3 copies Passenger Manifest (if applicable)</p> <p>c. Dangerous Cargo Manifest (if applicable)</p> <p>d. Waste on Board Vessel Information Form (WOBVIF)</p> <p>e. Vessel's Roll Book (domestic)</p> <p>f. 3 copies Inward Coasting Manifest (domestic)</p> <p>g. 3 copies Inward Foreign Manifest (foreign)</p> <p><i>If the vessel is on a maiden voyage, submit the additional requirements for a maiden voyage.</i></p>	<p>3. Checks/ verifies the completeness of the submitted documents.</p> <p>Logs Actual Time of Arrival at the Vessels Logbook.</p> <p>Stamps manifest and/ or roll book "<b>Entered</b>".</p>	None	3 mins.	PPA Harbor Operations Officer/ Authorized representative PMO - PSD Marine Section
<b>TOTAL:</b>		<b>None</b>	<b>4 hrs. 18 mins.</b>	



## 2. Vessel Departure Clearance

Facilitate the grant of Departure Clearance of vessels calling at the Ports upon submission of complete documentary requirements.

<b>Office/Division:</b>	Port Services Division-Marine Section/ Finance Division/ Assessment & Collection	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B-Government to Business G2G-Government to Government	
<b>Who may avail:</b>	Vessel or Shipping Line Representative/Agent	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. Domestic Vessel</b>		
1. Vessel's Roll Book (1 – original copy)	Shipping Lines	
2. Passenger Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines	
3. Duly signed Outward Coasting Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines	
4. Certificate of Service Rendered from Shore Reception Facility (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shore Reception Facility Operator	
5. Dockage Report (3 copies) (Original Copy/Electronic Copy)	PPA PMO-PSD Marine Section	
6. Lifting Order for Hold Over (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Concerned Agency (Coast Guard, Bureau of Customs, MARINA)	
7. Computation Sheet and/or PPA Vessel Invoice for revolving fund payment (3 copies) (Original Copy/Electronic Copy)	PPA PMO Assessment Section	
8. Official Receipts for payment of Port Dues (1 – original copy)	PPA PMO Collection Section	
9. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)	Shipping Lines	
10. PPA Certification for Exemption from Port Charges (to be secured 3 hours but not less than 1 hour prior to vessel's departure), if applicable (1 – original copy)	PPA Office of the Port Manager	

<b>B. Foreign Vessel</b>				
1. Passenger Manifest (3 copies) (if applicable) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Shipping Lines		
2. Outward Foreign Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Shipping Lines		
3. Certificate of Service Rendered from Shore Reception Facility (if applicable) (3 copies) Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Shore Reception Facility Operator		
4. Dockage Report payment (3 copies) (Original Copy/Electronic Copy)		PPA PMO – PSD Marine Section		
5. Lifting Order for Hold Over (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Concerned Agency (Coast Guard, Bureau of Customs, MARINA)		
6. Clearance of Vessel to Foreign Port (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Bureau of Customs		
7. Computation Sheet and/or PPA Vessel Invoice for revolving fund payment (3 copies) (Original Copy/Electronic Copy)		PPA PMO Assessment Section		
8. PPA Official Receipts for payment of Port Dues (1 – original copy)		PPA PMO Collection Section		
9. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)		Shipping Lines		
10. PPA Certification for Exemption from Port Charges (to be secured 3 hours but not less than 1 hour prior to vessel's departure), if applicable (1 – original copy)		PPA Office of the Port Manager		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits a complete set of documents for vessel departure clearance at the PMO-PSD Marine Section.  a. Dockage Report b. 3 copies Passenger Manifest (if applicable)	1. Checks/ verifies the completeness of the submitted documents.  Checks for any violation, hold departure order, or such other similar orders or issuances.	None	5 mins.	PPA Harbor Operations Officer/ Authorized Representative PMO PSD- Marine Section

<p>c. Certificate of Service Rendered from SRF (if applicable)</p> <p>d. Lifting Order for Holdover (if applicable)</p> <p>e. PPA Certification for Exemption from Port Dues (if applicable)</p> <p>f. 3 copies Outward Coasting Manifest (domestic)</p> <p>g. Vessel's Roll Book (domestic)</p> <p>h. 3 copies Outward Foreign Manifest (foreign)</p> <p>i. Clearance of Vessel to Foreign Port (foreign)</p> <p>*If in any case, the face-to-face transaction is not possible, submission of documentary requirements may also be done via iPorts and other electronic means such as email or fax messages.</p>	<p>Check/verify entries on the dockage report.</p> <p>* For clients that could not physically appear, Marine Section forwards the documentary requirements to the Finance Assessment Section for proper assessment.</p> <p>For vessels that are exempted from port charges, PPA proceeds to Departure Clearance procedure.</p>			
<p>Note: The following are exempted from port charges:</p> <p><b>PPA MC No. 07-94 – 1994 Port Tariff Rates and PPA MC No. 03-95 – Implementing Guidelines on the Proper Assessment and Collection of the 1994 PPA Port Tariff</b></p> <ol style="list-style-type: none"> <li>1. Duly BOI-registered firms as well as those granted special exemptions by law enacted or decreed after 1 January 1976 shall be exempted from payment of port charges until otherwise revoked or amended.</li> </ol>				

<p>2. Vessels for drydocking or repair at any duly authorized drydocking shipyard facilities shall be exempted from dockage/usage fees from the time it calls at a shipyard facility up to the time the drydocking or repair is completed.</p> <p>3. Vessels (foreign or domestic certified for shipbreaking at a duly accredited shipbreaking yard shall be exempted from all vessel charges. Scraps resulting from shipbreaking of foreign vessels which are re-exported or sold locally shall be exempted from wharfage. Scraps resulting from shipbreaking of domestic vessels shall likewise be exempted from wharfage.</p> <p>4. Vessels in distress or those calling at any port for humanitarian reasons shall also be exempted from all vessels charges.</p> <p>5. Donations from international or local organizations duly authorized or registered by the DSWD or the Office of the President shall be exempted from wharfage and storage charges provided, there is evidence that the same is requested for release/delivery within seven (7) days from notice of arrival.</p> <p>6. Foreign naval and other state vessels not engaged in commercial shipping services shall be exempted from the payment of all vessel charges in the foreign government owning such vessel also grants reciprocal privileges to vessels owned by the Philippine government which are similarly situated.</p>				
<p>2.Submits the Dockage Report and other documentary requirements to the PMO Assessment Section.</p> <p>* If in any case, a face-to-face transaction is not possible, the client will have to wait for the email from the Assessment Section of their respective Computation Sheet and/or PPA Invoice.</p>	<p>2.Provides assessment by checking and verifying the completeness of the submitted documents and entries on the Dockage Report.</p> <p>Checks for any violation, hold departure order, or such other similar orders or issuances, and compute charge/s against the vessel, if applicable.</p> <p>Prepares Computation Sheet and/or PPA Invoice for revolving fund payment.</p> <p>Informs client to proceed to the collection/ cashier</p>	<p>None</p>	<p>5 mins.</p>	<p>PPA Cashier/ Collection Representative / Authorized Representative PMO – Assessment Section</p>

	<p>section for payment.</p> <p>* For clients that could not physically appear, Assessment Section will send the Computation Sheet and/or PPA invoice to the client via email.</p>			
<p>3.Proceeds to PMO Collection Section present the Computation Sheet and/or PPA Invoice for payment of port dues.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Treasury Department via email (treasury@ppa.com.ph).</p>	<p>3.Cashier checks the Computation Sheet and/ or Vessel Invoice and Dockage Report.</p> <p>Check for BIR Form 2307.</p> <p>Receives payment and issues Official Receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. The Treasury Department will forward the client's official receipt via email.</p>	<p><u>For Domestic Vessel:</u></p> <p>(Dockage (Domestic)) + (Lay-up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable))</p> <p>- Usage Fee (GRT x .80 x No. of Days)</p> <p>- Lay-up Fee (GRT x .80 x No. of Days x 50%)</p> <p>- PPA Share on Pilotage (Prescribed Rate x 10%+12% VAT)</p> <p><u>For Foreign Vessel:</u></p>	5 mins.	PPA Cashier/ Collection Representative / Authorized Representative PMO- Collection Section

		<p>(Port Dues + Dockage-at-Berth + Dockage-at-Anchorage + (PPA Pilotage + 12% VAT) + (VTMS Fee (only if applicable))</p> <p>- Port Dues (GRT x 0.081 x US\$ rate)</p> <p>- Dockage Fee at Berth (GRT x .039 x No. of days x US \$ rate)</p> <p>- Dockage Fee at Anchorage (GRT x .020 x No. of days x US \$ rate)</p> <p>- PPA Share on Pilotage (Pilotage rate x US \$ rate x 10%)</p>		
4.Proceeds to PMO PSD-Marine Section and presents the Official Receipts as proof of payment and	4.Performs Vessel Departure Clearance procedure.	None	5 mins.	PPA Harbor Operations Officer/ Authorized representative

<p>original documentary requirements for vessel departure clearance.</p>	<p>Checks/ verifies the completeness of the submitted documents.</p> <p>If in order, for domestic vessels, stamps “<b>Port Clearance Granted per EO 493....</b>” and affixes signature on the Vessel’s Roll book, Outward Coasting and Passenger Manifest. For foreign vessels, stamps “<b>Port Charges Paid</b>” on the outward foreign manifest.</p> <p>For vessels that are exempted from port charges, PPA stamps “<b>Port Charges Exempt</b>”</p>			<p>PMO-PSD Marine Section</p>
<p>5.Vessel leaves port before the expiration of the clearance or otherwise the same shall be revalidated.</p>	<p>5.Ensures the vessel’s departure at the port.</p> <p>As per a report from the vessel, records the time of departure on the Vessel’s Logbook and affixes his signature.</p>	<p>None</p>	<p>None</p>	<p>PPA Harbor Operations Officer/ Authorized representative PMO-PSD Marine Section</p>
<p><b>TOTAL:</b></p>		<p><u><b>For Domestic Vessel:</b></u>  <b>(Dockage (Domestic) ) + (Lay-up</b></p>	<p><b>20 mins.</b></p>	

	<p><b>Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable) )</b></p> <p><b><u>For Foreign Vessel:</u></b></p> <p><b>(Port Dues + Dockage- at-Berth + Dockage- at- Anchorage + (PPA Pilotage + 12% VAT) + (VTMS Fee (only if applicable) )</b></p>		
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Please see below the schedule of vessel charges



## CHARGES ON VESSEL

1. Vessels engaged in foreign trade, including those engaged in barter trade, that enter any port, whether private or government, shall be charged PORT DUES on each call based on GRT, as follows:

US\$0.081
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2. Vessels engaged in foreign trade, including those engaged in barter trade, that berth at any port of call shall also be charged **DOCKAGE at BERTH** per GRT per calendar day or fraction thereof, as follows, provided that, for purposes of computation, a maximum of 50,000 GRT shall be used:

At a Government Port	US\$0.039/GRT
At a Private Port officially registered with PPA	US\$0.020/GRT

3. Vessels engaged in foreign trade that do not berth but drop anchor at either a government or privately-owned port, whether operated exclusively or commercially, shall also be charged **DOCKAGE at ANCHORAGE** of one-half (1/2) of the corresponding dockage at berth at a government port, subject to the same maximum 50,000 GRT, as follows:

US\$0.020
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4. Pursuant to the terms of the BIMP-EAGA agreement, vessels carrying the flag of Indonesia, Brunei, and the Philippines which are accredited to operate under the BIMP-EAGA program shall be entitled to the following special port charges against vessels:

PORT DUES	US\$0.040 per GRT
DOCKAGE	US\$0.020 per GRT per day or fraction thereof

5. Vessels engaged in domestic trade that berth or drop anchor at any government port shall be charged a **DOMESTIC DOCKAGE FEE (USAGE FEE)**, as follows:

	Jan. 01, 2007	Jan. 01, 2008	Jan. 01, 2009
6 to 100 GRT per calendar day or fraction thereof	P61.00	P72.00	P82.00
Over 100 GRT per GRT per calendar day or fraction thereof	P0.60	P0.70	P0.80

5.1 Domestic vessels calling at officially registered private ports shall be charged at one-half (1/2) of the Domestic Dockage Fee at a government port.

5.2 Registered bay and river trade vessels shall also be charged one-half (1/2) of the required Domestic Dockage Fee but in no case less than or more than the following charges for a calendar day or fraction thereof:

	Jan. 01, 2007	Jan. 01, 2008	Jan. 01, 2009
Not less than	P61.00	P72.00	P82.00
Not more than	P308.00	P360.00	P413.00

5.3 Lay-up fee for domestic vessels shall be one-half (1/2) of the applicable Domestic Dockage Fee.

6. Yachts/pleasure crafts staying at a duly registered marina that comply with PPA rules on private ports, specifically on payment of privilege fees shall not be liable to the payment of **DOMESTIC DOCKAGE FEE** (Usage Fee).

7. Yachts/pleasure crafts from 6 GRT up to 100 GRT calling at government ports shall be liable to the payment of **DOMESTIC DOCKAGE FEE (Usage Fee)** at P40.00 per calendar day or fraction thereof. Pleasure crafts of more than 100 GRT shall be charged at P0.40 per GRT Per calendar or fraction thereof.

8. Idle vessels occupying dockside berth at any government port despite a shifting order from the Port Manager or his authorized representative to give way to an incoming operating vessel, shall be assessed a charge of 300% of applicable dockage fee for foreign vessels and 500% of the applicable **DOMESTIC DOCKAGE FEE** (Usage Fee) for domestic vessels, provided, that the payment of such assessed fees shall be made by the owners, agents or representatives prior to actual departure from the berth.

9. Vessels occupying dockside berth at any government port, but are subject to a restraining order, injunction, writ of attached, and other similar orders by a competent court or authority shall be assessed a charge of 600% of the applicable dockage for foreign vessels, and 1,000% of the applicable **DOMESTIC DOCKAGE FEE** (Usage Fee) for domestic vessels; provided, that the payment of such assessed fees shall be made by the party granted the favorable judgment or order, and, provided further, that the same is made immediately after the court or competent authority's decision.

**NOTE:**

By virtue of PPA MC No. 09-2018: "Removal of the 50,000 Gross Tonnage Cap" pursuant to PPA Board Resolution No. 2696, the 50,000 Gross Tonnage cap in the assessment of vessel charges for the foreign vessels is hereby lifted.

As such, all foreign and domestic vessels calling at PPA ports shall be assessed vessel charges (port dues, dockage-at-berth, dockage-at-anchorage, usage fee, and lay-up fee) with **no maximum limit**.

### 3. Entry of Cargoes

Facilitate assessment, collection of cargo charges, and approval of cargo entry, to ensure that all cargoes are properly documented and allowed into the port for loading to the vessel.

<b>Office/Division:</b>	Port Services Division-Terminal Section/ Finance Division/ Assessment & Collection	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen	
<b>Who may avail:</b>	Shippers, Consignee, Shipping Line Representative	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>A. Domestic Cargoes</b>		
1. Bill of Lading (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Cargo Handling/Terminal Operator	
2. Cargo Handling/Terminal Operator Official Receipt (1 – original copy)	Cargo Handling/Terminal Operator	
3. Computation Sheet and/or PPA Invoice for revolving fund payment (3 copies) (Original Copy/Electronic Copy)	PPA PMO Assessment Section	
4. PPA Official Receipts for payment of Wharfage Charges (1 – original copy)	PPA PMO Collection Section	
5. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)	Shipping Lines	
<b>B. Foreign Cargoes</b>		
1. Bill of Lading (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines	
2. Cargo Handling Operator/Terminal Operator Official Receipt (1 – original copy)	Cargo Handling/Terminal Operator	
3. Computation Sheet and/or PPA Vessel Invoice for revolving fund payment (3 copies) (Original Copy/Electronic Copy)	PPA PMO Assessment Section	
4. PPA Official Receipts for payment of Wharfage Charges (1 – original copy)	PPA PMO Collection Section	
5. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)	Shipping Lines	

6. Export Declaration (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Bureau of Customs		
<b>C. RoRo- Cargoes under RRTS</b>				
1. Shipping Line Lane Meter Official Receipt (1 – original copy)		Shipping Lines		
2. PPA RoRo Terminal Fee (1 – original copy)		PPA Terminal Fee Counter		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<p>1. Upon settling all the requirements with the Cargo Handler proceeds to the PMO Assessment Section with the following documents:</p> <p>a) 3 copies Bill of Lading or Pro-forma Bill Lading</p> <p>b) Export Declaration (foreign)</p> <p>c) 3 copies Cargo Handling Operator Official Receipt</p> <p><i>For cargoes under RRTS:</i> After payment of the Lane Meter Vehicle Fee to the Shipping Lines, proceeds to the PPA/Terminal Operator</p>	<p>1. Provides assessment by checking and verifying the completeness of the submitted documents.</p> <p>Encodes the cargo details.</p> <p>Prepares Computation Sheet and/or PPA Invoice for revolving fund payment.</p> <p>* For clients that could not physically appear, Assessment Section will send the Computation Sheet and/or PPA invoice to the client via email.</p> <p>Informs client to proceed to the collection/ cashier section for payment.</p>	None	1 hr. and 15 mins.	PPA Cashier/ Collection Representative / Authorized Representative PMO Assessment Section

<p>RoRo Terminal Fee (RRTF) Counter or the Cashier/ Collection Representative/ Authorized Representative for payment of terminal fee based on vehicle type.</p> <p>* If in any case, the face-to-face transaction is not possible, submission of documentary requirements to the Finance Assessment Section may also be via email.</p>				
<p>2. Proceeds to PMO Collection Section and presents the Computation Sheet and/or PPA Invoice for payment of wharfage dues and 3 copies of BIR Form 2307, if any.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as</p>	<p>2. Cashier checks the Computation Sheet and/or PPA Invoice.</p> <p>Check for BIR Form 2307.</p> <p>Receives payment and issues Official Receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. The Treasury Department will forward the</p>	<p><b>Domestic Wharfage:</b></p> <p><u>Non-Containerized</u> : : Php 9.00 per Metric Ton</p> <p>Php 7.00 per revenue Ton</p> <p><u>Containerized</u> : : 10 ft: Php 63.00</p> <p>20 ft: Php 126.00</p> <p>35 ft: Php 157.00</p> <p>40 ft:</p>	<p>5 mins.</p>	<p>PPA Cashier/ Collection Representative PMO Collection Section</p>

<p>proof of payment shall be forwarded to the Treasury Department via email (treasury@ppa.com.ph).</p>	<p>client's official receipt via email.</p>	<p>Php 189.00 45 ft: Php 221.00 <b>Foreign Wharfage:</b>  <u>Non-Containerized</u> :  Php 18.35 per Metric Ton  Php 15.25 per revenue Ton  <u>Containerized</u> :  20 ft: Php 259.70  35 ft: Php 329.  40 ft: Php 391.05  45 ft: Php 458.25</p>		
<p><i>For cargoes under RRTS:</i> Pays the corresponding amount of terminal fee</p>	<p>Issues the RRTF</p>	<p>RRTF inclusive of VAT  Type 1: Php 65.00  Type 2: Php 129.00  Type 3: Php 258.00  Type 4: Php 516.00</p>		

<p>3. Proceeds to PMO PSD Terminal Section and presents the PPA Official receipts and other requirements for stamping of "OK for Loading"</p> <p><i>For cargoes under RRTS:</i> Presents the RRTF Ticket to the guard on duty/ personnel in charge for entry to the RoRo marshaling yard prior to loading into the vessel.</p>	<p>3. Checks/ verifies the accuracy of submitted documents.</p> <p>If in order, stamps "<b>OK for Loading</b>" in the Bill of Lading.</p>	<p>None</p>	<p>5 mins.</p>	<p>PPA Terminal Supervisor/ Sr. Terminal Operations Officer/ Terminal Operations Officer/ Authorized Representative PMO PSD - Terminal Section</p>
<p><b>TOTAL:</b></p>		<p><b><u>Domestic Wharfage:</u></b>  (Cargo Volume/ Weigh/No. of box X Rate)</p> <p><b><u>Foreign Wharfage:</u></b>  (Cargo Volume/ Weigh/No. of box X Rate)</p>	<p><b>1 hr. and 25 mins.</b></p>	

Please see below the schedule of cargo charges

## CHARGES ON CARGOES

1. All non-containerized foreign cargoes coming in (imported), going out (exported), or transshipped through a government-owned wharf shall be charged **WHARFAGE** for the use of port facilities based on the total metric or revenue tonnage whichever is applicable, rounded off to the nearest ton, as follows:

If Imported		
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products Logs and Lumber/Heavy Lift Per Metric Ton	P36.65
b.	Others Per Revenue Ton	P30.55
If Exported		
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products Logs and Lumber/Heavy Lift Per Metric Ton	P18.35
b.	Others Per Revenue Ton	P15.25
Foreign Transshipment A single charge per metric or revenue ton payable by the shipping agent		
a.	Cargoes in Sacks/Bags/Bulk/Steel Products, Logs and Lumber/Heavy Lift Per Metric ton	US\$0.833
b.	Others Per Revenue Ton	US\$0.694
PROVIDED that the minimum charge shall be P10.00		

2. All containerized foreign cargoes (FCL or LCL singles) shall be charged **WHARFAGE** per box as follows:

PROVIDED, that if cargoes in a box are owned by more than one (1) shipper/consignee, that is, LCL containers, the **WHARFAGE** for non-containerized cargoes shall apply; and PROVIDED FURTHER that **NO WHARFAGE** shall be charged on empty containers, i.e., without contents of any sort.

3. All non-containerized domestic cargoes shall be charged **WHARFAGE** as they enter or leave a government-owned wharf based on their total revenue or metric tonnage rounded off to the nearest ton, as follows:

If Imported	
20 - ft	P519.35
35 - ft	P656.85
40 - ft	P779.05
45 - ft	P916.50
If Exported	
20 - ft	P259.70
35 - ft	P329.95
40 - ft	P391.05
45 - ft	P458.25
Foreign Transshipment	
Per TEU	US\$ 1.00



Domestic Wharfage Fee	Jan. 01, 2007	Jan. 01, 2008	Jan. 01, 2009
Non-containerized Cargoes			
Cargoes in Sacks/Bags/Bulk/ Uncrated Live Animals /Steel Products/Logs and Lumber/ Heavy Lift Per Metric Ton	P6.00	P7.00	P9.00
Others Per Revenue Ton	P5.00	P6.00	P7.00
Minimum Charge	P10.00	P12.00	P15.00
10' Box or shorter	P43.00	P52.00	P63.00
20' Box	P86.00	P105.00	P126.00
35' Box	P107.00	P131.00	P157.00
40' Box	P129.00	P157.00	P189.00
45' Box	P151.00	P184.00	P221.00

**3.1** Domestic cargoes, whether containerized or not, that are loaded/discharged at anchor without using any government wharf or at officially registered private ports shall be charged one-half (1/2) of the usual Domestic Wharfage Fee.

Provided that if cargoes in a box are owned by more than one shipper/consignee (LCL), the **WHARFAGE** for non-containerized cargo shall apply. PROVIDED FURTHER, that **NO WHARFAGE** shall be charged on an empty box, i.e., without contents of any sort.

The **WHARFAGE** for all foreign and domestic cargoes whether containerized or not that are loaded or discharged from a vessel at anchor without using any government wharf or at an officially registered private port whether operated exclusively or commercially shall be one-half (1/2) of the corresponding charge a government-owned port.

#### 4. Withdrawal of Cargoes

Facilitate assessment, collection of cargo charges, and approval of cargo withdrawal, to ensure that only cargoes that are properly documented are allowed withdrawal/release from the port.

<b>Office/Division:</b>	Port Services Division-Terminal Section/ Finance Division/ Assessment & Collection	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen	
<b>Who may avail:</b>	Shippers, Consignee, Shipping Line Representative	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>A. Domestic Cargoes</b>		
1. Bill of Lading (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines	
2. Cargo Handling/Terminal Operator Official Receipt (1 – original copy)	Cargo Handling/Terminal Operator	
3. Cargo Handling/Terminal Operator Gate Pass (1 – Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Cargo Handling/Terminal Operator	
4. Computation Sheet and/or PPA Invoice for revolving fund payment (3 copies) (Original Copy/ Electronic Copy)	PPA PMO Assessment Section	
5. PPA Official Receipts for payment of Wharfage Charges (1 – original copy)	PPA PMO Collection Section	
6. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)	Shipping Lines	
<b>B. Foreign Cargoes</b>		
1. Bill of Lading (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines	
2. Cargo Handling/Terminal Operator Official (1 – original copy)	Cargo Handling/Terminal Operator	
3. Cargo Handling/Terminal Operator Gate Pass (1 – Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Cargo Handling/Terminal Operator	
4. Computation Sheet and/or PPA Vessel Invoice for revolving fund	PPA PMO Assessment Section	

payment (Original Copy/ Electronic Copy)				
5. PPA Official Receipts for payment of Wharfage Charges (1 – original copy)		PPA PMO Collection Section		
6. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)		Shipping Lines		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
<p>1. Upon settling all the requirements with the Bureau of Customs (BOC) and/or Cargo Handler, proceeds to the PMO Assessment Section with the following documents:</p> <p>a) 3 copies Bill of Lading or Pro-forma Bill Lading</p> <p>b) 3 copies Cargo Handling Operator Official Receipt</p> <p>c) Cargo Handling Gate Pass</p> <p><i>For cargoes under RRTS: RoRo cargoes are immediately allowed release from the port upon discharge from the vessel.</i></p>	<p>1. Provides assessment by checking and verifying the completeness of the submitted documents.</p> <p>Encodes/ checks the cargo details.</p> <p>Prepares Computation Sheet and/or PPA Invoice for revolving fund payment.</p> <p>* For clients that could not physically appear, Assessment Section will send the Computation Sheet and/or PPA invoice to the client via email.</p> <p>Informs client to proceed to the collection/ cashier section for payment.</p>	None	1 hr. and 15 mins.	PPA Cashier/ Collection Representative / Authorized Representative PMO Assessment Section

<p>* If in any case, the face-to-face transaction is not possible, submission of documentary requirements to the Finance Assessment</p>				
<p>2. Proceeds to PMO Collection Section and presents the Computation Sheet and/or PPA Invoice for payment of wharfage dues and 3 copies of BIR Form 2307, if any.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Treasury Department via email (treasury@ppa.com.ph).</p>	<p>2. Cashier checks the Computation Sheet and/or PPA Invoice.</p> <p>Check for BIR Form 2307.</p> <p>Receives payment and issues Official Receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. The Treasury Department will forward the client's official receipt via email.</p> <p>Stamps "OK for Release" in the Cargo Handling Gate Pass.</p>	<p><b>Domestic Wharfage:</b></p> <p><u>Non-Containerized:</u> Php 9.00 per Metric Ton</p> <p>Php 7.00 per revenue Ton</p> <p><u>Containerized:</u></p> <p>10 ft: Php 63.00</p> <p>20 ft: Php 126.00</p> <p>35 ft: Php 157.00</p> <p>40 ft: Php 189.00</p> <p>45 ft: Php 221.00</p> <p><b>Import Wharfage:</b></p> <p><u>Non-Containerized:</u> Php 36.65 per Ton</p>	<p>5 mins.</p>	<p>PPA Cashier/ Collection Representative / Authorized representative PMO Collection Section</p>

		Php 30.55 per revenue Ton  <u>Containerize</u> <u>d:</u>  20 ft: Php 519.35  35 ft: Php 656.85  40 ft: Php 779.05  45 ft: Php 916.50		
3. Presents the transaction documents and proof of payment of cargo charges to the PMO PSD Terminal Section for verification/ validation.	3. Inspects transaction documents and proof of payment.	None	5 mins.	Terminal Operations Officer/ Authorized representative PMO PSD - Terminal Section
4. Proceed to the guard on duty for the exit of cargoes from the port.	4. Checks the "OK" stamp and signature in the transaction documents and allows the exit of cargoes from the port.	None	None	PPA PMO- Security Personnel
<b>TOTAL:</b>		<u>Domestic Wharfage:</u>  (Cargo Volume/Weight/No. of box X Rate)  <u>Foreign Wharfage:</u>	<b>1 hr. and 25 mins.</b>	

	<b>(Cargo Volume/Weight/No. of box X Rate)</b>		
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Please see below the schedule of cargo charges

## CHARGES ON CARGOES

1. All non-containerized foreign cargoes coming in (imported), going out (exported), or transshipped through a government-owned wharf shall be charged **WHARFAGE** for the use of port facilities based on the total metric or revenue tonnage whichever is applicable, rounded off to the nearest ton, as follows:

If Imported		
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products Logs and Lumber/Heavy Lift Per Metric Ton	P36.65
b.	Others Per Revenue Ton	P30.55
If Exported		
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products Logs and Lumber/Heavy Lift Per Metric Ton	P18.35
b.	Others Per Revenue Ton	P15.25
Foreign Transshipment A single charge per metric or revenue ton payable by the shipping agent		
a.	Cargoes in Sacks/Bags/Bulk/Steel Products, Logs and Lumber/Heavy Lift Per Metric ton	US\$0.833
b.	Others Per Revenue Ton	US\$0.694
PROVIDED that the minimum charge shall be P10.00		

2. All containerized foreign cargoes (FCL or LCL singles) shall be charged **WHARFAGE** per box as follows:

PROVIDED, that if cargoes in a box are owned by more than one (1) shipper/consignee, that is, LCL containers, the **WHARFAGE** for non-containerized cargoes shall apply; and PROVIDED FURTHER that **NO WHARFAGE** shall be charged on empty containers, i.e. without contents of any sort.

3. All non-containerized domestic cargoes shall be charged **WHARFAGE** as they enter or leave a government-owned wharf based on their total revenue or metric tonnage rounded off to the nearest ton, as follows:

If Imported	
20 - ft	P519.35
35 - ft	P656.85
40 - ft	P779.05
45 - ft	P916.50
If Exported	
20 - ft	P259.70
35 - ft	P329.95
40 - ft	P391.05

45 - ft	P458.25
Foreign Transhipment	
Per TEU	US\$ 1.00

<b>Domestic Wharfage Fee</b>	<b>Jan. 01, 2007</b>	<b>Jan. 01, 2008</b>	<b>Jan. 01, 2009</b>
Non-containerized Cargoes			
Cargoes in Sacks/Bags/Bulk/ Uncrated Live Animals /Steel Products/Logs and Lumber/ Heavy Lift Per Metric Ton	P6.00	P7.00	P9.00
Others Per Revenue Ton	P5.00	P6.00	P7.00
Minimum Charge	P10.00	P12.00	P15.00
10' Box or shorter	P43.00	P52.00	P63.00
20' Box	P86.00	P105.00	P126.00
35' Box	P107.00	P131.00	P157.00
40' Box	P129.00	P157.00	P189.00
45' Box	P151.00	P184.00	P221.00

**3.1** Domestic cargoes, whether containerized or not, that are loaded/discharged at anchor without using any government wharf or at officially registered private ports shall be charged one-half (1/2) of the usual Domestic Wharfage Fee.

Provided that if cargoes in a box are owned by more than one shipper/consignee (LCL), the **WHARFAGE** for non-containerized cargo shall apply. PROVIDED FURTHER, that **NO WHARFAGE** shall be charged on an empty box, i.e. without contents of any sort.

The **WHARFAGE** for all foreign and domestic cargoes whether containerized or not that are loaded or discharged from a vessel at anchor without using any government wharf or at an officially registered private port whether operated exclusively or commercially shall be one-half (1/2) of the corresponding charge a government-owned port.

## 5. Issuance of Handling Permit for Dangerous Goods

The purpose of this procedure is to ensure that the handling of Dangerous Goods inside the ports under the jurisdiction of PPA has a corresponding Handling Permit.

<b>Office/Division:</b>	PMO Port Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Shipping Lines/Agents, Shippers, Consignees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 - original copy/electronic copy)		Applicant (form secured from PPA)		
2. Dangerous Goods Manifest (1 - original copy/electronic copy)		Applicant (form secured from PPA)		
3. Inward/Outward Foreign Manifest, if applicable-(1 copy) (PMO, BOC, PCG) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Applicant		
4. Inward/Outward Domestic Manifest, if applicable-(1 copy) (PMO, BOC, PCG) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Applicant		
5. Safety Data Sheet (SDS) (if applicable) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Applicant		
6. Delivery Permit and Other Necessary Documents: <ul style="list-style-type: none"> <li>• PNP Permit (for Class 1 only)</li> <li>• PNP Transport (for Class 1 only)</li> <li>• PNRI Permit (for Class 7 only)</li> </ul> (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		<ul style="list-style-type: none"> <li>• Philippine National Police</li> <li>• Philippine National Police</li> <li>• Philippine Nuclear Research Institute</li> </ul>		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Applicant notifies the PPA not less than 24 hrs. in advance of the <b>arrival</b> of DGs by Letter Request together with the other applicable documentary requirements.	1.1 Validate the completeness and veracity of the submitted documents and assess the DGs for safety concerns. Endorses the same to the	None	2 hrs. and 35 mins.	PMO Chief Safety Officer/ Authorized Representative PMO- PSD



Advance notification shall likewise be given to PPA when the ship arrives under fumigation.	port manager for approval.			
	1.2 Approves/ Disapproves request for the issuance of Handling Permit for DG.  * Once approved by the PM/ authorized representative, advise the client to pay at the cashier.	None	5 hrs.	Port Manager OPM
	1.3 Cashier collects payment.	Please see the schedule of fees	10 mins.	PPA Cashier/ Collection Representative/ Authorized representative PMO Collection Section
	1.4 Releases the Handling Permit for Dangerous Cargo.	None	15 mins.	PMO Chief Safety Officer/ Authorized Representative PMO- PSD
2. The applicant notifies PPA by letter or telefax not less than 3 hrs. prior to the <b>departure</b> of the ship intended to carry DGs on board.	2.Ensures the vessel's departure at the port.	None	None	PPA Harbor Operations Officer/ Authorized Representative PMO PSD- Marine Section
<b>TOTAL:</b>		<b>See schedule of fees</b>	<b>1 day (working day)</b>	

### Handling Permit for Dangerous Cargo schedule of fees

Port Management Office	Rates
Northern Luzon	No corresponding fee
Bataan/ Aurora*	₱25.00 + 12% VAT = ₱28.00
NCR-North*	₱25.00 + 12% VAT = ₱28.00
NCR-South	No corresponding fee
Batangas	No corresponding fee
Marinduque/Quezon	No corresponding fee
Bicol	No corresponding fee
Masbate	No corresponding fee
Mindoro	No corresponding fee
Palawan*	₱20.00 + 12% VAT = ₱22.40
Eastern Leyte/Samar*	₱10.00 + 12% VAT = ₱11.20
Western Leyte/Biliran	₱50.00 + 12% VAT = ₱56.00
Negros Occ./ Bacolod*	₱30.00 + 12% VAT = ₱33.60
Panay/Guimaras	No corresponding fee
Negros Or. /Siquijor	No corresponding fee
Bohol*	₱50.00 + 12% VAT = ₱56.00
Surigao	No corresponding fee
Agusan	₱60.00 + 12% VAT = ₱67.20
Zamboanga del Norte*	₱15.00 + 12% VAT = ₱16.80
Misamis Or. / Cagayan de Oro*	₱25.00 + 12% VAT = ₱28.00
Misamis Occ./ Ozamis	No corresponding fee
Lanao del Norte/ Iligan	No corresponding fee
Zamboanga	No corresponding fee
Davao	No corresponding fee
Socsargen	No corresponding fee

## 6. Issuance of Annual Vehicle Pass/Sticker (AVP)

To ensure safety by regulating the entry of vehicles at port premises in compliance with PPA Administrative Order Nos. 04-2009, 02-2011, 01-2013, and 07-2021, and the International Ship and Port Facility Security Code Description of Service.

<b>Office/Division:</b>	PPA PMO Port Police Division/ Finance Division- Assessment & Collection			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Sworn Certificate of Assumption of Responsibility/Sworn Certificate of Master List of Transport Units (duly Notarized) (1 - original copy/electronic copy)		Applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out and submit the accomplished application form with the supporting document to PPA Port Police Division (PPD) or apply online via <a href="http://www.epms.ppa.com">www.epms.ppa.com</a> and upload the supporting document.	1. Evaluate/verify the completeness and validity of the uploaded documents <u>from the time it was viewed/ accessed by the process owner</u> from the system. Further, verify from the database whether the applicant has a valid Permit to Operate.  Issues order of payment if documents are found complete and updated.	None	30 mins.	Port Police Officer/ Authorized Representative PPD

	An email notification will be sent to the applicant confirming the order of payment.			
<p>2. Submit the order of payment to PMO Collection Section and pay the necessary fee for the vehicle pass.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.</p>	<p>2. Receive payment and issue an official receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt to the Port Police to be picked up by the client later.</p>	<p><b>Cargo Vehicle/ Truck:</b></p> <p>₱112.00 (VAT included)</p> <p><b>Non-Cargo/ Light Vehicle:</b></p> <p>₱84.00 (VAT included)</p>	5 mins.	PPA Cashier/ Collection Representative/ Authorized representative PMO Collection Section
3. Proceed to PPD and submit the proof of payment.	3. Validate the proof of payment. If found in order, the sticker will be installed/posted at the upper right-side corner of the vehicle's windshield after the validation of the payment.	None	20 mins.	Port Police Division Authorized Representative PPD

	* Gives the original copy of the Official Receipt to the client.			
<b>TOTAL:</b>		<b><u>Cargo Vehicle/ Truck</u></b> <b>₱ 112.00</b>	<b>55 mins.</b>	
		<b><u>Non-Cargo/ Light Vehicle</u></b> <b>₱ 84.00</b>		

## 7. Issuance of Temporary Vehicle Pass/Sticker (TVP)

To ensure safety by regulating the entry of vehicles at port premises in compliance - with PPA Administrative Order Nos. 04-2009, 02-2011, 01-2013, and 07-2021, and the International Ship and Port Facility Security (ISPS) Code Description of Service.

<b>Office/Division:</b>	PPA PMO Port Police			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid company ID or any government-issued identification cards (1 - original copy)		Provided by the client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present a valid Identification Card.	1. Check/ inspect the Vehicle and log vehicle information.	None	5 mins.	Port Police Officer/ Authorized Representative/PPA Security Personnel
2. Pay temporary vehicle pass to the assigned PPA Collector/Authorized Representative at the Main Gate.	2. Collect payment and issue Temporary Vehicle Pass.	₱12.00 (VAT inclusive)	2 mins.	PPA Collection representative/ Authorized Representative
<b>TOTAL:</b>		<b>₱ 12.00</b>	<b>7 mins.</b>	

## 8. Issuance of Annual Port User's ID/Pass

To regulate the access of pedestrians and to establish the purpose of their entry for safety and security measures per PPA Administrative Order Nos. 04-2009, 02-2011, 01-2013, and 07-2021.

<b>Office/Division:</b>	PPA PMO Port Police			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished application form (1 - original copy/electronic copy)		PPA PMO Port Police Division		
2. Sworn Certificate of Employer and Master list of Employees (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out and submit an accomplished application form with the required documents and submit to PPA Port Police Division (PPD) or apply online via <a href="http://www.epms.ppa.com">www.epms.ppa.com</a> and upload the required documents.	2. Evaluate/verify the completeness and validity of the uploaded documents from <u>the time it was viewed/accessed by the process owner</u> from the system. Further, verify from the database whether the applicant has a valid Permit to Operate.  Issue order of payment if documents are found complete and updated.	None	30 mins.	Port Police Staff/ Authorized Representative PPD

	An email notification will be sent to the applicant confirming the order of payment.			
<p>2. Submit the order of payment to any PPA PMO Collection Section and pay the necessary fee.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.</p>	<p>1. Receive payment and issue an Official Receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt to the Port Police to be picked up by the client later.</p>	<p>₱56.00 (VAT included)</p>	<p>5 mins.</p>	<p>PPA Cashier/ Collection Representative/ Authorized representative PMO Collection Section</p>
<p>3. Proceed to PPD, and present proof of payment and attend the safety and security briefing. Wait for the release of the approved "Pass/ID"</p>	<p>3.1 Validate the payment and prepare Pedestrian Pass / ID.</p>	<p>None</p>	<p>1 hr.</p>	<p>Port Police Staff/ Authorized Representative PPD</p>
	<p>3.2 Applicants are required to undergo safety and security briefing.</p>	<p>None</p>	<p>10 mins.</p>	<p>Port Police Staff/ Authorized Representative/ Chief Safety Officer</p>
	<p>3.3 Check identification and release approved Annual</p>	<p>None</p>	<p>5 mins.</p>	<p>Port Police Staff/ Authorized Representative</p>



	<p>Pedestrian "Pass/ID"</p> <p>* Gives the original copy of the Official Receipt to the client.</p>			PPD
<b>TOTAL:</b>		<b>₱ 56.00</b>	<b>1 hr. and 50 mins.</b>	

## 9. Issuance of Temporary Pedestrian Pass

To regulate the access of pedestrians and to establish the purpose of their entry for safety and security measures.

<b>Office/Division:</b>	PPA PMO Port Police			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid company Identification Card or any government-issued identification cards (1 - original copy)		Provided by the client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present/deposit a valid Identification Card or any government-issued identification cards.	1. Check/verify identification card Verify the purpose and log/record the necessary information.	None	5 mins.	PPA Security Personnel/ Authorized Representative
2. Pay a temporary pedestrian pass.	2. Collect payment and issue Temporary Pedestrian Pass	₱6.00 (VAT inclusive)	2 mins.	PPA Collection representative/ Authorized Representative at the gate
<b>TOTAL:</b>		<b>₱ 6.00</b>	<b>7 mins.</b>	

## 10. Issuance of Bunkering Service Permit

Ensure that each bunkering activity is properly controlled, and maximum safety precautions are exercised to prevent untoward incidents.

<b>Office/Division:</b>	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business			
<b>Who may avail:</b>	Vessel Representative/Agent, Shipper, Service Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Bunkering Service Permit Form (1 - original copy/electronic copy)		PPA PMO-PSD Marine Section		
2. Pre-Transfer Bunkering Checklist Form (1 - original copy/electronic copy)		PPA PMO-PSD Marine Section		
3. PCG Bunkering Permit (if applicable) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Philippine Coast Guard		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Notifies the Harbor Master/ Authorized Representative in advance about the service.	1. Take note of the client's intended activity	None	5 mins.	Harbor Master/ Chief Safety Officer/ Authorized Representative PMO PSD- Marine Section
2. Client proceeds to the PMO-PSD Marine Section for the forms that need to be accomplished.  * Client may request the PMO Marine Section to send the forms via email.	2. Provides the Bunkering Service Permit Form and the Pre-Transfer Bunkering Checklist Form  * Bunkering Service Permit Form and Pre-Transfer Bunkering- Checklist shall be sent to the client via email.	None	5 mins.	Harbor Master/ Chief Safety Officer/ Authorized Representative PMO PSD- Marine Section

<p>Client accomplishes the forms and submits them to PMO PSD-Marine Section</p> <p>* Submission can also be done thru electronic means like email and fax messages.</p>	<p>3. Receives and evaluates the accomplished forms. Approves and issues Bunkering Precautions Checklist.</p> <p>* Scanned copy of the approved Bunkering Permit and Bunkering Precautions Checklist including the amount to be paid shall be sent to the client via email. Marine Section to furnish Collection Section copy of the application.</p>	<p>None</p>	<p>10 mins.</p>	<p>Harbor Master/ Harbor Operations Officer/Chief Safety Officer/ Authorized Representative PMO PSD-Marine Section.</p>
<p>4. Proceed to PMO Collection Section for payment.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.</p>	<p>4. Cashier computes permit fee and receives payment.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt and Bunkering Permit will then be emailed back to the client. Collection</p>	<p>Please refer to the schedule of fees below</p>	<p>10 mins.</p>	<p>PPA Cashier/ Collection Representative / Authorized representative PMO Collection Section</p>

	Section will forward the original copy of the client's Official Receipt and Permit to the Port Police to be picked up by the client later on.			
5. Provides a copy of the Permit to PPA Security Personnel at the gate upon entry.	5. Checks the receipt and permit. Allows entry to the port to do service.  * Gives the original copy of the Official Receipt and Permit to the client.	None	None	Port Police/ PPA Security Personnel
<b>TOTAL:</b>		<b>Please refer to the schedule of fees below</b>	<b>30 mins.</b>	

Please see below the schedule of fees

### Bunkering Service Permit schedule of fees

Port Management Office	Rates
Northern Luzon	with Permit to Operate no corresponding fee; without Permit to Operate: ₱650.00 + 12%VAT = ₱728.00
Bataan/ Aurora	₱28.00 per 30 kilos
NCR-North	₱28.00
NCR-South	₱28.00
Batangas	₱1.00 per MT, minimum charge ₱22.40
Marinduque/Quezon	₱29.12; without Permit to Operate: ₱650.00 + 12%VAT = ₱728.00
Bicol	with Permit to Operate, no corresponding fee
Masbate	₱25.00 per day/vessel
Mindoro	₱16.80
Palawan	₱11.20
Eastern Leyte/Samar	₱11.20
Western Leyte/Biliran	₱22.40
Negros Occ./ Bacolod	₱33.60
Panay/Guimaras	₱33.60
Negros Or./Siquijor	with Permit to Operate no corresponding fee
Bohol	₱56.00
Surigao	₱12.00
Agusan	₱650.00 + 12% VAT = ₱728.00
Zamboanga del Norte	₱16.80
Misamis Or./ Cagayan de Oro	₱28.00
Misamis Occ./ Ozamis	₱11.20
Lanao del Norte/Iligan	with Permit to Operate, no corresponding fee
Zamboanga	₱22.40
Davao	₱10.00: 1-20 kilos ₱20.00: 11-20 kilos ₱40.00: 21-30 kilos
Socsargen	₱16.80

## 11. Issuance of Repair and Hotworks Service Permit

To ensure that each repair/Hot Works activity is properly controlled and to ensure maximum safety precautions are exercised to prevent untoward incidents.

<b>Office/Division:</b>	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Vessel Representative/Agent, Shipper, Service Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application for Repair/Hotworks Service Permit Form (1 – copy original copy/electronic copy)		PPA PMO-PSD Marine Section		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the request to undertake repair to the office of the PMO - PSD Marine Section  * Client may submit thru email the scanned copy of the request to undertake the repair.	1. Evaluate repair request and if in order, issues Application for Repair/ Hotworks Service Permit Form.  * Application for Repair/ Hotworks Service Permit Form may be sent to the client via email.	None	5 mins.	Terminal Supervisor/ Harbor Master/ Authorized Representative PMO PSD- Marine Section
2. Client fills-out form and submits to PMO - PSD Marine Section.  * Submission can also be done thru electronic means like email and fax messages.	2. Evaluate the submitted form and if the repair is Hotworks, a form for the “Minimum Safety Requirements for Carrying Out Hotworks” shall be issued to the client.	None	10 mins.	Harbor Master/ Authorized Representative PMO PSD- Marine Section

	<p>* Scanned copy of the approved Permit including the amount to be paid shall be sent to the client via email. Marine section to furnish Collection Section copy of the application.</p>			
<p>3. Proceed to PMO Collection Section for payment.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.</p>	<p>3. Cashier computes permit fee, receives payment, and issues an official receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt and Repair and Hotworks Permit will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt and Permit to the Port Police to be picked up by the client later on.</p>	<p>Please refer to the schedule of fees below</p>	<p>10 mins.</p>	<p>PPA Cashier/ Collection Representative / Authorized representative PMO Collection Section</p>



<p>4. Provides the copy of the Permit to PPA Security Personnel at the gate upon entry.</p>	<p>4. Checks receipt and permit. Allows entry to the port to do service.</p> <p>* Gives the original copy of the Official Receipt and Permit to the client.</p>	<p>None</p>	<p>2 mins.</p>	<p>Port Police/ PPA Security Personnel PPD</p>
<p>5. Client reports to the Harbor Master/Harbor Operation Officer that the work is complete.</p>	<p>5.1 Notify/ coordinate with the Terminal Section of completed works.</p> <p>5.2 Checks/ conducts an inspection to see if the working area is clean and safe. If the working area is found not in order, the TS/TOO/CSO will require the applicant to immediately clean the area.</p> <p>**work area does not include repair and hotworks on board vessel.</p>	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>	<p>Harbor Master/ Harbor Operations Officer PMO PSD- Marine Section</p> <p>Terminal Supervisor / Terminal Operations Officer/ Chief Safety Officer PMO PSD- Terminal Section</p>
<p><b>TOTAL:</b></p>		<p><b>Please refer to the schedule of fees below</b></p>	<p><b>27 mins.</b></p>	

**Note:** The Chief Safety Officer/ Authorized Representative shall inspect the work area before carrying out the works, while the works are in progress, and after the works are completed.

Please see below the schedule of fees

### Repair and Hotworks schedule of fees

Port Management Office	Rates
Bataan/ Aurora	₱28.00
NCR-North	₱28.00
NCR-South	₱28.00 for 15 days of work per vessel
Batangas	₱650.00 +12% VAT = ₱728.00
Marinduque/Quezon	₱29.12; without Permit to Operate: ₱650.00 + 12%VAT = ₱728.00
Bicol	with Permit to Operate no corresponding fee
Masbate	₱25.00 per day/vessel
Mindoro	₱650.00 +12% VAT = ₱728.00
Palawan	₱11.20
Eastern Leyte/Samar	₱11.20
Western Leyte/Biliran	₱22.40
Negros Occ./ Bacolod	₱33.60
Panay/Guimaras	Ordinary repair: ₱11.20 Chipping and scaling: ₱56.00
Negros Or./Siquijor	₱11.20
Bohol	₱56.00
Surigao	₱12.00
Agusan	₱33.60
Zamboanga del Norte	₱16.80
Misamis Or./ Cagayan de Oro	₱11.20
Misamis Occ./ Ozamis	₱11.20
Lanao del Norte/ Iligan	₱11.20
Zamboanga	₱22.40
Davao	₱33.60
Socsargen	₱16.80

## 12. Application of Watering Service

The purpose of this procedure is to ensure that each watering activity is properly controlled and to ensure maximum safety precautions are exercised to prevent untoward incidents.

<b>Office/Division:</b>	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Vessel or Shipping Line Representative/ Client			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Form (1 - original copy/electronic copy)		PPA PMO PSD-Marine Section		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Notifies in advance the Harbor Master/ Authorized Representative on his intention to conduct watering service inside the port.  * Client may submit thru email the scanned copy of intent to conduct watering service.	1. Takes note of the upcoming watering service.  * Application Form for Watering Service shall be sent to the client via email.	None	5 mins.	Harbor Master/ Authorized Representative PMO PSD- Marine Section
2. Applicant fills out the Application Form for Watering Service at the PMO-PSD Marine Section.  * Submission can also be done thru electronic means like email and fax messages.	2. Receives and evaluates the accomplished form.  If in order, approve the application.  *Scanned copy of the approved Application Form including the amount to be paid will then	None	10 mins.	Harbor Master/ Authorized Representative PMO PSD- Marine Section

	<p>be forwarded to the client via email. Marine section to furnish Collection Section copy of the application.</p> <p>If not, denies the application and notify the client.</p>			
<p>3. Presents the approved Application Form to the PMO Assessment/ Collection Section and pays the corresponding fees.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.</p>	<p>3. Provides assessment and collects the payment. Issues PPA Official Receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt and Permit will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt and Permit to the Port Police to be picked up by the client later.</p>	<p>Please refer to the schedule of fees below</p>	<p>10 mins.</p>	<p>PPA Cashier/ Collection Representative/ Authorized representative PMO Collection Section</p>

4. Provides a copy of the Watering Permit to PPA Security Guard at the gate.	4. Checks watering permit.  * Gives the original copy of the Official Receipt and Permit to the client.	None	None	Port Police/ PPA Security Personnel PPD
5. Vessel/Water Barge/ Water Truck start watering, observing the general requirement and safety precautions	5. Monitors compliance with the general requirement and safety precautions relating to the watering activity. Inspect the working area after the activity.	None	None	Harbor Operation Officer /Terminal Operations Officer PMO PSD – Marine/Terminal Section
<b>TOTAL:</b>		<b>Please refer to the schedule of fees below</b>	<b>25 mins.</b>	

Please see below the schedule of fees

### Watering Service schedule of fees

Port Management Office	Rates
Northern Luzon	₱29.12 without Permit to Operate: ₱650.00 + 12%VAT = ₱728.00
NCR-North	₱28.00
NCR-South	₱28.00
Batangas	₱0.50 per metric ton
Marinduque/Quezon	with Permit to Operate no corresponding fee: ₱26.00 + 12%VAT; without Permit to Operate: ₱650.00 + 12%VAT = ₱728.00
Bicol	with Permit to Operate no corresponding fee
Masbate	₱25.00 per day/vessel
Mindoro	₱16.80
Palawan	Domestic Vessels -₱241.50/Ton; Foreign Vessels – ₱262.50/Ton <i>*PPA OIC Memorandum dated June 20, 2016; published in Palawan Times (PT Vol. XXIX, No. 33, December 03-December 09, 2017) issue. Effectivity date – January 9, 2018.</i>
Eastern Leyte/Samar	₱11.20
Western Leyte/Biliran	₱22.40
Negros Occ./ Bacolod	₱33.60
Panay/Guimaras	₱33.60
Negros Or./Siquijor	with Permit to Operate no corresponding fee
Bohol	₱56.00
Surigao	₱12.00
Agusan	₱33.60
Zamboanga del Norte	₱16.80
Misamis Or./ Cagayan de Oro	₱138.88: 0-50 MT ₱150.08: 51-100 MT ₱161.28: 101 up MT
Misamis Occ./ Ozamis	₱11.20
Lanao del Norte/ Iligan	Domestic Vessel: ₱56.00 per cubic meter Foreign Vessel: ₱67.20 per cubic meter
Zamboanga	₱22.40
Davao	₱20.00: 26-50 MT ₱30.00: 51-100 MT ₱40.00: 101 MT and above
Socsargen	₱16.80

### 13. Issuance of PPA Certification of No Objection for Foreshore Lease Application (FLA), Miscellaneous Lease Application (MLA), and Miscellaneous Sales Application (MSA)

This service outlines the procedure for clients that have applied for FLA from the Department of Environment and Natural Resources (DENR)/ Community Environment & Natural Resources Office (CENRO). Certification of No Objection is issued if the area applied for is not part of PPA's 5-Year Port Development Plan, otherwise, the objection is issued and CENRO is notified of such.

<b>Office/Division:</b>	Port Management Offices (PMOs)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	1. Any Filipino citizen of legal age; and 2. Corporations, associations, or partnerships duly constituted and organized under the laws of the Philippines; at least sixty percent (60%) of the capital is owned by Filipino citizens.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. CENRO endorsement to PPA (1-original copy)		CENRO which has jurisdiction over the area		
2. Survey plan of the land applied for (1 – hardcopy)		Provided by the applicant and duly signed by a licensed Geodetic Engineer		
3. Location Plan (1 – hardcopy)		Provided by applicant		
4. Vicinity Map (1 – hardcopy)		Provided by applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Applicant submits complete requirements to the concerned TMO/PMO.  * Submission of documentary requirements can also be done via email.	1.1 Records Officer receives requirements from applicant and routes application to Office of the Port Manager (OPM)	None	15 mins.	Designated Records Officer PMO RMD
	1.2 Port Manager takes note of the request. Executive Assistant assigns/	None	4 hr.	Port Manager/ Executive Assistant OPM

	<p>routes the document to the Engineering Services Division</p> <p>1.3 Engineering Services Division (ESD) validates the request and checks the completeness of the documentary requirement.</p> <p>If found to be in order, the inspector informs the applicant thru email and SMS the schedule of ocular inspection</p> <p>If not, inform the applicant of the lacking documents and return the application. The procedure ends here.</p>	None	5 days	ESD Manager /Principal Eng'r./ Supervising Eng'r./ Authorized Representative ESD
	<p>1.4 ESD conducts ocular/site inspection on the scheduled date</p> <p>* If in any case an onsite</p>	None	9 days	Principal/ Supervising Eng'r./ Authorized Representative ESD



	<p>inspection cannot be permitted/ granted to the location/place of FLA, the inspection may be conducted through video call. Geotagged photos and videos of the site may be required to be submitted as part of the virtual inspection.</p>			
	<p>1.5 ESD prepares assessment and draft certification/ endorsement for OPM.</p>	<p>None</p>	<p>5 days</p>	<p>Principal/ Supervising Eng'r./ Authorized Representative ESD</p>
	<p>1.6 If the area applied for is not part of PPA's 5-Year Port Development Plan, ESD issues an order of payment * (may be sent via email) and informs the applicant to pay the Certification Fee to the Cashier. Draft certification is then forwarded to the Port</p>	<p>None</p>	<p>3 hrs.</p>	<p>ESD/Principal Engineer/ Authorized Representative ESD</p>

	<p>Manager for approval and signature. If applicable, the Port Manager's digital signature and QR Code may be reflected in the Certification.</p> <p>1.7 OPM routes the approved and signed certificate to ESD for release to the applicant.</p> <p>If the area applied for is part of PPA's 5-Year Port Development Plan, PMO officially notifies CENRO concerned with the reason for objection, a copy is furnished to the applicant and is advised to proceed to CENRO for further instruction.</p> <p>**Procedure ends</p>	<p>None</p> <p>None</p>	<p>15 mins.</p> <p>None</p>	<p>Office of the Port Manager and Engineering Services Department OPM/ ESD</p> <p>Designated Records Officer RMD</p>
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<p>2. Applicant pays Certification Fee at the PMO Collection Section.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.</p>	<p>2. Cashier receives payment for Certification Fee and issues corresponding Official Receipt</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt to the Engineering Services.</p>	<p>FLA intended for port development:</p> <p>₱1,000.00 + 12% VAT</p> <p>FLA, MLA, MSA, and such other similar applications intended for non-port related facilities:</p> <p>₱500.00 + 12%</p>	<p>15 mins.</p>	<p>PPA Cashier/ Collection Representative / Authorized representative PMO Collection Section</p>
<p>3. Applicant proceeds to ESD for release of certification.</p> <p>* Applicant may opt for the Certification to be sent via regular mail, other courier services, or email.</p>	<p>3. ESD issues a copy of the certification.</p> <p>* ESD shall send the Original Copy of the Certification via regular mail or other courier services.</p>	<p>None</p>	<p>15 mins.</p>	<p>Engineering Services Department/ Designated Records Officer ESD</p>

<b>TOTAL:</b>	<p>FLA intended for port development:</p> <p>₱1,000.00 + 12% VAT = <b>₱1,120.00</b></p> <p>FLA, MLA, MSA, and such other similar applications intended for non-port related facilities:</p> <p>₱500.00 + 12%VAT = <b>₱560.00</b></p>	<b>20 days (working days)</b>	
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### Schedule of PPA Certification Fees

(PPA MC No. 30-2004)

Type of Certification	Amount
Foreshore Lease Applications intended for port development	₱ 1,000.00 00 + 12% VAT = <b>₱1,120.00</b>
Foreshore Lease Applications, Miscellaneous Lease Applications, Miscellaneous Sales Applications, and such other similar applications intended for non-port related facilities	₱ 500.00 + 12%VAT = <b>₱560.00</b>

## 14. Issuance of Authority to Transact (ATT)

The Authority to Transact is issued where the ancillary service is provided only once a year. ATT is a one-time issuance valid only for a particular transaction and for a certain period.

<b>Office/Division:</b>	Port Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	Port Stakeholders/ Private Individuals or Groups			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Written request/Letter (1 - original copy)			Applicant	
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<p>1. Submits written request addressed to the Port manager stating the specific service to be performed and the duration covered.</p> <p>* Submission of documentary requirements can also be done via email.</p>	<p>1. Checks/ evaluates/ verifies the request.</p> <p>If in order, forwards the ATT to the Port Manager for signature/ approval. If not, the applicant shall be notified accordingly.</p> <p>Issues an order of payment to the client.</p>	None	1 day and 4 hrs	Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative OPM
<p>2. Proceeds to the PMO Collection Section and pays the necessary fees for the ATT.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of</p>	<p>2. Cashier receives the payment and issues a PPA Official receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt will then be emailed</p>	<p>Regulatory Fee:</p> <p>(P600 + 12% VAT)</p>	1 day and 4 hrs	PMO Cashier/ Authorized Representative PMO Collection Section

<p>payment shall be forwarded to the Collection Section via email.</p>	<p>back to the client. Collection Section will forward the original copy of the client's Official Receipt to the BDMS/O.</p> <p>Validates the payment.</p>			
<p>3. Applicant picks up the approved ATT.</p>	<p>3. Releases the signed ATT. Ensures/Advises client to sign the "Conforme"</p>	<p>None</p>	<p>None</p>	<p>Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative OPM</p>
<p><b>TOTAL:</b></p>		<p><b>P600.00 + 12% VAT = P672.00</b></p>	<p><b>3 days (working days)</b></p>	

## 15. Online Application for PPA Accreditation of Port Service Providers

These guidelines prescribe the requirements in the issuance of PPA Accreditation and shall apply to corporations, partnerships, single proprietorships, and entities who intend to provide port services at ports under the jurisdiction of PPA.

An Accreditation Certificate per port service shall be required prior to the issuance Or award of port services contract or permit to operate. An accredited port service provider shall also comply with rules and regulations that may hereinafter be promulgated by the Authority pursuant to law.

<b>Office/Division:</b>	Port Management Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B-Government to Business	
<b>Who may avail:</b>	Port Service Providers and those private entities with port transactions	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Type A: Port Terminal, Cargo Handling, Passenger Terminal, RoRo Services</b>		
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)	
2. Company and Business Profile (1- electronic copy)	Provided by Applicant	
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by <ul style="list-style-type: none"> <li>• DTI- Sole Proprietorship</li> <li>• SEC- Corporations/ Partnership</li> <li>• CDA- Cooperatives</li> <li>• License Eligibility/ Franchise- Applicants with Accreditation from other government agencies</li> </ul> (1- electronic copy)	Provided by Applicant	
4. Certified True Copy of Articles Incorporation/Partnership and By-laws for Corporations/Articles of Partnership/ Incorporation for cooperatives. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant	
5. Certified True Copy of the most recent General Information Sheet	Provided by Applicant	

duly filed with and received by SEC/CDA. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	
6. Certified True Copy of the most recent Tax Clearance Certificate per Executive Order No. 398 Series of 2005. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
7. Certified True Copy of the Audited Financial Statement immediately preceding the date of application for accreditation was filed with, received by, the Bureau of Internal Revenue together with the corresponding Annual Income Tax Return - For the past three (3) years Bank Statement / Annual Income Tax Return for newly registered business entities and individual professionals. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
8. Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
9. Copy of value-added tax or percentage tax return covering the immediately preceding year (1- electronic copy)	Provided by Applicant
10. Duly accomplished and notarized Omnibus Sworn Statement (1- electronic copy)	Provided by Applicant
11. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate	Provided by Applicant



Single Proprietorship Authorization Letter (1- electronic copy)	
<b>Type B: Port Ancillary Services</b>	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile (1- electronic copy)	Provided by Applicant
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by <ul style="list-style-type: none"> <li>• DTI- Sole Proprietorship</li> <li>• SEC-Corporations/ Partnership</li> <li>• CDA- Cooperatives</li> <li>• License Eligibility/ Franchise- Applicants with Accreditation from other government agencies</li> </ul> (1- electronic copy)	Provided by Applicant
4. Certified True Copy of the audited financial statement immediately preceding the date of application for accreditation as filled with, received by, the Bureau of Internal Revenue together with the corresponding annual income tax return for the past 1 year. Bank statement/annual income tax return for newly registered business entities and individual professionals. (Not applicable for applicants with a valid certificate of accreditation, licensed of the granted franchise by other government agencies) (1- electronic copy)	Provided by Applicant
5. Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies) (1- electronic copy)	Provided by Applicant
6. Duly accomplished and notarized Omnibus Sworn Statement (1- electronic copy)	Provided by Applicant
7. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate	Provided by Applicant

Single Proprietorship Authorization Letter (1- electronic copy)	
8. Other documentary requirements a. Service Contract or Authorization/Appointment provided by shipping lines/ company to a shipping agent/ representative (emailed authorization/ appointment is acceptable) (1- electronic copy) b. Copy of information of membership or affiliation from trade associations or business groups. (1- electronic copy)	
<b>Type C: Applicant that has been accredited/licensed/ granted franchise by other government agencies</b>	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile (1- electronic copy)	Provided by Applicant
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by <ul style="list-style-type: none"> <li>• DTI- Sole Proprietorship</li> <li>• SEC- Corporations/Partnership</li> <li>• CDA- Cooperatives</li> <li>• License Eligibility/Franchise Applicants with Accreditation from other government agencies</li> </ul> (1- electronic copy)	Provided by Applicant
4. Duly accomplished and notarized Omnibus Sworn Statement (1- electronic copy)	Provided by Applicant
5. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter (1- electronic copy)	Provided by Applicant
6. Other documentary requirements a. Service Contract or Authorization/Appointment provided by shipping lines/ company to a shipping agent/ representative (emailed	Provided by Applicant

<p>authorization/ appointment is acceptable) (1- electronic copy)  b. Copy of information of membership or affiliation from trade associations or business groups. (1- electronic copy)</p>				
<ol style="list-style-type: none"> <li>1. PPA Port Management Offices shall, under all circumstances, encourage online Registration and Application for PPA Accreditation.</li> <li>2. All inquiries, follow-ups, and updates shall be lodged at the PMOs, where online applicants may be directed to the status trail provided in the system.</li> <li>3. All payments in relation to PPA Accreditation, if cannot be made through online facilities, shall be handled at the PMO.</li> <li>4. Pursuant to PPA AO No. 07-2019, all Licensed Customs Brokers are exempted from the coverage of PPA Accreditation subject to the conditions therein stated.</li> <li>5. Application for PPA Accreditation is per service type.</li> </ol>				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Performs client registration in the PPA E-Accreditation System	1. Validate documents submitted online.	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist/ Officer (BDMS/O)
2. Determines service type being applied for and applies for PPA Accreditation online.	2. Determines the capability of the applicant to provide the service applied for.		1 day	
3. Pays accreditation fee online.	3.1 Determines whether the applicant has no outstanding account within the PMO jurisdiction.		1 hour	
	3.2 Determines whether the applicant has no derogatory record within the PMO jurisdiction.	1 hour		
	3.3 Determines whether the applicant has		1 day	Legal Services Department

	no derogatory record with PPA.			
	3.4 Determines whether the applicant has no outstanding account with PPA.		1 day	Treasury Department
	3.5 Reviews application.		1 day	Port Operations & Services Department
	3.6 Prints Executive Brief (EB) and PPA Accreditation Certificate.		1 day	
	3.7 Endorses EB and Certificate to the AGM for Operations.		1 day	
	3.8 Endorses EB and Certificate to the General Manager.		1 day	AGM for Operations
	3.9 Approves and signs PPA Accreditation Certificate.		1 day	General Manager
	3.10 Forwards signed PPA Accreditation Certificate to the Office of the Corporate Board Secretary for stamping of PPA seal.		1 day	Office of General Manager
	3.11 Forwards signed and stamped PPA		1 day	OCBS

	<p>Accreditation to POSD for stamping of validity period/ effectivity date.</p> <p>3.12 Prepares transmittal memorandum of signed PPA Accreditation Certificate to PMO.</p> <p>3.13 Updates inventories of PPA Accreditation.</p>		1 day	Port Operations & Services Department
4. Secures duly signed PPA Accreditation Certificate	4. Receives the PPA Accreditation Certificate from Head Office and instructs newly accredited service provider to claim the signed PPA Accreditation Certificate.		1 day	Port Management Office
<b>TOTAL:</b>		<b>Accreditation fee + 12% VAT</b>	<b>13 days and 2 hours (working days)</b>	
<p>As per PPA Admin Order No. 14-2020, all applicants/grantees of <b>certificate of accreditation</b>, certificate of registration, appointment, or contract are required to plant trees/mangroves of at least 1,000 seedlings. Compliance with the foregoing requirement shall be made not later than one (1) year after the issuance of <b>accreditation</b>, PTO, certificate of registration, appointment, or award of contract.</p>				

**Accreditation schedule of fees (PPA MC 03-2019)**

Amount	Services
₱ 10,000.00 + 12% VAT = <b>₱11,200.00</b>	-Port Terminal Services, -Cargo Handling/Roll-On -Roll-off Services, -Pilotage Services, -Passenger Terminal Building Services, -Shore Reception Facility/Environmental Management Services, -Towing/ Tugging Service/ Tug Assistance
₱ 3,000.00 + 12%VAT = <b>₱ 3,360.00</b>	-Mooring/unmooring, -Vessel repair/ Maintenance, -Waste Disposal Services, -Bunkering Services, -Chandling Services, -Brokerage Services, -Cargo Checking Services, -Cargo Surveying Services, -Shipping Lines, -Shipping line agent/Representative, -Lighterage/ Barging, -Watering Services, -Parking/ Garage Services, -Water Taxi Services, -Canteen Services, -Porterage Services, -Parking Services, -Booking/Ticketing Service, -Communication services, -Shops and Stores, -Cleaning Service, -Container Repair, -Equipment hire, -Equipment Repair, -Fumigation, -Laundry service, -Water supply, -Reproduction service, -Weighbridge/ Truck scale, -Engineering Contractor, Other services

## 16. Online Application on the Accreditation, Permit and Pass for Transport Service Providers in Ports (TAPPP)

This Order prescribes the omnibus guidelines for transport service providers doing business or intending to do business in ports under the jurisdiction of PPA, including private ports. This regulation is exclusive of the commercial and technical services arrangements adopted by port service providers and port terminal operators to facilitate and expedite transactions with port users.

<b>Office/Division:</b>	Port Management Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Transport Service Providers	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>Transport Service Providers</b>		
1. Duly accomplished Application Form with Omnibus Statement (1- electronic copy)	PPA website / Business marketing Specialist / Officer (BDMS/O)	
2. - Articles of Incorporation / Partnership (For corporation/partnership) Certification of Registration - Certificate of Registration (For sole proprietorship) - Certificate of Corporation (For Cooperative) (1- electronic copy)	DTI / SEC / CDA	
3. Latest Income Tax Return (ITR) for existing entities (1- electronic copy)	BIR	
4. Proof of Authorization - Secretary's Certificate (For corporation / partnership / cooperative) - Authorization Letter signed by the sole proprietor (For single proprietor) (1- electronic copy)	Provided by Applicant	
5. List of Truck together with their Official Receipt (OR) and Certificate of Registration (CR) with Deed of Sale/Assignment/Transfer, as applicable (1- electronic copy)	LTO	

Per PPA AO No. 01 – 2022, in line with PPA’s digitalization and streamlining policies, the application for issuance of TAPPP shall be filed online through the official PPA website <http://www.ppa.com.ph>.

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Perform client registration in the Transport accreditation, Permit and Pass for Ports System (TAPPP)	1.1 Validate documents submitted online.	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist / Officer (BDMS/O)
	1.2 Determines qualification of applicant to provide service.		1 day	
	1.3 Determine whether applicant has no outstanding account and no derogatory record within PMO jurisdiction.		2 hours	
	1.4 Determines whether the applicant has no derogatory record with PPA.		1 day	Legal Services Department (LSD)
	1.5 Determines whether applicant has no outstanding account with PPA.		1 day	Treasury Department (TD)
	1.6 Determine whether vehicles listed have proper		1 day	Port Police Department (PPD)



	<p>documentation provided.</p> <ul style="list-style-type: none"> <li>If all documents submitted are in order and no outstanding account and derogatory record with PPA, Order of Payment (OOP) will be issued and notified to the client online.</li> </ul>			
2. Pays TAPPP fee online	<p>2.1 Endorse application for review to Port Operation &amp; Services Department (POSD)</p> <p>2.2 Review Application</p> <p>2.3 Print Executive Brief (EB) and PPA TAPPP Certificate.</p> <p>2.4 Endorses (EB) and Certificate to the AGM Operation (AGMO).</p> <p>2.5 Endorses (EB) and Certificate to the Office of</p>		<p>1 day</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>	<p>Office of the Port Manager (OPM)</p> <p>Port Operation &amp; Services Department (POSD)</p> <p>AGM for Operations (AGMO)</p>

	<p>the General Manager (OGM).</p> <p>2.6 Approves and signs PPA TAPPP Certificate.</p> <p>2.7 Forwards signed PPA TAPPP certificate to the Office of the Corporate Board Secretary (OCBS) for Stamping of PPA seal.</p> <p>2.8 Forwards signed and stamped TAPPP Certificate to POSD for encoding of validity period/ effectivity date.</p> <p>2.9 Prepares transmittal Memorandum of signed PPA TAPPP Certificate to PMO.</p> <p>2.10 Update inventories of PPA TAPPP</p>		<p>3 days</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>	<p>Office of the General Manager (GM)</p> <p>Office of the Corporate Board Secretary (OCBS)</p> <p>Port Operation &amp; Services Department (POSD)</p>
3. Secure duly signed PPA TAPPP Certificate	3. Receives the PPA TAPPP Certificate from Head Office and		1 day	Port Management Office

	instruct Transport Service Provider to claim the PPA TAPPP Certificate.			
<b>TOTAL</b>		<b>(TAPPP fee + Vehicular Pass fee)+ 12% VAT</b>	<b>16 days and 2 hours (working days)</b>	
As per PPA Admin Order No. 14-2020, all applicants/grantee of TAPPP Certificate, certificate of registration, appointment, or contract are required to plant trees / mangroves of at least 1,000 seedlings. Compliance with the forgoing requirement shall be made not later than one (1) year after the issuance of TAPPP, PTO, certificate of registration, appointment, or award of contract.				

**TAPPP schedule of fees (PPA AO 01-2022)**

Amount	Documents
<b>₱ 10,500.00 + 12% VAT = ₱11,760.00</b>	TAPPP
<b>₱ 100.00 + 12% VAT = ₱ 112.00 /Truck/Vehicle</b>	Vehicle Pass Sticker / Code
<b>₱ 600.00 + 12% VAT = ₱ 672.00</b>	Replacement of Lost or Damaged TAPPP
<b>₱ 600.00 + 12% VAT = ₱ 672.00</b>	Amendment of TAPPP

## 17. Issuance of Hold Over Authority (HOA) to Local Government Units (LGUs) with Expiring or Expired Memorandum of Agreement (MOA) for the Continuous Provision of Cargo Handling (CH) and Other Related Services at PPA Ports

To ensure continuous provision of cargo handling and other related services at PPA ports wherein the management, operations, development and maintenance were temporarily transferred to LGU.

<b>Office/Division:</b>	PMO-PSD/ POSD - TSD			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Authorized Local Government Units (LGUs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent for HOA Application (1 - original copy/photocopy/scanned copy)		LGU		
2. Certification of No Outstanding Financial Obligation with PPA (1 – original copy)		PMO / Head Office		
3. Certification of No Pending Case with PPA (1 – original copy)		PMO / Head Office		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter of intent to PMO.	1.1. PMO conducts initial assessment/ evaluation and recommendation on the request. Transmits/ submits the letter of intent, together with the duly accomplished Compliance Checklist to POSD, copy furnished OGM and OAGMO by PMO.	None	5 days	PMO Port Services Division / OPM-BDMO/S

	<p>1.2. RC evaluates the submitted documents and verifies the validity and existence of the expiring or expired MOA.</p> <p>Requests Certificate of No Outstanding Account from the Treasury Department and No Pending Case with PPA from the Legal Services Department.</p> <p>Processes and prepares Executive Brief for the GM attaching the proposed HOA for consideration.</p>	None	15 days	POSD Staff
<b>TOTAL:</b>		None	<b>20 days (working days)</b>	

## 18. Permit to Operate Ancillary Services

The purpose of this procedure is to ensure that all ancillary port services being rendered inside all government ports under the jurisdiction of PPA have corresponding Permit to Operate (PTO).

<b>Office/Division:</b>	PMO Port Services Division/ Business Development and Marketing Specialist/Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B- Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Lessee/applicants for PTO Ancillary Services			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>A. New Application</b>				
1. PPA Certificate of Accreditation (electronic copy)		PPA		
2. PTO application form (accomplished online)		Online <a href="https://www.ppa.com.ph">https://www.ppa.com.ph</a> ( <a href="https://epms.ppa.com.ph/epms/">https://epms.ppa.com.ph/epms/</a> )		
3. Basic Port Operations Seminar (BPOS)		PPA		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Applicant shall log in at <a href="https://www.ppa.com.ph">https://www.ppa.com.ph</a> ( <a href="https://epms.ppa.com.ph/epms/">https://epms.ppa.com.ph/epms/</a> ) and fill out the required details in the PTO application form.	1. BDMO is notified via e-PMS that there is an existing application for Permit to Operate (PTO) and checks/validates the completeness of the submitted information, such as the validity of the accreditation certificate, in the PPA's database in the application for accreditation.  Checks and coordinates with Division Manager Concerned and other OPR for any violation of PPA rules and	None	1 day and 4 hrs	Business Development and Marketing Specialist/Officer (BDMS/O)/ Authorized Representative

	<p>regulations and /or financial obligations with PPA.</p> <p>Once validated and found correct, the e-PMS Officer/ BDMS/O issues an Order of Payment to the client thru the e-PMS and or registered email. If not in order the application shall be returned, and the applicant shall be notified accordingly.</p>			
<p>2. After generating the Order of Payment, applicants proceed to PPA Cashier and pay the necessary fees for the PTO.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Treasury Department via email (treasury@ppa.com.ph).</p>	<p>2. Cashier receives the payment and issues a PPA Official receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. The Treasury Department will forward the client's official receipt via email.</p> <p>Validates the payment and submits the application, both hard and soft copies (thru the e-PMS) for processing and approval.</p>	<p>Regulatory Fee:</p> <p>(₱10,500 +12% VAT)</p>	<p>1 day and 4 hrs</p>	<p>PMO Cashier/ Authorized Representative</p> <p>Business Development and Marketing Specialist/ Officer /Authorized Representative</p>

	<p>Forwards the PTO to the Port Manager for signature/ approval.</p> <p>Notifies applicant of the approved PTO.</p>			
<p>3. Applicant picks up the approved PTO.</p> <p>* Applicant may opt for the Permit to be sent via regular mail, other courier services, or email.</p>	<p>3. Releases the signed PTO. Ensures/Advises client to sign the "Conforme"</p> <p>* BDMS/O shall send the Original Copy of the Permit via regular mail or other courier services.</p>	None		Business Development and Marketing Specialist/ Officer
<p>4. Attendance to the BPOS</p> <p>* Applicant to schedule for a BPOS to be attended by their personnel and workers not later than thirty (30) days from the issuance of the PTO</p>	<p>4. Conducting of BPOS</p> <p>* BDMS/O shall provide the applicant the attendance / certificate upon completion of BPOS</p>	None		Business Development and Marketing Specialist/ Officer
<b>TOTAL:</b>		<b>₱10,500.00</b>	<b>3 days</b>	
		<b>+12% VAT</b>	<b>(working</b>	
		<b>=</b>	<b>days)</b>	
		<b>₱11,760.00</b>		
<p>Per PPA AO No. 09-2020, attendance to Basic Port Orientation Seminar (BPOS) shall be required as a post-approval condition in the issuance of PTO to be attended by the personnel and workers of the port service provider not later than 30 days upon issuance of the PTO. Newly hired personnel or workers of the port service provider are required to attend the BPOS before transacting and entering the PPA premises.</p>				



### 19. Application for Approval of Zone of Significant Port Interest (ZSPI) Plan (New/Amendment)

The Approved ZSPI (New/Amendment) is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office – Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Dredging and Survey Department (DSD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p><b>For New Application:</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-up Application Form and Notarized Omnibus Undertaking (Sworn Affidavit) (1 original copy and 2 photocopy)</li> <li>2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority) (1 original copy and 2 photocopy)</li> <li>3. Hydro-topographic survey ) (1 original copy and 2 photocopy)</li> <li>4. ZSPI Plan ) (1 original copy and 2 photocopy)</li> </ol>		<ul style="list-style-type: none"> <li>• For Items 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-4: To be provided by the applicant</li> </ul>		
<b>Client Step</b> Application for Approval of Zone of Significant Port Interest (ZSPI) Plan (New/Amendment)	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

<p>1. The applicant submits to PMO the application for ZSPI (new/amendment) with complete documentary requirements.</p> <p><i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i></p>	<p>1.1 Receives Application for ZSPI (new/amendment) and routes to the Office of the Port Manager.</p> <p>1.2 Refers/forwards to Engineering Services Division.</p> <p>1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>Seven (7) working days</p>	<p>PMO Records Officer</p> <p>Port Manager (PM)</p> <p>PMO ESD Authorized Personnel</p>
<p>2. The applicant pays non-refundable application fee</p>	<p>Receives payment and issues copy of Official Receipt.</p>	<p>Php3,000.00 + 12% VAT</p>		<p>PMO Cashier</p>
	<p>Checks the proof of payment/Evaluates the submitted proposed plan if compliant with the design parameters/Conducts ocular inspection if necessary.</p>	<p>None</p>		<p>PMO-ESD Authorized Personnel</p>
	<p>Endorses/submits findings/technical report to the Port Manager.</p>	<p>None</p>		<p>PMO-ESD Manager</p>
	<p>Endorses the application to Head Office – CSD/OAGME/PPDD/DSD, with PMO comments and recommendations.</p>	<p>None</p>		<p>PMO</p>
	<p>Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.</p>	<p>None</p>	<p>Seven (7) working days</p>	<p>PPDD/DSD</p>
	<p>Reviews, prepares complete staff work and recommends approval to the General Manager thru AGM for Engineering.</p>	<p>None</p>		<p>CSD</p>
	<p>Recommends approval to the General Manager.</p>	<p>None</p>	<p>Two (2) working days</p>	<p>AGME</p>
	<p>Approves/Disapproves the ZSPI Plan (new/amendment).</p>	<p>None</p>	<p>Three (3) working days</p>	<p>GM</p>
	<p>Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.</p>	<p>None</p>	<p>One (1) working day</p>	<p>CSD Authorized Personnel/HO Records Personnel</p>
	<p><b>TOTAL</b></p>	<p><b>Application Fee: Php3,000.00 + 12% VAT</b></p>	<p><b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b></p>	

## 20. Application for Private Port Permit: Issuance of Permit to Develop and Construct (PDC)- Non-Commercial

The PDC is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>3. Certified true copy of Original Certificate of Title (OCT)/ Transfer Certificate of Title (TCT) from the Registry of Deeds for applied private port and/or Lease Agreement</li> <li>4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years</li> <li>6. Source of Funds - Certified true copy of Credit Line Certificate (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project</li> <li>7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient</li> <li>8. Company Profile</li> <li>9. Project Proposal stating the following: <ol style="list-style-type: none"> <li>a. Summary of project scope, description, intended use of the project, economic impact</li> <li>b. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.)</li> <li>c. General port lay-out plan and development plan</li> <li>d. Vicinity map specifying the exact location of the port facility</li> </ol> </li> <li>10. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design and load analysis duly signed and sealed by a Licensed Civil Engineer and approved by private port owner/operator)</li> <li>11. ZSPI Plan, duly approved by the Authority and signed by a Geodetic Engineer and the Owner</li> <li>12. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable</li> <li>13. Philippine Reclamation Authority (PRA) approved application for Reclamation, if applicable</li> </ol> <p>* For items 1-13: 1-original copy, 2 - photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-13: To be provided by the applicant</li> </ul>

Client Step Application for Permit to Develop and Construct (PDC) a Non-Commercial Port	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for PDC a private non-commercial port with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for PDC and routes to the Office of the Port Manager.	None	Seven (7) working days	PMO Records Officer
	1.2 Refers/forwards to Engineering Services Division.	None		Port Manager (PM)
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt	Php5,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager	None		PMO-ESD Manager
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager
	Refers to Engineering Office/PPDD the technical aspect of the application for evaluation	None	Seven (7) working days	CSD
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None		PPDD/DSD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru the AGM for Engineering	None		CSD
	Recommends approval to the General Manager	None	Two (2) working days	AGME
	Approves/Disapproves the PDC for private non-commercial operations.	None	Three (3) working days	GM
	Notifies the PMO on the approved application and payment of corresponding PDC Fee/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel

	Issues Order of Payment to applicant for PDC Fee.	<b>For Private Non-Commercial Port:</b> <u>If Project cost is below P10M:</u> P40,000.00 + 12% VAT <u>If Project Cost is P10M and above:</u> (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel
3. The applicant pays the corresponding PDC fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	None		PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	<b>TOTAL</b>	<b>Application Fee: Php5,000.00 + 12% VAT and corresponding PDC Fee</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PDC pursuant to Section 71 of PPA AO 05-2022.

## 21. Application for Private Port Permit: Issuance of Permit to Develop and Construct (PDC) - Commercial Port

The PDC is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking (1 original copy, 2 photocopy)</li> <li>2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>3. Certified true copy of Original Transfer Certificate (OCT)/Transfer Certificate of Title (TCT) for applied private port and/or Lease Agreement</li> <li>4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company/partnership to transact business with the Authority</li> <li>5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years</li> <li>6. Source of Funds - Certified true copy of Credit Line Commitment (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project.</li> <li>7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient.</li> <li>8.. Private port applicants shall have a minimum investment of ₱100,000,000 for those applicants whose main business is on port operations</li> <li>9. Company Profile</li> <li>10. Port Master Plan or Feasibility study for the project, showing among others the following: <ol style="list-style-type: none"> <li>a. Summary of project scope, description, intended use of the project, demand projections/market study, economic impact;</li> <li>b. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.)</li> <li>c. General port lay-out plan and development plan</li> <li>d. Vicinity map specifying the exact location of the port facility</li> </ol> </li> <li>11. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design, and load analysis duly signed and sealed by a Licensed Civil Engineer and approved by private port owner/operator</li> <li>12. ZSPI Plan, duly approved by the Authority</li> <li>13. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable.</li> <li>14. Philippine Reclamation Authority (PRA) Approved Application for Reclamation, if applicable</li> </ol> <p>* For items 1-14: 1-original copy, 2 - photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-14: To be provided by the applicant</li> </ul>

Client Step Application for Permit to Develop and Construct (PDC) a Commercial Port	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for PDC a private commercial port with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for PDC and routes to the Office of the Port Manager.	None	Seven (7) working days	PMO Records Officer
	1.2 Refers/forwards to Engineering Services Division.	None		Port Manager (PM)
	1.3 Checks if documents are complete and compliant/Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.	Php10,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary.	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager.	None	PMO-ESD Manager	
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations.	None	Port Manager	
	Refers to Engineering Office/PPDD the technical aspects of the application for evaluation.	None	Seven (7) working days	CSD
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None		PPDD/DSD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru the AGM for Engineering.	None		CSD
	Recommends approval to the General Manager.	None	Two (2) working days	AGME
	Approves/Disapproves the PDC for private noncommercial operations.	None	Three (3) working days	GM
	Notifies the PMO on the approved application and payment of corresponding PDC Fee/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel

	Issues Order of Payment to applicant for PDC Fee.	<b>For Private Commercial Port:</b> <u>If Project Cost Is P100M:</u> P80,000.00 + 12% VAT <u>If Project Cost is above P100M:</u> (P160,000.00 + 1/10 of 1% of the excess of P100M) + 12% VAT		PMO-ESD Authorized Personnel
3. The applicant pays the corresponding PDC fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	None		PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	<b>TOTAL</b>	<b>Application Fee: Php10,000.00 + 12% VAT and corresponding PDC Fee</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PDC pursuant to Section 71 of PPA AO 05-2022.



## 22. Application for Private Port Permit: Issuance of Certificate of Registration (COR)

The COR is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p><b>FOR NEW APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certified true copy of As-Built Plan with detailed actual cost duly signed and sealed by the Licensed Civil Engineer and owner</li> <li>4. Certified true copy of Project Completion Report including the Material testing results of fendering systems, mooring bollard and other basic components of the port facility/equipment installed</li> <li>5. Approved Foreshore or Miscellaneous Lease Contract, SAPA or MPSA, whichever is applicable and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable</li> <li>6. Certified true copy of the Office of the Transport Security (OTS) Port Facility Security Assessment (PFSA), Port Facility Security Plan (PFSP) and Port Facility Security Officer (PFSO) Oath duly received by OTS</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p> <p><b>FOR RENEWAL APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certification of Structural Soundness of Private Port Facilities signed by Licensed Civil Engineer</li> <li>4. Amended ECC for additional facilities or improvement not covered in the previous issued ECC, if applicable</li> <li>5. Certificate of Compliance on PFSA and PFSP issued by OTS</li> </ol> <p>* For items 1-5: 1-original copy, 2 – photocopies</p>	<p><b>FOR NEW APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-6: To be provided by the applicant</li> </ul> <p><b>FOR RENEWAL APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-5: To be provided by the applicant</li> </ul>

Client Step Application for Certificate of Registration (COR)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for COR, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for COR and routes to the Office of the Port Manager.	None	Nine (9) working days	PMO Records Officer
	1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.	None		Port Manager
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		BDS/BDMO/PMO Authorized Personnel
	2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.		Php3,000.00 + 12% VAT
	Checks the proof of payment/Evaluates, processes application, coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager.	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR.	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

**23. Application for Private Port Permit: Issuance of Permit to Improve/Rehabilitation/Expand (PIRE) the Private Port Facilities**

The PIRE is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Legal Services Department (LSD)/Treasury Department (TD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Summary of proposed improvement/expansion/rehabilitation</li> <li>4. Estimated cost of project, with corresponding breakdown</li> <li>5. Working drawings/building plans signed by a Licensed Civil Engineer</li> <li>6. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)</li> <li>7. Philippine Reclamation Authority (PRA) Approved Application for Reclamation, if applicable</li> <li>8. Updated PFSA/PFSP duly received by OTS</li> </ol> <p>* For items 1-8: 1-original copy, 2 – photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-8: To be provided by the applicant</li> </ul>

<b>Client Step</b> Application for Permit to Improve/Rehabilitation/Expand (PIRE) the Private Port Facilities	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>
1. The applicant submits to PMO the application for PIRE the private port facilities with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for PIRE and routes to the Office of the Port Manager.  1.2 Refers/forwards to Engineering Services Division.  1.3 Checks if documents are complete and compliant/Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None  None  None	Twenty (20) working days	PMO Records Officer   Port Manager  PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary.	None		PMO-ESD Authorized Personnel
	Endorses/Submits findings/technical report to Port Manager.	None		PMO-ESD Manager
	Approves/Disapproves the Application for PIRE.	None		Port Manager
	Notifies the applicant on the approved application and payment of PIRE Fee/If disapproved, notifies the client on the denial.	None		PMO Authorized Personnel/Records Personnel

	Issues Order of Payment to applicant for PIRE Fee.	<b>For Private Non-Commercial Port:</b> <u>If Project cost is below P10M:</u> P40,000.00 + 12% VAT <u>If Project Cost is P10M and above:</u> (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT <b>For Private Commercial Port:</b> <u>If Project Cost is below P10M:</u> P120,000.00 + 12% VAT <u>If Project Cost is P10M and above:</u> (P160,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel
3. The applicant pays the corresponding PIRE Fee	Receives Payment from applicant for PIRE Fee/Issues Official Receipt representing payment of PIRE Fee.	None		PMO Cashier
	Releases Approved PIRE upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT and corresponding PIRE Fee</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PIRE pursuant to Section 71 of PPA AO 05-2022.

## 24. Application for Certificate of Registration (COR) of Existing Private Port

The COR of Existing Private Port is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>3. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>4. Certified true copy of Original Certificate of Title (OCT)/ Transfer Certificate of Title (TCT) from Registry of Deeds for applied private port or Lease Agreement</li> <li>5. Certified True Copy of As-Built Plan duly signed and sealed by the Licensed Engineer and Owner</li> <li>6. Certified True Copy of Project Completion Report including the Material Testing results of fendering system, mooring bollard and other basic components of the port facility/equipment installed</li> <li>7. Certification of Structural Soundness of private port facilities certified by a Licensed Civil Engineer</li> <li>8. Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement (MPSA) and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable.</li> <li>9. ZSPI Plan</li> <li>10. PFSA/PFSP and PFSO Oath duly received by OTS</li> </ol> <p>* For items 1-10: 1-original copy, 2 – photocopies</p> <p><b>Note:</b></p> <p>For RORO Operations, please ensure that the minimum requirements for RORO facilities are met.</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2 – 10: To be provided by the applicant</li> </ul>



## 25. Application for Certificate of Registration (COR) for Change of Name in the COR

The COR for Change of Name of Private Port is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>3. Certified True Copy of DTI/SEC/CDA Registration or JV Agreement, whichever is applicable</li> <li>4. Updated PFSA/PFSP duly received by OTS</li> </ol> <p>* For items 1-4: 1-original copy, 2 – photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2 – 4: To be provided by the applicant</li> </ul>



Client Step Application for Certificate of Registration (COR) for Change of Name in the COR	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for COR, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for Change of Name in the COR and routes to the Office of the Port Manager.	None	Nine (9) working days	PMO Records Officer
	1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.	None		Port Manager
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		BDS/BDMO/PMO Authorized Personnel
2. The applicant pays non-refundable application fee, and Change of Name Fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT & Php10,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager.	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR.	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT &amp; Change of Name Fee: Php10,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

## 26. Application for Certificate of Registration (COR) for the Conveyance of Port Facilities and COR

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>3. Certified True Copy of DTI/SEC/CDA Registration or JV Agreement, whichever is applicable</li> <li>4. Certified True Copy of duly notarized legal document of the proof of conveyance</li> <li>5. Duly notarized conformity of the previous owner/operator of the said conveyance</li> <li>6. Certified True Copy of the Board Resolution or legal document allowing the signatory of the conveyance to enter into such contract</li> <li>7. Updated PFSA/PFSP duly received by OTS</li> </ol> <p>* For items 1-7: 1-original copy, 2 – photocopies</p>		<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2 – 7: To be provided by the applicant</li> </ul>		
<b>Client Step</b> Application for Certificate of Registration (COR) for the Conveyance of the Port Facilities and COR)	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

<p>1. The applicant submits to PMO the application for COR, with complete documentary requirements.</p> <p><i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i></p>	<p>1.1 Receives Application for COR and routes to the Office of the Port Manager.</p>	None	<p>Nine (9) working days</p>	PMO Records Officer
	<p>1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.</p>	None		Port Manager
	<p>1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.</p>	None		BDS/BDMO/PMO Authorized Personnel
<p>2. The applicant pays non-refundable application fee and Transfer Fee</p>	<p>Receives payment and issues copy of Official Receipt.</p>	<p>Php3,000.00 + 12% VAT &amp; Php100,000.00 + 12% VAT</p>		PMO Cashier
	<p>Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.</p>	None		BDS/BDMO/PMO Authorized Personnel
	<p>Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.</p>	None		Port Manager
	<p>Reviews, prepares complete staff work and recommends approval to the General Manager.</p>	None	<p>Seven (7) working days</p>	CSD
	<p>Approves/Disapproves the Application for COR.</p>	None	<p>Three (3) working days</p>	GM
	<p>Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.</p>	None	<p>One (1) working day</p>	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<p><b>Application Fee: Php3,000.00 + 12% VAT &amp; Transfer Fee: Php100,000.00 + 12% VAT</b></p>	<p><b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b></p>	

**27. Application for Certificate of Registration (COR) for Conversion of a Non-Commercial Private Port to Commercial Private Port**

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p>Criteria for conversion:</p> <ol style="list-style-type: none"> <li>1. Shall have at least completed a 5-year timeframe for its non-commercial private port</li> <li>2. The main business stipulated in the SEC Registration shall be port operations</li> <li>3. One-Reinforced Concrete berth (min. length of 65 meters and min. width of 9 meters) complete with Port Lighting Facilities and equipped with adequate Mooring and Fendering System</li> <li>4. Minimum Draft of vessel at loaded condition during low tide shall be 5 meters at mllw</li> <li>5. Minimum investment of P100 million</li> </ol> <p>Documentary Requirements:</p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>3. Certified True Copy of SEC/CDA Registration or JV Agreement, whichever is applicable</li> <li>4. Audited Financial Statements for the last three (3) years</li> <li>5. Feasibility Study of the Proposed Conversion indicating the following: <ol style="list-style-type: none"> <li>a. Demand Projection</li> <li>b. Estimated Revenue for the remaining term</li> <li>c. Economic Impact Assessment</li> <li>d. Technical study for improvement to be made on the existing port structure</li> </ol> </li> <li>6. Updated PFSA/PFSP duly received by OTS</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2 – 6: To be provided by the applicant</li> </ul>

<b>Client Step</b> Application for Certificate of Registration (COR) for Conversion of a Non-Commercial Private Port to Commercial Private Port	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>
1. The applicant submits to PMO the application for COR, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for COR and routes to the Office of the Port Manager.  1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.  1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None  None  None	Nine (9) working days	PMO Records Officer  Port Manager  BDS/BDMO/PMO Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt	Php3,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

## 28. Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations

The PDC is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>3. Certified true copy of Original Certificate of Title (OCT)/ Transfer Certificate of Title (TCT) for applied private port or Lease Agreement</li> <li>4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years</li> <li>6. Source of Funds - Certified true copy of Credit Line Certificate (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project</li> <li>7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient</li> <li>8. Private Port applicants shall have a minimum paid-up capital of Php100,000.000</li> <li>9. Company Profile</li> <li>10. Port Master Plan or Feasibility Study for the project, showing among others the following: <ol style="list-style-type: none"> <li>a. Summary of project scope, description, intended use of the project, economic impact</li> <li>b. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.)</li> <li>c. General port lay-out plan and development plan</li> <li>d. Vicinity map specifying the exact location of the port facility</li> </ol> </li> <li>11. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design and load analysis duly signed and sealed by a Licensed Civil Engineer and approved by private port owner/operator</li> <li>12. ZSPI Plan, duly approved by the Authority</li> </ol>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-14 and Additional Requirements: To be provided by the applicant</li> </ul>

- 13. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement (MPSA) and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable
- 14. Philippine Reclamation Authority (PRA) approved application for Reclamation, if applicable

Additional Requirements for Private Ro-Ro Operations (please refer to Annex A, Section 4 of PPA A.O. 05-2022)

- i. RORO docking facilities
- ii. Passenger facilities
- iii. Marshalling yard
- iv. Lane meter measurement area
- v. Parking Area
- vi. Security
- vii. Health and safety facilities

\* For items 1-14: 1-original copy, 2 – photocopies

<b>Client Step</b> Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>
1. The applicant submits to PMO the application for PDC a private non-commercial port with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for PDC and routes to the Office of the Port Manager. 1.2 Refers/forwards to Engineering Services Division. 1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None  None  None	Seven (7) working days	PMO Records Officer  Port Manager (PM)  PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt	Php10,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager	None		PMO-ESD Manager
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None	Seven (7) working days	PPDD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru the AGM for Engineering	None		CSD
	Recommends approval to the General Manager	None	Two (2) working days	AGME
	Approves/Disapproves the PDC for private commercial operations.	None	Three (3) working days	GM
	Notifies the PMO on the approved application, and payment of PDC Fee/If disapproved, notifies the client thru PMO on the denial.		One (1) working day	CSD Authorized Personnel/HO Records Personnel
	Issues Order of Payment to applicant for PDC Fee.	For Project Cost of Php100M: Php80,000.00 + 12% VAT For Project Cost of Above Php100M: Php80,000.00 + 12% VAT <u>If the Project Cost is P10M and above:</u> (P160,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel



3. The applicant pays the corresponding PDC Fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	None		PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	PMO-ESD Authorized Personnel

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PDC pursuant to Section 71 of PPA AO 05-2022.

**29. Application for Private Port Permit: Issuance of Certificate of Registration (COR) for Private Ro-Ro Operations**

The COR is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><b>FOR NEW APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certified true copy of As-Built Plan with detailed actual cost duly signed and sealed by the Licensed Civil Engineer and owner</li> <li>4. Certified true copy of Project Completion Report including the Material testing results of fendering systems, mooring bollard and other basic components of the port facility/equipment installed</li> <li>5. Approved Foreshore or Miscellaneous Lease Contract, SAPA or MPSA, whichever is applicable and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable</li> <li>6. Certified true copy of the Office of the Transport Security (OTS) Port Facility Security Assessment (PFSA), Port Facility Security Plan (PFSP) and Port Facility Security Officer (PFSO) Oath duly received by OTS</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p> <p><b>FOR RENEWAL APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certification of Structural Soundness of Private Port Facilities signed by Licensed Civil Engineer</li> <li>4. Amended ECC for additional facilities or improvement not covered in the previous issued ECC, if applicable</li> <li>5. Certificate of Compliance on PFSA and PFSP issued by OTS</li> </ol> <p>* For items 1-5: 1-original copy, 2 – photocopies</p>		<p><b>FOR NEW APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-6 and Additional Requirements: To be provided by the applicant</li> </ul> <p><b>FOR RENEWAL APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-5: To be provided by the applicant</li> </ul>

Client Step Application for Certificate of Registration (COR) for Private Ro-Ro Operations	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for COR, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for COR and routes to the Office of the Port Manager.	None	Nine (9) working days	PMO Records Officer
	1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.	None		Port Manager
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority, and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		BDS/BDMO/PMO Authorized Personnel
	2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt		Php3,000.00 + 12% VAT
	Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

### 30. Application for Private Port Permit: Issuance of Provisional Authority to Operate (PAO)

The PAO is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p><b>FOR NEW APPLICATION</b></p> <ol style="list-style-type: none"> <li>Letter of Intent</li> <li>Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>Copy of payment of occupancy fee paid to DENR</li> </ol> <p>* For items 1-4: 1-original copy, 2 – photocopies</p> <p><b>FOR RENEWAL APPLICATION</b></p> <ol style="list-style-type: none"> <li>Letter of Intent</li> <li>Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>Copy of payment of occupancy fee paid to DENR</li> </ol> <p>* For items 1-4: 1-original copy, 2 – photocopies</p>		<p><b>FOR NEW APPLICATION</b></p> <ul style="list-style-type: none"> <li>For Item 2: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>For Items 1, 3 &amp; 4: To be provided by the applicant</li> </ul> <p><b>FOR RENEWAL APPLICATION</b></p> <ul style="list-style-type: none"> <li>For Item 2: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>For Items 1, 3 &amp; 4: To be provided by the applicant</li> </ul>		
<b>Client Step</b> Application for Provisional Authority to Operate (PAO)	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

<p>1. The applicant submits to PMO the application for PAO, with complete documentary requirements.</p> <p><i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i></p>	<p>1.1 Receives Application for PAO and routes to the Office of the Port Manager.</p>	None	<p>Nine (9) working days</p>	PMO Records Officer
	<p>1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.</p>	None		Port Manager
	<p>1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.</p>	None		BDS/BDMO/PMO Authorized Personnel
	<p>Receives payment and issues copy of Official Receipt</p>	Php3,000.00 + 12% VAT		PMO Cashier
	<p>Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.</p>	None		BDS/BDMO/PMO Authorized Personnel
	<p>Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.</p>	None		Port Manager
	<p>Reviews, prepares complete staff work and recommends approval to the General Manager.</p>	None		Seven (7) working days
<p>Approves/Disapproves the Application for PAO.</p>	None	Three (3) working days	GM	
<p>Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.</p>	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel	
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

### 31. Application for Private Port Permit: Issuance of Permit to Operate (PTO) of Turned Over Private Ports

The PTO is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Letter of Intent</li> <li>2. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>3. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>4. Certified True Copy of DTI/SEC/CDA Registration or JV Agreement, whichever is applicable</li> <li>5. Certified Copy of Turned-Over Documents and appropriate tenorial instruments and ECC, if applicable</li> <li>6. Certification of Structural Soundness of port facilities certified by a Licensed Civil Engineer</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p>		<ul style="list-style-type: none"> <li>• For Item 2: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 1, 3 - 6: To be provided by the applicant</li> </ul>		
<b>Client Step</b> Application for Permit to Operate (PTO) of Turned Over Private Ports	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

<p>1. The applicant submits to PMO the application for PTO, with complete documentary requirements.</p> <p><i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i></p>	<p>1.1 Receives Application for PTO and routes to the Office of the Port Manager.</p>	None	<p>Nine (9) working days</p>	PMO Records Officer
	<p>1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.</p>	None		Port Manager
	<p>1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.</p>	None		BDS/BDMO/PMO Authorized Personnel
	<p>2. The applicant pays non-refundable application fee</p>	<p>Receives payment and issues copy of Official Receipt.</p>		<p>Php3,000.00 + 12% VAT</p>
	<p>Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.</p>	None		BDS/BDMO/PMO Authorized Personnel
	<p>Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.</p>	None		Port Manager
	<p>Reviews, prepares complete staff work and recommends approval to the General Manager.</p>	None	<p>Seven (7) working days</p>	CSD
	<p>Approves/Disapproves the Application for PTO.</p>	None	<p>Three (3) working days</p>	GM
	<p>Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.</p>	None	<p>One (1) working day</p>	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<p><b>Application Fee: Php3,000.00 + 12% VAT</b></p>	<p><b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b></p>	

### 32. Application for Private Port Permit: Issuance of Permit to Develop and Construct (PDC) - River Port (Non-Commercial and Commercial)

The PDC is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>3. Certified true copy of Original Transfer Certificate (OCT)/Transfer Certificate of Title (TCT) for applied private port and/or Lease Agreement</li> <li>4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company/partnership to transact business with the Authority</li> <li>5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years</li> <li>6. Source of Funds - Certified true copy of Credit Line Commitment (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project.</li> <li>7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient.</li> <li>8. Company Profile</li> <li>9. Project Proposal, showing among others the following: <ol style="list-style-type: none"> <li>i. Summary of project scope, description, intended use of the project, demand projections/market study, economic impact;</li> <li>ii. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.)</li> <li>iii. General port lay-out plan and development plan</li> <li>iv. Vicinity map specifying the exact location of the port facility</li> </ol> </li> <li>10. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design, and load analysis duly signed and sealed by a Licensed Civil Engineer and approved by private port owner/operator)</li> <li>11. ZSPI Plan, duly approved by the Authority</li> <li>12. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable.</li> <li>13. Philippine Reclamation Authority (PRA) Approved Application for Reclamation, if applicable</li> </ol> <p>* For items 1-13: 1-original copy, 2 – photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• Fore Items 2-13: To be provided by the applicant</li> </ul>



Client Step	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
<p>1. The applicant submits to PMO the application for PDC for river port with complete documentary requirements.</p> <p><i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i></p>	<p>1.1 Receives Application for PDC and routes to the Office of the Port Manager.</p> <p>1.2 Refers/forwards to Engineering Services Division</p> <p>1.3 Checks if documents are complete and compliant/Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority, and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.</p>	<p>None</p> <p>None</p> <p>None</p>	Seven (7) working days	<p>PMO Records Officer</p> <p>Port Manager (PM)</p> <p>PMO ESD Authorized Personnel</p>
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary.	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager.	None		PMO-ESD Manager
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations.	None		Port Manager
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None	Seven (7) working days	PPDD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru AGM for Engineering.	None		CSD
	Recommends approval to the General Manager.	None	Two (2) working days	AGME
	Approves/Disapproves the PDC for private non-commercial/commercial operations.	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel

3. The applicant pays the corresponding PDC Fee	Issues Order of Payment to applicant for PDC Fee.	<p><b>For Non-Commercial Ports</b>  <u>If Project cost is below P10M:</u>  P40,000.00 + 12% VAT  <u>If Project Cost is P10M and above:</u>  (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT</p> <p><b>For Commercial Ports</b>  <u>For Project Cost of Php100M:</u>  Php80,000.00 + 12% VAT  <u>For Project Cost of Above Php100M:</u>  (P160,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT</p>		PMO-ESD Authorized Personnel
3. Applicant pays the corresponding PDC Fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	None		PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT and corresponding PDC fee</b>	<b>Twenty (20) working days</b> (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PDC pursuant to Section 71 of PPA AO 05-2022.

### 33. Application for Private Port Permit: Issuance of Certificate of Registration (COR) – River Port

The COR is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p><b>FOR NEW APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certified true copy of As-Built Plan with detailed actual cost duly signed and sealed by the Licensed Civil Engineer and owner</li> <li>4. Certified true copy of Project Completion Report including the Material testing results of fendering systems, mooring bollard and other basic components of the port facility/equipment installed</li> <li>5. Approved Foreshore or Miscellaneous Lease Contract, SAPA or MPSA, whichever is applicable and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable</li> <li>6. Certified true copy of the Office of the Transport Security (OTS) Port Facility Security Assessment (PFSA), Port Facility Security Plan (PSFP) and Port Facility Security Officer (PFSO) Oath duly received by OTS</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p> <p><b>FOR RENEWAL APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certification of Structural Soundness of Private Port Facilities signed by Licensed Civil Engineer</li> <li>4. Amended ECC for additional facilities or improvement not covered in the previous issued ECC, if applicable</li> <li>5. Certificate of Compliance on PFSA and PFSP issued by OTS</li> </ol> <p>* For items 1-5: 1-original copy, 2 – photocopies</p>	<p><b>FOR NEW APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-6: To be provided by the applicant</li> </ul> <p><b>FOR RENEWAL APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-5: To be provided by the applicant</li> </ul>

Client Step Application for Certificate of Registration (COR) – River Port	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for COR for River Port, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for COR for River Port and routes to the Office of the Port Manager.	None	Nine (9) working days	PMO Records Officer
	1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.	None		Port Manager
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		BDS/BDMO/PMO Authorized Personnel
	2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.		Php3,000.00 + 12% VAT
	Checks the proof of payment/Evaluates, processes application, coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

### 34. Application for Private Port Permit: Issuance of Clearance to Develop (CTD)

The CTD is being issued pursuant to PPA AO 06-95, PPA AO 02-2009, and PPA AO 03-2013 or the Liberalized Regulations on Private Ports Construction, Development and Operation, and Simplification on Procedures in the Issuance of Private Port Permits, respectively.

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B/G2G - Government to Business/Government to Government	
<b>Who may avail:</b>	Private Port Owner-Operator/Local Government Units	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1.	Formal Written Request (1-original copy)	To be provided by applicant/private port owner
2.	<p>Unified Application Form with the following supporting documents: (for items a-n: 1 original copy and 2 photocopies)</p> <ul style="list-style-type: none"> <li>a. Proposed Structure to be put up</li> <li>b. Summary of Project Scope and Description</li> <li>c. Estimated Cost</li> <li>d. Vicinity Map</li> <li>e. PMO Certification that the area applied for is not part of PPA future development plan</li> <li>f. PMO Certification that the port facilities to be put up will not pose hazard to navigation</li> <li>g. Proof of Payment of Filing Fee</li> <li>h. Company Profile</li> <li>i. SEC Registration and its Articles Incorporation/DTI Registration</li> <li>j. Original Secretary's Certificate designating company's authorized representative</li> <li>k. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area)</li> <li>l. Photocopy of DENR tenurial instruments or Certification that the applicant has pending application for the issuance of Tenurial Instruments (ex. FLi/FLC/MLi/MLC/MPSA/SAPA), or Official Receipt representing payment of occupancy dues, whichever is applicable</li> <li>m. PRA Clearance for the reclamation component of the private port, if applicable</li> <li>n. Environmental Compliance Certificate (ECC)</li> </ul> <p>* For items a-n: 1-original copy, 2 – photocopies</p>	<p>PPA Website (downloadable forms)</p> <p>Supporting documents to be submitted by applicants</p>
3.	Duly notarized Omnibus undertaking (Sworn Statement) (1-original copy)	PPA Website (downloadable forms)

Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. Submits Letter proposal and Unified Application Form specifying the exact location of the foreshore area, area size, intended use/purpose, proposed structure to be put-up and estimated cost of improvement together with duly notarized Omnibus Undertaking (Sworn Statement)	1.1 Receives Application for CTD and routes to the Office of the Port Manager.	None	9 days	PMO Records Officer
	1.2 Refers/forwards to Engineering Services Division for verification/evaluation/processing.	None		Port Manager (PM)
	1.3 Issues order of payment.	None		PMO-Engineering Services Division (ESD) Authorized Personnel
2. Applicant receives order of payment and pays the necessary filing fee (non-refundable).	2.1 Receives the payment and issues PPA official receipt	Php1,000 + 12% VAT	9 days	PMO Cashier
3. Applicant proceeds to ESD for the proof of payment	3.1 Checks the proof of payment/Evaluates, processes application and coordinates with concerned RC/Conducts ocular inspection if necessary	None		ESD Authorized Personnel
	3.2 Endorses/submits findings/technical report to Port Manager.	None		ESD Manager
	3.3 Endorses proposal to Head Office- CSD, with the findings and recommendations	None	PM	
	Reviews, prepares complete staff work and recommends approval of the application to the GM.	None	7 days	CSD/BDD Managers/BDD-OPR
	Approves/disapproves the clearance to develop, both for private noncommercial and private commercial operations.	None	3 days	General Manager (GM)
	Releases approved Application for CTD/ notifies the PMO on the denial.	None	1 day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Filing Fee: Php 1,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

### 35. Application for Private Port Permit: Issuance of Permit to Construct (PTC)

The PTC is being issued pursuant to PPA AO 06-95, and PPA AO 03-2013 otherwise known as the Liberalized Regulations on Private Ports Construction, Development and Operation and the Simplification on Procedures in the Issuance of Private Port Permits, respectively.

<b>Office/Division:</b>	PMO (Business Development and Marketing Specialist/Officer and Engineering Services Division)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Private Port Owner-Operator/Local Government Units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Unified Application Form (1-original copy)		PMO (Business Development and Marketing Specialist/Officer) / PPA Website		
2. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1 – original copy)		PMO (Business Development and Marketing Specialist/Officer) / PPA Website		
3. Approved Clearance to Develop (1 – photocopy)		Applicant		
Other Additional Requirements (supporting documents)		Applicant		
a. Detailed Cost Estimates (1 – original copy)				
b. Building Plans and other technical specifications; design computations; working drawings/building plans (signed by a Licensed Civil Engineer)				
c. Copy of Clearance to Develop; (1- photocopy)				
d. Copy of duly notarized Approved Foreshore Lease Contract/Order Award, or Official Receipt representing payment of Annual Occupancy Fee. (1-photocopy)				
<b>Duly Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>
1. Applicant submits duly accomplished Application for PTC to PPA- PMO together with all documentary requirements (3 copies per PPA AO 06-1995)	1.1 Accepts and routes the Application for PTC to the Office of the Port Manager (OPM).	None		PMO Records Officer
	1.2 Refers/forwards the Application for PTC to ESD.	None		PM/ Executive Assistant (EA)

	<p>1.3 Evaluates/ conducts site inspection and processes application and submits findings/ recommendations for approval of the ESD Manager.</p> <p>1.4 Approves/signs the Permit to Construct.</p> <p>If disapproved advises the applicant of denial, procedure ends here</p> <p>1.5 Issues the Order of Payment and advises the applicant to pay the PTC Fee</p>	<p>None</p> <p>None</p> <p>None</p>	<p>20 days</p>	<p>ESD Authorized Personnel</p> <p>ESD Manager</p> <p>ESD Authorized Personnel</p>
<p>2. Applicant pays the corresponding PTC fee</p>	<p>2. Accepts payment and issues PPA Official Receipt.</p>	<p>For Private Non-Commercial Port:</p> <p>Project cost is less than P10M (P20,000 + P1,000 filing fee +12%VAT)</p> <p>Project Cost is greater than P10M (P30,000 + 1/10 of 1% of excess of P10M but not to exceed P100,000) + P1,000 filing fee+ VAT)</p>		<p>Cashier</p>



		<p>For Private Commercial Port:</p> <p>Project Cost Is less than P10M (P60,000 + P1,000 filing fee +12% VAT)</p> <p>Project Cost is greater than P10M (P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000 + 12% VAT)</p>		
3. Applicant presents proof of payment to ESD.	3. Issues the Permit to Construct upon receipt of official receipt	None		ESD Authorized Personnel/PM
<b>TOTAL:</b>			<p><b>Twenty (20) working days</b> (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</p>	

**Note: Penalty for Failure to Commence Construction**

Failure to commence construction within six (6) months from the issuance of the Permit to Construct shall be imposed the corresponding penalty charge **(Php 50,000.00)**. (A grace period of another six (6) months shall be given to private ports owner/s to comply after paying the penalty after which the permit to construct shall be rendered null and void. The applicant shall be required to re-apply and pay the Permit to Construct Fee) per PPA AO 02-2009.

### 36. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (New)

The COR/PTO private port facility/ies is being issued as prescribed under existing PPA rules and regulations governing private ports.

<b>Office/Division:</b>	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	1. LGU who have satisfactorily established new port infrastructures 2. LGU who have developed and operated their facilities prior to the creation of PPA	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Certificate of Registration/Permit to Operate (COR/PTO) (New)</b>		
1. Duly Accomplished Application Form with the following attachments: (1-original copy) <ul style="list-style-type: none"> <li>a. Proof of Payment of Filing Fee (plus VAT) (1-photocopy)</li> <li>b. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy)</li> <li>c. Project Completion Report (1-original copy)</li> <li>d. Copy of Tenurial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues (1-photocopy)</li> <li>e. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) (1-photocopy)</li> <li>f. Photocopy of approved CTD and PTC (1-photocopy)</li> <li>g. Certification that applicants has no outstanding obligations with PPA (1-original copy)</li> <li>h. For private port with existing facility/ies without CTD or PTC, or both             <ul style="list-style-type: none"> <li>i. Proof of Payment of PTC and Penalty Fees for Constructing Without Prior Approval from PPA (plus VAT)</li> <li>ii. As-Built Plan (1-photocopy)</li> </ul> </li> <li>i. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004)             <ul style="list-style-type: none"> <li>i. RORO docking facilities</li> <li>ii. Passenger facilities</li> <li>iii. Marshalling yard</li> <li>iv. Lane meter measurement area</li> <li>v. Parking Area</li> <li>vi. Security and safety facilities</li> </ul> </li> </ul>	PPA Website (downloadable forms)	Supporting documents to be provided by Applicants

2. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)
<b>For Certificate of Registration/Permit to Operate (COR/PTO) (Renewal)</b>	
1. Formal Written Request (1-original copy)	To be provided by applicant/private port owner
<p>2. Duly Accomplished Application Form with the following attachments: (1-original copy)</p> <ul style="list-style-type: none"> <li>a. Proof of Payment of Filing Fee (plus VAT) (1-photocopy)</li> <li>b. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy)</li> <li>c. Copy of Tenorial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues (1-photocopy)</li> <li>d. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) (1-photocopy)</li> <li>e. Certification that applicant has no outstanding obligations with PPA (1-original copy)</li> <li>f. Certificate of Structural Soundness of Private Port Facility (1-original copy)</li> <li>g. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) <ul style="list-style-type: none"> <li>j. RORO docking facilities</li> <li>ii. Passenger facilities</li> <li>iii. Marshalling yard</li> <li>iv. Lane meter measurement area</li> <li>v. Parking Area</li> </ul> </li> </ul>	<p>PPA Website (downloadable forms)</p> <p>Attachments to be provided by the applicant</p>
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)

Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. Applicant submits complete requirements to Records	1.1 Receives requirements and routes the document to Office of the Port Manager (OPM)	None	9 days	PMO Records Officer
	1.2 Refers/forwards to the Business Development Marketing Specialist/Officer (BDMS/BDMO).	None		PM/EA
	1.3 Reviews completeness and accuracy of submitted documents in coordination with the Engineering Services Division (ESD) and submits findings/ comments/ recommendation to the Port Manager	None		Business Development Marketing Specialist/Officer (BDMS/BDMO)/ Authorized Personnel
2. Applicant proceeds to PMO to pay corresponding fees	2.1 Issues order of payment for filing fee and certification fee	None	9 days	BDMS/BDMO/ Authorized Personnel
	2.2 Receives payment and issues PPA Official Receipt	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT		Cashier
	2.3 Prepares endorsement of complete documents to the GM thru CSD	None		BDMS/BDMO/ Authorized Personnel

	2.4A Prepares complete staff work and recommends approval of application to the GM	None	7 days	CSD/BDD/OPR/ Department Manager
	2.6A Approves or disapproves application.	None	3 days	GM
	2.7A Releases approved COR/PTO or notifies PMO on the Denial	None	1 day	CSD OPR/HO Records Personnel
<b>TOTAL for A:</b>		<b>Filing Fee: ₱1,000 + VAT</b> <b>Certification Fee: ₱100 + VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

### 37. Application for Private Port Permit: Issuance of Clearance to Develop (CTD) (For Energy Related Projects)

The CTD is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	PPA PMO /PPA Head Office - Commercial Services Department- Business Development Division/ Office of the AGM for Operations/ Office of the General Manager	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private Port Owner	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Formal Written Request (1-original copy)	To be provided by applicant/private port owner
	2. Unified Application Form specifying exact location of the foreshore area, area size in sq.m., intended use/purpose, proposed structure to be put-up, with the following attachments: (1- original copy) <ul style="list-style-type: none"> <li>a. Estimated cost of project; (1- original copy)</li> <li>b. Summary of Project Scope, Description;</li> <li>c. Vicinity Map; (1- original copy)</li> <li>d. Certified true copy of SEC Registration and Articles of Incorporation; (1- original copy)</li> <li>e. Original Secretary's Certificate Designating Company's Authorized Representative; (1- original copy)</li> <li>f. PPA Certification that the port facilities to be put up will not pose hazard to navigation; (1- original copy)</li> <li>g. PPA Certification that the area applied for has no future PPA development in the next five years; (1- original copy)</li> <li>h. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of foreshore lease application duly received by DENR; or certified true copy of Deed of Assignment; or certified true copy of Leasehold Rights approved by DENR; (1- photocopy)</li> <li>i. Certified true copy of Transfer Certificate of Title (TCT); or certified true copy of Deed of Absolute Sale; or certified true copy of Lease Agreement; whichever is applicable; (1- original copy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant

j. Certified true copy of Approved reclamation projects from PRA, if applicable k. Environmental Compliance Certificate (ECC)				
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1- original copy)		PPA Website (downloadable forms)		
Client Steps	Agency Action	Fees to be paid	Processing Time (calendar days)	Person Responsible
1. Submits to PMO the letter of intent together with documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges receipt, evaluates, and endorses the proposals to CSD.	Filing Fee: P1,000.00 +12% VAT	Three (3) calendar days	PMO/OPM/ Authorized Personnel/Cashier
	1.2 Reviews, prepares complete staff work and recommends approval of the application to the GM.	None	Four (4) calendar days	CSD/BDD/OPR/ Department Manager
	1.3 Approves/ disapproves the application	None	Two (2) calendar days	GM
	1.4 Releases approved CTD/ notifies the PMO on the denial.	None	One (1) calendar day	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		<b>Filing Fee: P1,000.00 + 12% VAT</b>	<b>Ten (10) calendar days</b>	
<p><i>Note: A three (3) working day buffer period will be allotted to check the completeness of the submitted documentary requirements, and notification of acceptance or non-acceptance shall be made within the said period (Section 2 of DC2019-05-0007, or Rules and Regulations Implementing RA 11234 (EVOSS Act))</i></p>				

### 38. Application for Private Port Permit: Issuance of Permit to Construct (PTC) (For Energy Related Projects)

The PTC is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Office (PMO)/Engineering Services Division (ESD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private Port Owner	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Formal Written Request (1-original copy)	To be provided by applicant/private port owner
	2. Duly accomplished Application Form (1-original copy)	PPA Website (downloadable forms)
	3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)
	4. Approved Clearance to Develop (1-photocopy)	Applicant
	Other Additional Requirements (supporting documents) <ul style="list-style-type: none"> <li>a. Detailed Cost Estimates; (1-original copy)</li> <li>b. Building Plans and other technical specifications; (1-original copy)</li> <li>c. Design computations; (1-original copy)</li> <li>d. Working drawings signed by a Licensed Civil Engineer; (1-original copy)</li> <li>e. Certified true copy of Approved Foreshore Lease Contract/Order Award, or Certified true copy of Official Receipt representing payment of Annual Occupancy Fee; (1-photocopy)</li> <li>f. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy)</li> </ul>	Applicant





Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents and evaluates application for PTC.	Filing Fee: Php1,000.00 + 12% VAT	Eight (8) calendar days	PMO-ESD Authorized Personnel
	1.2 Approves/ Disapproves application	None	One (1) calendar day	PM
	1.3 If approved: Notifies the proponent to pay the corresponding fee and releases PTC upon receipt of Official Receipt.  If denied: Advises the proponent on such denial	If approved: <b>For Private Non-Commercial Port:</b>  <u>Project cost is below P10M</u> (P20,000 + 12% VAT)  <u>Project Cost is P10M and above</u> (P30,000 + 1/10 of 1% of excess of P10M but not to exceed P100,000 + 12% VAT)  <b>For Private Commercial Port:</b>  <u>Project cost is below P10M</u> (P60,000 + P1,000 +12% VAT)  <u>Project Cost is P10M and above</u> (P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000 + 12% VAT)	One (1) calendar day	PMO/ESD Authorized Personnel/Cashier
<b>TOTAL:</b>		<b>P1,000.00 +12% VAT and corresponding PTC fee + VAT</b>	<b>Ten (10) calendar days</b>	

**Note: Penalty for Failure to Commence Construction**

Failure to commence construction within six (6) months from the issuance of the Permit to Construct shall be imposed the corresponding penalty charge **(Php 50,000.00)**. (A grace period of another six (6) months shall be given to private port owner/s to comply after paying the penalty after which the permit to construct shall be rendered null and void. The applicant shall be required to re-apply and pay the Permit to Construct Fee) per PPA AO 02-2009.

**39. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (New) Private Port Facility/ies (For Energy Related Projects)**

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private port owner who have satisfactorily established new port infrastructures	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Written Request (1 – original copy)	To be provided by applicant	
2. Unified Application Form with the following supporting documents: (1 – original copy) <ul style="list-style-type: none"> <li>a. Project Completion Report; (1 – original copy)</li> <li>b. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee; (1-photocopy)</li> <li>c. PPA Certification that the owner/operator has no outstanding obligation with PPA; (1 – original copy)</li> <li>d. Original Secretary’s Certificate designating company’s Authorized Representative; (1 – original copy)</li> <li>e. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1- photocopy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant	
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1- original copy)	PPA Website (downloadable forms)	

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD.	Filing Fee: Php1,000.00 + 12% VAT	Three (3) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends approval of application to the GM.	None	Four (4) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Approves/ Disapproves application.	None	Two (2) calendar days	GM
	1.4 Releases approved COR/PTO.	None	One (1) calendar day	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		<b>P1,000.00 +12% VAT</b>	<b>Ten (10) calendar days</b>	

**40. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (Renewal) Private Port Facility/ies (For Energy Related Projects)**

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private port owner who have satisfactorily established new port infrastructures	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Written Request (1-original copy)	To be provided by applicant
	2. Unified Application Form with the following supporting documents: (1-original copy) <ul style="list-style-type: none"> <li>a. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of DENR-issued Official Receipt representing payment of Annual Occupancy Fee; (1-photocopy)</li> <li>b. PPA certification that the owner/operator has no outstanding obligations with PPA; (1-original copy)</li> <li>c. Original Secretary's Certificate designating company's Authorized Representative; (1-original copy)</li> <li>d. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1-photocopy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant
	3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)



Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD.	Filing Fee: Php1,000.00 + 12% VAT	Ten (10) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends approval of application to the GM.	None	Thirteen (13) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Approves/ Disapproves application.	None	Six (6) calendar days	GM
	1.4 Releases approved COR/PTO	None	One (1) calendar days	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		<b>P1,000.00 + 12% VAT</b>	<b>Thirty (30) calendar days</b>	
<p><i>Note: A three (3) working day buffer period will be allotted to check the completeness of the submitted documentary requirements, and notification of acceptance or non-acceptance shall be made within the said period (Section 2 of DC2019-05-0007, or Rules and Regulations Implementing RA 11234 (EVOSS Act))</i></p>				

**41. Request for Improvement/Expansion/Rehabilitation of Existing Private Ports with Valid COR/PTO (Issuance of Permit to Construct) (For Energy Related Projects)**

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMO)/Engineering Services Division (ESD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private port owner who have satisfactorily established new port infrastructures	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Written Request (1-original copy)	To be provided by applicant
	2. Unified Application Form with the following supporting documents: (1-original copy) <ul style="list-style-type: none"> <li>a. Summary of proposed improvement/ expansion/ rehabilitation; (1-original copy)</li> <li>b. Detailed Cost Estimates; (1-original copy)</li> <li>c. Design Computations; (1-original copy)</li> <li>d. Working drawings/building plans signed by a Licensed Civil Engineer; (1-original copy)</li> <li>e. Original Secretary's Certificate designating company's Authorized Representative; (1-original copy)</li> <li>f. Certified true copy of Approved reclamation projects from PRA, if applicable. (1-photocopy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant
	3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, and endorses the proposals to ESD.	Filing Fee: Php1,000.00 + 12% VAT	Two (2) calendar days	OPM Authorized Representative
	1.2 Evaluates the request upon receipt of the complete documents/ Conducts ocular inspection.	None	Ten (10) calendar days	PMO-ESD Authorized Representative
	1.3 If approved: Notifies the proponent to pay the corresponding Permit to Construct Fee.  If denied: Issues letter of denial to the proponent.	Please refer to schedule of fees below  None	Two (2) calendar days  One (1) calendar day	PM/Cashier  PM
	1.4 Furnishes Head Office- CSD copy of approved PTC/letter of denial			PMO Records Personnel
<b>TOTAL:</b>		<b>P1,000.00 +12% VAT and corresponding PTC Fee</b>	<b>Fifteen (15) calendar days</b>	

Permit to Construct schedule of fees

Type of Port	Particulars	Amount
For Private Non-Commercial Port	Project cost is below P10 million	P20,000 + 12%VAT
	Project Cost is P10 million and above	(P30,000+1/10 of 1% of excess of 10M but not to exceed P100,000) + 12% VAT
For Private Commercial Port	Project Cost is below P10 million	P60,000 + 12% VAT
	Project Cost is P10 million and above	(P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000) + 12% VAT

#### 42. Request for Improvement/Expansion/Rehabilitation of Existing Private Ports with Valid COR/PTO (Issuance of Amended COR/PTO) (For Energy Related Projects)

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMO)/Head Office/Commercial Services Department (CSD)/Business Development Division (BDD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private port owner who have satisfactorily established new port infrastructures	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Written Request (1-original copy)	To be provided by applicant
	2. Unified Application Form with the following supporting documents: (1-original copy) <ul style="list-style-type: none"> <li>a. Project Completion Report; (1-original copy)</li> <li>b. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee; (1-photocopy)</li> <li>c. PPA Certification that the owner/operator has no outstanding obligations with PPA; (1-original copy)</li> <li>d. Original Secretary's Certificate designating company's Authorized Representative; (1-photocopy)</li> <li>e. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1-photocopy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant
	3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)





Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits to PMO the Application for Certificate of Registration/Permit to Operate a private port with documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD.	Filing Fee: Php1,000.00 + 12% VAT	Six (6) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends approval of the application to the GM.	None	Six (6) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Approves/ Disapproves application.			
	1.4 Releases approved Amended COR/PTO.	None	Two (2) calendar day	GM
		None	One (1) calendar day	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		<b>P1,000.00 +12% VAT</b>	<b>Fifteen (15) calendar days</b>	

### 43. Preparation of Supporting Documents for Request for Refund of Port Charges and Rental Deposit

Per PPA Memorandum Circular No. 01-2018 or Amendments to PPA Memorandum Circular No. 07-2016 entitled "Procedural Guidelines on the Claims for Refund".

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division/ Business Development Division/Real Estate Management Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Private Port Owner/Lessee/Operator/LGU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter-request		Requesting party		
2. PMO endorsement and recommendations and details of amount for refund		Port Management Office		
3. Copy of Official Receipt/Computation Sheet stamped with notation "Verified Correct and remitted to PPA's bank account", and other				
4. Additional Documents, but not limited to the following to support the claim; <ul style="list-style-type: none"> <li>• COR/PTO</li> <li>• Lease Contract or Permit to Occupy for Lease</li> </ul>				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

1. Files request for refund at the concerned PMO	1.1 Receives/ Evaluates Request for Refund and endorses the same to Operations Office.	None	5 days	PMO-Port Services Division/ Business Development and Marketing Specialist/Officer (PSD/BDMS/ BDMO)
	1.2 Receives/ Evaluates Request for Refund.	None	7 days	CSD OPR/PPD OPR
	1.3 Refers to CSD BDD/REMD for comments/briefer of Private Port/Lease	None	1 day	CSD- PPD/BDD/REMD OPR
	1.4 Refers to other offices or departments, e.g. LSD, POSD, PMO	None	4 days	CSD-PPD LSD, POSD, PMO
	1.5 Prepares complete staff work with other offices (e.g. LSD, POSD, PMO) comments to CSD Manager for review and corrections.	None	5 days	CSD-PPD OPR/ CSD Manager
	1.6 Prepares complete staff work and recommends approval to the	None	3 days	CSD-PPD OPR / CSD Manager

	AGM for Operations or the General Manager.			
	1.7 Approves/ Disapproves recommendation.	None	5 days	AGMO/GM
	1.8 Releases Memorandum/ Letter	None	1 day	CSD/OPR
<b>TOTAL:</b>		<b>None</b>	<b>31 days (working days)</b>	

#### 44. Request for Clarification of Issues on Port Charges, Cargo Handling (CH) and other related services

Port clients/stakeholders, government offices including other PPA offices request for clarification pertaining to rates or the proper implementation of rules and regulations related to port tariff and other related issues on operations

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO), Legal Services Department (LSD)/ Port Operation Services Department (POSD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Concerned company or PMO			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request from the PMO or Port User;			PMO, Port User or PPA website/Files	
2. Port rules and regulation being requested to be clarified;				
3. Other pertinent data, e.g.: computation sheets, official receipts, bill of lading, Dockage/Anchorage Report, etc.				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. PMO or Port User submits request for clarification to Operations Office/CSD.	1.1 PMO evaluates and submits to Operations Office/CSD the comments and recommendation on the matter.	None	5 days	Port Management Office
	1.2 Receives/logs and acknowledges receipt and evaluates.	None	2 days	CSD OPR/PPD OPR
	1.3 Refers to other offices or departments, e.g. LSD, POSD, PMO.	None	5 days	CSD-PPD OPR/CSD Manager/LSD/POSD
	1.4 Prepares complete staff work and submits to CSD Manager for Review and correction.	None	5 days	CSD-PPD OPR
	1.5 Reviews/corrects complete staff work and recommends to the approval of the AGM for Operations/ General Manager.	None	1 day	CSD-PPD OPR /CSDManager
	1.6 Approve/Disapproved recommendation	None	1 day	AGMO/GM
	1.7 Releases memorandum or letter	None	1 day	CSD OPR
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

#### 45. Request for Refund of Port Charges, PPA Government Share on Cargo Handling (CH) Charges

Request for refund arises when there is overpayment of port tariff due to erroneous computation, overpayment in check payment, intended stay-time of vessel is cut-short after advanced payment of vessel charges, etc

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)/ Legal Services Department (LSD)/ Port Operation Services Department (POSD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Concerned company or PMO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request of the port user for refund addressed to the concerned PMO		PMO/Consignee/Shipping Line		
2. PMO endorsement with recommendations and details of amount for refund.		PMO/Consignee/Shipping Line		
3. Machine copies of PPA Official Receipt/ Computation Sheet stamped with notation "verified correct and remitted to PPA's bank account" by the PMO upon presentation of their original copies.		PMO/Consignee/Shipping Line		
4. Other documents a. Wharfage/Storage refund: Bill of Lading, PEZA/BOI certificate of registration, shipping manifest, certification of actual cargoes handled, etc. b. Dockage/VTMS refund: Notice of Arrival of Vessel, Preliminary/Final Dockage and Anchorage Report, Contract of Agency or SPA between principal and local ship agent, Vessel Movement Report, etc.		PMO/Consignee/Shipping Line		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

1. Port User files request for refund at the PMO concerned.	1.1 PMO evaluates request and endorses the same to Operations Office together with comments and recommendation with complete documents.	None	5 days	PMO PM
	1.2 Receives/logs and disseminate the request.	None	1 day	CSD OPR
	1.3 Acknowledges receipt and evaluates	None	1 day	CSD-PPD OPR
	1.4 Refers to other offices or departments (e.g. LSD, POSD, PMO), (e.g. BDD, REMD Division) for comments	None	5 days	CSD – PPD OPR / CSD Manager/LSD/ POSD OPR
	1.5 Prepares complete staff work for review and correction of the CSD Manager	None	1 day	Secretary/CSD Department Manager
		1 day	CSD-PPD Manager	
		1 day	CSD-PPD Section Chief	
		5 days	PPD-OPR	
		2 days	CSD-PPD Section Chief	
1.6 Recommends approval to the AGM for Operations or the General Manager	5 days	CSD-PPD Manager		
	2 days	CSD Department Manager		
1.7 Approves/ Disapproves recommendation	None	5 days	AGMO/ GM	
1.8 Releases Memorandum or Letter	None	1 day	CSD OPR	
<b>TOTAL:</b>		<b>None</b>	<b>35 days (working days)</b>	

Request for Refund of Port Charges, PPA Gov't. Share on Cargo Handling Charges qualified for multi-stage process.

## 46. Request for Adjustment on Cargo Handling (CH) Tariff and Other Related Charges

Approval of Request for New Tariff and/or Adjustment under AO No. 11-2019 (Omnibus Rule of Procedure on Private Service Provider-Initiated Applications for New Tariff and/or Adjustment of Fees and Charges in Port under the Administrative Jurisdiction of PPA) may be granted upon submission of complete documentary requirements.

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division /Port Management Office concerned/ Office of the Corporate Board Secretary			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B-Government to Business			
<b>Who may avail:</b>	Private Service Providers, e. g.: Port Terminal Operators, Cargo Handlers, Shipping Lines, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 3 copies of Sworn Filing as prescribed in Rule 4, Sections 7 and 8 of the PPA AO No. 11-2019		Proponent or applicant		
2. Eligibility Requirements as prescribed in Rule 5, Section 11 of the PPA AO No. 11-2019		Proponent or applicant		
3. Disposition Form as prescribed under Rule 6, Section 14 of the PPA AO No. 11-2019		Commercial Services Department		
4. Following requirements as prescribed in Rule 7, Sections 15 & 17 of the PPA AO No. 11-2019				
<ul style="list-style-type: none"> <li>• Special Order creating the Hearing Panel;</li> <li>• Notice of Public Hearing;</li> <li>• Minutes of Public Hearing; Attendance Sheet;</li> <li>• Draft Report</li> </ul>		Office of the Corporate Board Secretary (OCBS) Port Management Office Port Management Office  Port Management Office		
5. Following requirements as prescribed in Rule 7, Section 23 of the PPA AO No. 11-2019				
<ul style="list-style-type: none"> <li>• Position Paper</li> <li>• Summary of Position Papers with the Reply of the proponent and PMO comments</li> <li>• Publication of the new tariff or rate adjustment</li> </ul>		Port Users/Attendees Port Management Office  Commercial Services Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



1. Submission of request with complete documentary requirements for new rate or rate adjustment	1.1 Acknowledges receipt of documents, evaluates, and verifies the accuracy of the documents.	None	3 days	Records Section/Port Services Division (PSD)/Port Manager (PM) of concerned PMO
	1.2 Endorses the request to CSD. CSD shall validate, evaluate, prepares CSW/ disposition paper and endorse the application to OCBS.  Return of application (add'l 5 working days)	None	3 days	CSD Manager/Port Pricing Division (PPD)
	1.3 OCBS shall within two (2) working days prepare the PPA SO creating the Hearing Panel for the conduct of Public Hearing to be signed by the GM.	None	5 days	Corporate Board Secretary (CBS)
		None	2 days	Board Technical Working Group (TWG), OCBS
	1.4 Upon receipt of the signed Special Order from OCBS, the PPA Board TWG within two (2) working days shall organize themselves to appoint a Chairperson.	None	2 days	PMO Authorized Representative
1.5 The PMO shall post and send the notices/invitations through letters, e-mails and other acceptable means, at least ten (10) working days before the scheduled public hearing.	None	10 days		
2. Attends Public Hearing	2.1 Public Hearing (including preparation of the venue) Includes the presentation by proponent to Board TWG/PPA prior to Public Hearing.	None	1 day	Board TWG, PMO, CSD, Terminal Operator, Cargo Handling Operator (CHO), Port Users, Shipping Lines
	2.2 The participants shall submit their position in writing, addressed to the proponent, copy furnished the concerned PMO within five (5) working days from the conduct of public hearing.	None	5 days	PMO Authorized Representative

3. The proponent shall reply to the participants in writing copy furnished the concerned PMO within three (3) working days.	3.1 The PMO shall wait for the copy of the proponent's reply to the participants.	None	3 days	PMO Authorized Representative
	3.2 The PMO, as part of its Secretariat functions shall submit the ff: <ul style="list-style-type: none"> <li>• Minutes of the Public Hearing</li> <li>• Attendance Sheet Survey Forms</li> <li>• Summary of Position Paper</li> <li>• Comments of the PMO.</li> </ul>	None	33 days	PMO Authorized Representative
	3.3 Draft Report to the PPA Board TWG coursed through the OCBS after the public hearing.	None	10 days	PMO Authorized Representative
	3.4 Final evaluation of the application by the PPA Board TWG, with assistance from CSD and other concerned offices of PPA. The TWG to submit a report, including recommendations to the PPA Board of Directors through the OCBS.	None	5 days	PPA Board TWG/Directors, CSD-PPD, other concerned PPA offices, CBS
	3.5 PPA Board of Directors may, upon recommendation of the PPA Board TWG, approve said application in a Board Meeting.	None	1 day	PPA Board TWG/Directors
	3.6 CSD prepares the following: <ul style="list-style-type: none"> <li>• Executive Brief</li> <li>• Memorandum Circular (MC) for approval of the GM thru the AGMO.</li> <li>• Memorandum for the ASD requesting for the publication of the MC</li> <li>• EB/Operations Memorandum Circular (OMC) for signature of the AGMO.</li> <li>• New tariff attached to the OMC for dissemination to the concerned PMO</li> </ul>	None	1 day	CSD-PPD OPR
<b>TOTAL:</b>		<b>None</b>	<b>84 days (working days)</b>	

#### 47. Request for Adoption of Cargo Handling (CH) Tariff and other Related Charges

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Concerned company or PMO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request for adoption of CH Tariff including justification and recommendation based on the parameters of OMO No. 01-2016 for the following ports: a. For Ports with Authorized CHO and Prescribed Rates but Some Tariff Items are not existing; b. For Ports where CH services are subject for Bidding and where there is no Prescribed or Authorized CH Tariff Schedule.		Cargo Handling Operator (CHO)/Port Management Office (PMO)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Cargo Handling Operator files request for adoption of cargo handling or other related charges to the PMO with justification.	1.1 Submits the request for adoption of CH tariff including justification and recommendation based the parameters to OAGMO, attention CSD.	None	4 days	PMO PM
	1.2 Reviews/ evaluates the proposal. Coordinates with POSD relative to the CHO's contract with PPA	None	4 days	CSD-PPD OPR
	1.3 Forwards the recommendation to the OAGMO	None	1 day	CSD Department Manager
	1.4 Approves/ Disapproves the proposal	None	1 day	AGMO
	1.5 If approved, forwards the approval to the PMO for public hearing	None	1 day	CSD Department Manager
	1.6 Presents the proposal in a public	None	1 day	PMO Authorized Representative

	<p>hearing and submits result of the hearing to OAGMO/CSD</p> <p>1.7 Reviews the result of the public hearing and forwards the recommendation to OGM for approval</p> <p>1.8 Approves/ disapproves the proposal</p> <p>1.9 If approved, forwards the approval to the PMO for publication in a local newspaper to be effective 15 days after publication</p> <p>1.10 Furnishes CSD/AGMO of the published CH rates</p> <p>1.11 Validates the published rates and forwards to PMO the final CH tariff</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>4 days</p> <p>1 day</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>	<p>CSD</p> <p>GM</p> <p>CSD</p> <p>PMO</p> <p>CSD</p>
<b>TOTAL:</b>	<b>None</b>	<b>20 days (working days)</b>		

#### 48. Processing of Application for Short-Term Lease Applications (NEW/RENEWAL)

This provides the detailed procedure in the processing of short-term lease applications for port real estate properties of more than 20sq.m. located in operational areas and more than 100sq.m. located in commercial areas, whether new or renewal that are subject for approval by the AGM for Operations. Said short-term leases are granted for a maximum period of one year and covered by a lease contract.

<b>Office/Division:</b>	Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen			
<b>Who may avail:</b>	Must be a Filipino citizens of lawful age/sole proprietor (for area to be leased covering not more than 20sq.m.) company/corporations/ Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws  Port service provider/s indirectly supports maritime/port operations or part of a local economic program such as ticketing offices, canteens, store, banks, office spaces among others.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with project brief indicating the terms of lease such as description of the proposed use, rental rate, specific area to be leased		PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)/Applicant/Applicant		
2. Duly notarized Omnibus Undertaking (Sworn Affidavit)		PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)		
3. Licenses, Accreditation or additional permits specifically required for the business operations of the proponent		Applicant		
4. Vicinity/Location Map		Applicant		
5. Secretary's Certificate (for corporation/partnership/cooperative)		Applicant		
6. Authorization Letter (for single proprietor)		Applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Applicant submits to PMO the letter of intent/ application for STL with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements	1.1 PMO evaluates all new applications for STL over a minimum period of 3 days from receipt of complete documentary requirements based on its approved PLUS, the determined needs and demands for the proposed service or facility-used and the financial proposal	Filing Fee Php 2,000.00 + VAT	Three (3) days	PMO - Business Development and Marketing Specialist Officer

	1.2 Port Manager endorses and recommends approval of lease by the AGMO thru CSD	NONE	One (1) day	PMO – Port Manager
	1.3 CSD further reviews/validates within 10 working days the STLC (consults LSD, if there are deviations from the proforma contract) and recommends approval/ signing of transmittal letter by the AGMO	NONE	Ten (10) days	CSD LSD
	1.4 AGMO approves within 5 working days the STL in principle and signs memo-transmittal for the PMO concerned.	NONE	Five (5) days	AGMO
	1.5 CSD thru the PMO transmits lease contract to the applicant, for review/conforme.	NONE	One (1) day	CSD
2. Applicant/Authorized Representative signs and submits lease contract together with annexes	2.1 AGMO countersigns the lease contract	NONE	Three (3) days	AGMO
	2.2 CSD transmits the duly signed Lease Contract to PMO	NONE	One (1) day	CSD
	2.3 PMO coordinates with lessee for the notarization of the duly signed LC	NONE	One (1) day	PMO
<b>TOTAL:</b>		<b>Filing Fee Php 2, 0000.00 + VAT</b>	<b>Twenty-Five (25) days (working days)</b>	

#### 49. Processing of Request for Renewal of Lease (Medium Lease and Long-term Lease) (Publication of Lease Proposal)

This provides the detailed procedure in the processing of new or renewal application of medium and long-term lease contracts for lease publication in accordance with the provisions of PPA AO 04-2022.

<b>Office/Division:</b>	Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen
<b>Who may avail:</b>	<p>Must be a Filipino citizens of lawful age/sole proprietor (for area to be leased covering not more than 20sq.m.) company/corporations/ Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws.</p> <p>Partnerships duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the capital contribution belongs to citizens of the Philippines and the general partner must be a Filipino Citizen.</p> <p>Corporation duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital belongs to citizens of the Philippines.</p> <p>For foreign corporation, must be registered in the appropriate agency in the place of incorporation =, and all its papers to be submitted to Philippine Ports Authority (PPA) should be translated in English and duly Apostilled or authenticated by the Philippine Consulate in the Place of Incorporation, whichever is applicable.</p> <p>Prospective lessee is an existing authorized port operator.</p>
<b>CHECKLIST OF REQUIREMENTS</b>	
	<b>WHERE TO SECURE</b>
1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with Project Brief indicating the terms of lease (description of the proposed used, rental rate, specific area to be leased)	Applicant/Lessee/ PPA website (downloadable forms)
2. Duly Notarized Omnibus Undertaking (sworn affidavit)	PPA website (downloadable forms)
3. Secretary's Certificate (for Corporation/ partnership/ cooperative/ corporate entity)	Lessee/Applicant
4. Authorization Letter signed by sole proprietor (for single proprietor)	Lessee/Applicant

<p>5. Legal Requirements</p> <ul style="list-style-type: none"> <li>a. Certified true copy of SEC/ DTI/ CDA registration, whichever is applicable</li> <li>b. Licenses, Accreditation or additional permits required for the business operations of the proponent</li> </ul>	<p>Lessee/Applicant</p>
<p>6. Financial Requirements</p> <ul style="list-style-type: none"> <li>a. Proof of Financial Capability of lessee for the business</li> <li>b. Proof of Financial and Managerial capacity of lessee for the business/service to be established which shall include detailed specifications/ requirements of the project for capitalization, area manpower, equipment, technical knowhow</li> <li>c. Summary of projected income, cost and earnings for the first five years of the operation of the proposed project.</li> </ul>	<p>Lessee/Applicant</p>
<p>7. Technical Requirement</p> <ul style="list-style-type: none"> <li>a. Business Plan/ Project Brief indicating the proposed improvements/ developments to be introduced in the area, terms of lease (i.e. duration of lease, rental rates, etc)</li> <li>b. Architectural Plan/ Land Use Plan</li> <li>c. Proof of expertise in conducting the proposed business</li> <li>d. Other related inputs such as physical description and/or land use plan of the port or terminal, port traffic statistics and other relevant and necessary for the bidding</li> <li>e. All other documents as may be reasonably required by the Authority during the selection process or through the Terms of Reference to prove the legal capacity of the proponent</li> </ul>	<p>Lessee/Applicant</p>
<p>For Renewal: (Additional Requirements)</p> <p>8. Legal Requirements</p> <ul style="list-style-type: none"> <li>a. Proof of compliance in payment of Taxes due to the government.</li> <li>b. Tax Clearance from the BIR that the Applicant has no outstanding tax obligation with the government.</li> </ul>	<p>LGU concerned</p> <p>BIR</p>



<p>9. Others</p> <p>a. PMO Certificate of No Outstanding Account from Finance Office, unless records show otherwise,</p> <p>b. PMO Certification from the Port Manager on the compliance on the terms and condition of the lease contract issued particularly on payment of Real Property Tax and Other Utility expenses.</p>	<p>PMO Finance Division</p> <p>PMO concerned</p>
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**MEDIUM-TERM LEASE (MORE THAN 1 YEAR UP TO 5 YEARS) (THRU PUBLICATION)**

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
<p>1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/application for medium term lease with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements</p>	<p>1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.</p>	<p>None</p>	<p>3 days</p>	<p>PMO-BDMO/ Authorized Representative</p>
	<p>1.2 Receives payment and issues Official Receipt.</p>	<p>Filing Fee Per PPA AO 04-2022</p> <p>Medium-Term: Php 6,000.00</p>		<p>PMO Finance Division</p>
	<p>1.3 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD</p>	<p>None</p>	<p>5 days</p>	<p>Port Manager</p>
	<p>1.4 CSD evaluates the lease proposal within 10 days upon receipt of complete documents from PMO</p>	<p>None</p>	<p>10 days</p>	<p>CSD</p>
	<p>1.5 AGMO endorses and recommends approval/signing of transmittal of Notice to Lease Ad to GM</p>	<p>None</p>	<p>2 days</p>	<p>AGMO</p>
		<p>None</p>	<p>3 days</p>	<p>GM</p>

2. Applicant publishes Notice to Lease Ad thru local newspaper or circulation	1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO	None	1 day	CSD
	1.7 CSD transmits the Notice to Lease Ad copy to PMO	None	1 day	PM
	1.8 PM signs Notice to Lease Ad copy		7 days	Applicant/Lessee
	2.1 Waiting period for Counter Proposal	None		
	2.2 If there are no counter-proposal, PMO informs the applicant of the result of publication.	None	3 days	PMO
	2.3 PM recommends approval of the lease application and transmits the draft lease contract to the AGMO thru CSD	None	1 day	PM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	10 days	CSD LSD
	2.5 AGMO approves lease in principle and signs transmittal letter	None	3 days	AGMO
	2.6 CSD transmits letter and lease contract to applicant for review/ conforme	None	1 day	CSD

3. Applicant/ lessee signs and submits lease contract with annexes.	3.1 AGMO countersigns lease contract	None	3 days	Applicant/Lessee  AGMO
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization	None	1 day	CSD
<b>TOTAL:</b>		<b>Filing Fee Php 6, 0000.00 + VAT</b>	<b>Fifty-Four (54) days (working days)</b>	
<b>LONG-TERM LEASE (MORE THAN 5 YEARS UP TO 10 YEARS)(THRU PUBLICATION)</b>				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/application for long term lease with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements	1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
	1.2 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022  Long-Term: Php 10,000.00  (exclusive of VAT)		PMO Finance Division
	1.3 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD	None	5 days	Port Manager
	1.4 CSD evaluates the lease proposal within 10 days upon receipt of	None	10 days	Applicant/Lessee

2. Applicant publishes Notice to Lease Ad thru local newspaper or circulation	complete documents from PMO				
	1.5 AGMO endorses and recommends approval/signing of the Memorandum transmitting the Notice to Lease Ad to GM	None	2 days	PMO concerned	
	1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO	None	3 day	Port Manager	
	1.7 CSD transmits the Notice to Lease Ad copy to PM	None	1 day	CSD	
	1.8 PM signs Notice to Lease Ad copy		1 day		
			7 days		
	2.1 Waiting period for Counter Proposal				
	2.2 If no counter-proposal, PMO informs the applicant of the result of publication.	None	3 days	AGMO	
	2.3 PM endorses and recommends approval of draft lease contract to the AGMO thru CSD	None	1 day	GM	
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	10 days	CSD	

3. Applicant/lessee signs and submits lease contract with annexes.	2.5 AGMO endorses and recommends approval of lease by the GM	None	3 days	Applicant/Lessee
	2.6 GM approves lease in principle and signs transmittal letter	None	3 day	GM
	2.7 CSD transmits letter and lease contract to the applicant for review/ conforme	None	1 day	CSD
	3.1 GM countersigns lease contract		3 days	
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization		1 day	
<b>TOTAL:</b>		<b>Filing Fee Php 10, 0000.00 + VAT</b>	<b>Fifty-Seven (57) days (working days)</b>	
<b>LONG-TERM LEASE (MORE THAN 10 YEARS)(THRU PUBLICATION)</b>				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/application for long term lease with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements	1.0 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
	1.1 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022  Php 10,000.00  (exclusive of VAT)		PMO Finance Division
		None	5 days	Port Manager

2. Applicant publishes Notice to Lease Ad thru local newspaper or circulation	1.2 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD	None	10 days	CSD
	1.3 CSD evaluates the lease proposal within 10 days upon receipt of complete documents from PMO	None	2 days	AGMO
	1.4 AGMO endorses and recommends approval/signing of the Memo transmitting the Notice to Lease Ad to GM	None		GM
	1.5 GM endorses/recommends to PPA Board the lease application	None		PPA Board
	1.6 PPA Board approves/disapproves the lease proposal	None		GM
	1.7 GM signs the Memo informing the PMO the result of the PPA Board deliberation on the lease application/proposal	None	1 day	CSD
	1.8 If favorably considered, CSD transmits the Notice to Lease Ad copy to PM	None	1 day	PM
	1.9 PM signs Notice to Lease Ad copy		7 days	Applicant/Lessee

3. Applicant/ lessee signs and submits lease contract with annexes.	2.1 Waiting period for Counter Proposal	None		
		None	3 days	PMO
	2.2 If no counter-proposal, PMO signs transmittal letter informing applicant of publication result.	None	1 day	PM
	2.3 PM endorses and recommends approval of lease by the AGMO thru CSD	None	10 days	CSD LSD
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	3 days	AGMO
	2.5 AGMO endorses and recommends signing of transmittal by the GM	None	3 days	GM
	2.6 GM signs transmittal letter informing that lease application has been favorably considered	None	1 day	CSD
	2.7 CSD transmits letter and lease contract to applicant for review/conforme			Applicant/Lessee
	3.1 GM countersigns lease contract	None	3 days	GM

	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization	None	1 day	CSD
<b>TOTAL:</b>		<b>Filing Fee Php 10, 0000.00 + VAT</b>	<b>Fifty-Four (54) days (working days)</b>	



# **PORT MANAGEMENT OFFICE**

## **Internal Services**

## 50. Releasing of Check to PPA Employees

This details the procedure on how checks are to be disbursed to Payees with outstanding collectibles or claims from the Philippine Ports Authority. Before processing of check payments, the Payee should be enrolled as Vendor in the system through the Information and Communications Technology Department (ICTD).

<b>Office/Division:</b>	Port Management Offices / Head Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Payees that have collectibles or claims from PPA			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly filled out Vendor Registration Form (VRF)		Downloadable from the PPA website		
2. Valid Identification (ID) Card with picture and signature		To be provided by client		
3. Valid Official Receipt		To be provided by client		
4. Valid authorization or Special Power of Attorney (SPA) if necessary		To be provided by client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Client presents Identification to Cashier window.  * Claimant may email or call the cashier to verify if they have a check for pick-up.	1. Verifies if claimant has duly signed check for release.  If no signed check is found, client is informed of the status.	None	7 mins.	Sr. Cashier/ Cashier/ Authorized Representative
2. Receives check, signs acknowledgment portion of voucher and log book.  * In any case face to face transaction cannot be implemented, claimant may request for the	2. Releases check request Claimant sign the acknowledgment portion of voucher and abstract.  * Finance to deposit the check to the claimant's	None	2 mins.	Sr. Cashier/ Cashier/ Authorized Representative

check to be deposited to his/her payroll bank account.	payroll bank account.			
<b>TOTAL:</b>		<b>None</b>	<b>9 mins.</b>	

## **HEAD OFFICE**

### **External & Internal Services**

# **CORPORATE COMMUNICATIONS STAFF (CCS)**

## **External Services**

## 1. Handling of Digital Media and Public Assistance Team: Common Inquiries and Concerns

Pieces of information from the Authority needed for the usual daily grind of the public.

<b>Office/Division:</b>	CCS-OGM			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Media, passengers, job applicants, port stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Text / Phone Call / Email /		Client		
Letter (original copy)		Client		
Authority to represent firm		Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Send a text/email or call CCS for common inquiries like vessel calls, career openings, minor concerns.	1. Agency evaluates and determine proper response to the query.	None	10 mins	CCS social media administrator or any staff
<b>TOTAL:</b>		<b>None</b>	<b>10 mins</b>	

## 2. Handling of Digital Media and Public Assistance Team: Technical/Operational Concerns

Pieces of information from the Authority that require technical expertise/validation from specific unit of the agency.

<b>Office/Division:</b>	CCS-OGM			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Media, government instrumentalities, port stakeholders, engineering students/practitioners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Text / Phone Call / Email /		Client		
Letter (original copy)		Client		
Authority to represent firm		Applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Send a text/email/Letter or call CCS for technical / operational concerns like cargo-handling process, engineering designs, among others.	1.1 Agency evaluates and determine proper response to the query.	None	7 days	CCS Acting PRO V
	1.2 Writes response to query	None		CCS Acting PRO V
	1.3 Concerned RC to approve response crafted	None		Concerned RC (depending on query)
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

# **INTERNAL SERVICES AFFAIRS STAFF (ISAS)**

## **External Services**



## 1. Review of CCTV Footage

This provides the details on the process of handling requests to review CCTV footage.

<b>Office/Division:</b>	Internal Security Affairs Staff			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Citizen			
<b>Who may avail:</b>	Concerned Department/ Personnel of PPA/Private Individual			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memo Request (original copy)		ISAS		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit request form.	1.1 Acknowledge request form.	None	1 min	ISAS Authorized Personnel
	1.2 Evaluate the request form and forward to the Division Manager.		2 mins	ISAS Authorized Personnel
	1.3 Approve the review request form.		1 min	ISAS Division Manager
	1.4 Inform the client that the request was approved and assist client for the review of CCTV footage.		30 mins	ISAS Authorized Personnel
<b>TOTAL:</b>		<b>None</b>	<b>34 mins</b>	

# **LEGAL SERVICES DEPARTMENT (LSD)**

## **Internal Services**

## 1. Processing of Clearances/ Certificates of No Pending Case

Processing of requested clearances / certificates

<b>Office/Division:</b>	Legal Services. Department - Investigation & Litigation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	PPA Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for Certificate of No Pending Case (1 – original copy)		HRMD – Personnel Division		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Clearance is forwarded to LSD	1.1 Receives and forwards the same to ILD staff for checking and verification from file. After verification the ILD Staff notifies the ILD Manager of the presence/absence of pending case Forwards the Certificate to the ILD Manager for his/her abbreviated signature.	None	1 day	LSD Staff/ILD Manager
	1.2 The certificate bearing the abbreviated signature of the ILD Manager is then forwarded to the Office of the Dept. Manager for his/her signature.	None	1 day	LSD Manager

	1.3 The signed Certificate is released by the LSD Staff to the HRMD.	None	1 day	LSD Staff
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	

## 2. Legal Opinions/ Comments

Requests for Legal Opinions / Comments from different PMOs and RCs

<b>Office/Division:</b>	Legal Services Department - Regulatory and Documentation Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	PPA Responsibility Centers (HO Department/PMOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter/memo request (1 – original copy)		Requesting Responsibility Center		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. PMO/RC forwards their request for legal opinion to LSD together with relevant documents.	1.1 Receives the request and records incoming documents and transmits the same to the Secretary who then records incoming documents to the LSD Tracer Log then forwards the same to the Dept. Manager for direction or instruction.	None	4 hrs	RC Staff
	1.2 With instructions from the Dept. Manager, the request is then forwarded to the concerned Div. Manager for review. Upon logging-in in the LSD tracer log. The Secretary then forwards it to the Researcher Analyst of RDD or ILD (to be recorded in the Division log book)	None	1 day	Secretary

	<p>1.3 Forwards the request to the lawyer (Atty. IV or Atty. III) who will be assigned to handle/ evaluate the request.</p>	None	4 hrs	Researcher Analyst/ LSD Staff
	<p>1.4 The handling lawyer evaluates the legal issue raised based on the factual background and/or the relevant documents.</p>	None	2 days	Atty. IV or Atty. III
	<p>If the handling lawyer finds that there is a need for research on some relevant documents or to clarify with the concerned RC some facts, he/she may direct the Senior Researcher to do so.</p>			
	<p>1.5 After all documents were reviewed, researched and evaluated, the lawyer prepares a draft legal opinion and presents the same to the Div. Manager for review.</p>	None	10 days	Atty. IV or Atty. III
	<p>1.6 The Div. Manager together with the Attys. IV or III will have an informal meeting to determine</p>	None	6 days	Div. Mgr. (Atty. V) and Atty. IV or Atty. III

	<p>precision in the evaluation of facts and/or relevant documents, the legal issue presented and the corresponding opinion.</p> <p>If there are some corrections or comments, the draft shall be returned to the Atty. IV or III for revisions.</p> <p>After such revision, the Atty. IV or III submits the draft to Div. Manager</p> <p>If the Div. Manager finds the revised draft acceptable, it shall be submitted to the Dept. Mgr. and recommends approval of the revised draft legal opinion.</p> <p>If upon finding that the revised draft is proper, the Department Manager directs the printing of its final copy. Otherwise, if the Department Manager wants to have some clarifications or have some comments on the revised draft opinion, he/she will call for an informal meeting with the Atty.</p>			
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	<p>IV or III, and Div. Manager or ask for further revision of the revised draft.</p> <p>If the revised draft is for further revision, the same will be returned to the Attorney IV or Attorney III for further revision. Afterwards, the same will be presented, if upon finding that the revised draft is proper, the Department Manager directs the printing of the opinion in its final version.</p> <p>The routing of the legal opinion in its final version shall be recorded by the Researcher Analyst and the Executive Secretary before the necessary signatures. The file copy of the legal opinion shall be signed by the Attorney IV or Attorney III and Div. Manager in their abbreviated signature, while the original copy is signed by the Department Manager.</p> <p>The Clerk Processor shall indicate the serial number of the legal opinion on its original and file copy, have it</p>			
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	<p>recorded as an outgoing document, retain the file copy including the relevant documents and transmit the original copy to the concerned Responsibility Center directly or through the Administrative Services Department.</p>			
<b>TOTAL:</b>		-	<b>20 days (working days)</b>	

### 3. Review of Contracts

Requests for Review of Contracts from different PMOs and RCs

<b>Office/Division:</b>	Legal Services. Department / Regulatory and Documentation Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	PPA Responsibility Centers (HO Department/PMOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request for review of contract (1 – original copy)		Responsibility Center Concerned		
2. Checklist of Contract Documents as required under Section 37.2.3 of the Revised IRR of R.A. 9184 (If the contract is for goods and services) (1 – photocopy)		Responsibility Center Concerned		
3. Checklist of Contract Documents as required under Section 37.2.3 of the Revised IRR of R.A. 9184 (If the contract is an infrastructure contract) (1 – photocopy)		Contract documents based on the 2016 Revised IRR of R.A. 9184		
4. Checklist of Documentary Requirements if the contract is for goods and services, and a supplemental agreement is to be executed for <u>extension of the contract duration</u> . (1 – photocopy)		Responsibility Center Concerned		
5. Checklist of Documentary Requirements if the contract is for goods and services, and a supplemental agreement is to be executed is for <u>adjustment of contract rate/consideration</u> . (1 – photocopy)		Responsibility Center Concerned		
6. Checklist of Documentary Requirements if the contract is for goods and services, and a supplemental agreement is to be executed is for <u>assignment of additional Janitor, Technical or Administrative Support, or Security Guard</u> . (1 – photocopy)		Responsibility Center Concerned		
7. Lease contracts and other contracts		End-User		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



	<p>including the contract documents to the assigned Atty. IV or III</p> <p>If not, the Memorandum for Contract Documents shall be transmitted to the responsibility center concerned for them to complete the required documents</p>			
	<p>1.5 Reviews the provisions of the contract/ agreement vis-à-vis the contract documents.</p> <p>If it is found that the contract provisions correspond with the contract documents and is in accordance with the provisions of R.A. 9184 and its Revised Implementing Rules and Regulations, the Executive Brief shall be prepared, specifying therein some details of the contract, the findings as to its propriety, and the recommendation to the approving/signing authority; otherwise, the Memorandum for Comments /Observations on the proposed Contract shall be prepared stating therein the comments/ observations to the contract/agreement.</p>	None	9 days	Atty. IV or Atty. III
	<p>1.6 The Executive Brief or Memorandum as well as</p>	None	3 days	LSD Staff/ Atty. IV or

	<p>the contract/agreement shall be forwarded for review to the Div. Manager, and an informal conference between Attorneys will ensue to determine precision of the comments/ observations on the contract/agreement as contained in either Executive Brief or Memorandum</p>			Atty. III
	<p>1.7 Submits the Executive Brief or Memorandum to the Department Manager and recommends approval of the comments/ observations as contained in either Executive Brief or Memorandum.</p>	None	3 days	Div. Manager (Atty. V).
	<p>1.8 Upon finding that the contract/agreement is acceptable and that the Executive Brief or Memorandum is proper, directs the printing of the final copy of the Executive Brief or Memorandum including that of the contract/agreement, if applicable.</p> <p>If applicable, the contract/agreement shall be printed in four (4) copies with the contract documents and presented with the Executive Brief or</p>	None	1 day	Div Manager (Atty. V)
				Department Manager

	<p>Memorandum.</p> <p>On the final copy of the Executive Brief or Memorandum, the Atty. IV or III and Div. Manager shall sign in their abbreviated signature, and have it recorded by the Researcher Analyst and the Secretary before the same is signed by the Department Manager.</p> <p>The contract / agreement in four (4) copies with the contract documents and with the Executive Brief or Memorandum will be recorded as an outgoing document by the Clerk Processor and forward it to the concerned Responsibility Center and have the same signed by the contractor and its witness.</p> <p>1.9 Once signed and returned to LSD, the Clerk notifies the Department Manager for its approval to be forwarded to the Office of the General Manager or the Assistant General Manager for his/her approval / recommendation.</p> <p>1.10 Once approved and</p>	None	1 day	<p>Department Manager / Div. Manager (Atty. V), Atty. IV or Atty. III</p> <p>LSD Staff</p>
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	<p>signed by the General Manager or the Assistant General Manager, the Senior Researcher will draft transmittal memorandum forwarding the signed Contract to requesting Responsibility Centers or PMO's.</p> <p>Upon the approval of the transmittal Memorandum by the Department Manager. The signed contract / agreement in four (4) copies with the contract documents together with its attachments and Memorandum will be recorded as an outgoing document by the Executive Secretary on the LSD Tracer Log then forwards it to the Clerk Processor for recording into LSD Outgoing Logbook to be released to the requesting Responsibility Centers/PMOs through ASD – Records.</p>			
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

# **CORPORATE PLANNING DEPARTMENT (CPD)**

## **External Services**



## 1. Processing of Port Statistics Report - Simple

Port Statistics is the numerical representation of the actual port operations. These data contain the information on the shipcalls and its particulars, cargo throughput, passenger traffic, container throughput, and the RORO traffic.

<b>Office/Division:</b>	Corporate Planning Department (CPD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Government Agencies and Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official/Transmittal letter or E-mail (1 – original/photocopy)		To be provided by the Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Send the official letter via courier and/or email at corplan@ppa.com.ph	1.1 Receive and acknowledge the receipt of the letter or email request.	None	10 mins	Secretary, CPD
	1.2 Evaluate and clarify the request if data are readily available in the repository file or PPA website.	None	3 hrs	Statistician, CPD
	1.3 Provide a walkthrough on how to access the statistical data, if the data needed are already available on the PPA website.	None	30 mins	Statistician, CPD
	1.4 Process data if the request covers only the Annual nationwide summary totals	None	2 days	Statistician, CPD

	(1978 to present) and quarterly nationwide summary totals (2015 to present) on Port Statistics.			
	1.5 Submits the data to the requesting Government Agency through email and/or courier.	None	4 hrs	Division Manager, Planning Division, CPD
2. Receive requested data and accomplish Client Satisfaction Measurement (CSM)	2. Submit the data to the requesting Government Agency through email and/or courier	None	20 mins	Statistician, CPD
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	

## 2. Processing of Port Statistics Report - Complex

Port Statistics is the numerical representation of the actual port operations. These data contain the information on the shipcalls and its particulars, cargo throughput, passenger traffic, container throughput, and the RORO traffic.

<b>Office/Division:</b>	Corporate Planning Department (CPD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Government Agencies and Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official/Transmittal letter (1 – original/photocopy)		To be provided by the Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Send the official letter via courier and/or email at corplan@ppa.com.ph.	1.1 Receive and acknowledge the receipt of the letter or email request.	None	10 mins	Secretary, CPD
	1.2 Evaluate and clarify the request if data are readily available in the repository file or PPA website.	None	3 hrs	Statistician, CPD
	1.3 Provide a walkthrough on how to access the statistical data, if the data needed are already available on the PPA website.	None	30 mins	Statistician, CPD
	1.4 Process data if the request requires: (a) customized data for annual port statistics by	None	6 days	Statistician, CPD

	<p>PMO/Port with maximum of 5-Year data; and/or</p> <p>(b) Port Traffic Statistics (PTS) with maximum of 3-Year data.</p> <p>1.5 Review processed data</p>	None	4 hrs	Division Manager, Planning Division, CPD
2. Receive requested data and accomplish Client Satisfaction Measurement (CSM)	2. Submit the data to the requesting Government Agency through email and/or courier.	None	20 mins	Statistician, CPD
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

### 3. Processing of Port Statistics Report - Highly Technical

Port Statistics is the numerical representation of the actual port operations. These data contain the information on the shipcalls and its particulars, cargo throughput, passenger traffic, container throughput, and the RORO traffic.

<b>Office/Division:</b>	Corporate Planning Department (CPD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Government Agencies and Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official/Transmittal Letter or E-mail (1 – original/photocopy)		To be provided by the Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Send the official letter via courier and/or email at corplan@ppa.com.ph.	1.1 Receive and acknowledge the receipt of the letter or email request.	None	10 mins	Secretary, CPD
	1.2 Evaluate and clarify the request if data are readily available in the repository file or PPA website.	None	3 hrs	Statistician, CPD
	1.3 Provide a walkthrough on how to access the statistical data, if the data needed are already available on the PPA website.	None	30 mins	Statistician, CPD
	1.4 Process data if the request requires: (a) customized data with specific requirements such as Port	None	19 days	Statistician, CPD

	<p>Types, Types of Traffic etc;            (b) Forecasted Port Traffic;            (c) annual port statistics by PMO/Port with more than 5-Year; and/or            (d) Port Traffic Statistics (PTS) with 3-to-5-Year data.</p>			
	1.5 Review processed data	None	4 hrs	Division Manager, Planning Division, CPD
2. Receive requested data and accomplish Client Satisfaction Measurement (CSM)	2. Submit the data to the requesting Government Agency through email and/or courier.	None	20 mins	Statistician, CPD
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

# **INFORMATION, COMMUNICATION AND TECHNOLOGY DEPARTMENT (ICTD)**

## **External Services**

### 1. Registration of Debtor/ Customer in Oracle System

Facilitate the registration of Debtor/ Customer in Oracle System for Stakeholders doing transactions at the Port upon submission of complete documentary requirements.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Responsibility Centers / Port Management Offices/ Terminal Management Offices/ Port Stakeholder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>Customer Registration Form (CRF)</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>BIR Form 2303</b> – 1 copy (Photocopy/ Scanned copy/Screenshot)		Bureau of Internal Revenue (BIR)		
3. <b>Official Receipt (if necessary)</b> – 1 copy (Original/ Photocopy/ Scanned Copy)		Customer Business Official receipt		
4. <b>Request for System Update</b> – 1 copy (for update) (Photocopy/ Scanned copy / Screenshot)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of complete documents.  Performs initial validation of the request and accompanying documents.  Logs the RSU as USR in HITS*	None	15 mins	ICTD-Helpdesk
	1.2 Verify if the customer is new or existing in the system.	None	7 mins	Application Support Team
	1.3 If existing, request RSU from the concerned RC	None	3 mins	Requesting RC
	1.4 Registers/update the corresponding record in the PPA System.  Verifies the registered debtor in the system.	None	20 mins	Application Support Team



	1.5 Informs the user of successful changes/updates in the Oracle System.  Validates/Verifies with the user the completion of the request.	None	15 mins	ICTD- Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>1 hour</b>	

**Assumption:**

- a. Complete documentary requirement submitted.
- b. Working PPA Application System.
- c. Stable Network Connection.

*\*HITS- Helpdesk Information and Ticketing System*

## 2. Registration of Vendor/Supplier in Oracle System

Facilitate the registration of Vendor/ Supplier in Oracle System for Stakeholders doing transactions at the Port upon submission of complete documentary requirements.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Responsibility Centers/ Port Management Offices/ Terminal Management Offices/ Port Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>Vendor Registration Form (VRF)</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>BIR Form 2303</b> – 1 copy (Photocopy/ Scanned copy / Screenshot)		Bureau of Internal Revenue (BIR)		
3. <b>Official Receipt</b> – 1 copy (Original/Photocopy/Scanned copy/ Screenshot)		Customer Business Official receipt.		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of complete documents.  Performs initial validation of the request and accompanying documents.  Logs the RSU as USR in HITS*	None	15 mins	ICTD- Helpdesk
	1.2 Verifies the submitted documents.  Registers/set up the corresponding record in the PPA System.	None	20 mins	Application Support Team
	1.3 Informs the user of successful changes/updates in the Oracle System.  Validates/Verifies with the user the completion of the request.	None	15 mins	ICTD- Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>50 mins</b>	

- Assumption:**
- Complete documentary requirement submitted.
  - Working PPA Application System.
  - Stable Network Connection.

### 3. Registration Process for PPA Online System

Facilitate registration of Stakeholders/ port users in the PPA system to secure Accreditation, Permit to Operate, Vehicle Pass, Port User Pass and NOA/ABA upon submission of complete documentary requirements. Following PPA systems are:

- a. iPORTS - Internet-based Port Operation and Receipting for Terminal System
- b. EPMS - Electronic Permit management System
- c. EAS - Electronic Accreditation System
- d. TAPPPS - Transport Accreditation, Permit and Pass Ports System
- e. OREMS - Online Real Management System (OREMS) Account
- f. CommSys - Enhanced Communication System

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Responsibility Centers / Port Management Offices/ Terminal Management Offices/ Port Stakeholder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>BIR 2303</b> – 1 copy (Photocopy/ Scanned copy / Screenshot)		Bureau of Internal Revenue (BIR)		
<b>PPA ID</b> (for PPA user) (Original/ Photocopy/ Scanned copy)		Applicant		
<b>UAR</b> (for PPA user) – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Request for System Update (RSU)</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Registers in PPA online System with documentary requirement.	1.1 Verifies documents and registration of the client in the system. If incomplete, informs through email the concerned user.	None	15 mins	ICTD-Helpdesk
	1.2 Sets- up corresponding record in the PPA System.	None	30 mins	Application Support Team
	1.3 Informs the User of successful registration in the PPA System.	None	5 mins	ICTD-Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>50 mins</b>	

- Assumption:
- a. Complete documentary requirement submitted.
  - b. Working PPA Application System
  - c. Stable Network Connection

*\*HITS- Helpdesk Information and Ticketing System*

#### 4. Registration of Online Port Charges Exemption (OPCE) Account

Facilitate registration of port users in the PPA system to avail of Port Charges Exemption upon submission of complete documentary requirements.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business			
<b>Who may avail:</b>	Port Stakeholder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>OPCE USER ACCOUNT FORM</b> - 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>PEZA Certificate of Registration or BOI Certificate of Registration</b> - 1 copy (Photocopy/ Scanned copy / Screenshot)		Philippine Economic Zone Authority (PEZA) / Board of Investments (BOI)		
3. <b>BIR 2303</b> -1 copy (Photocopy/ Scanned copy / Screenshot)		Bureau of Internal Revenue (BIR)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of documents. Perform initial validation of the request and accompanying documents. Logs the RSU as USR in HITS*	None	15 mins	ICTD-Helpdesk
	1.2 Registers/sets-up/Verifies/updates the corresponding record in the PPA System.	None	30 mins	Application Support Team
	1.3 Informs the concern User of successful registration in the PPA System. Validates/Verifies with the user the completion of the request and closes ticket raised in HITS.	None	15 mins	ICTD-Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>1 hour</b>	

Assumption:

- Complete documentary requirement submitted
- Working PPA Application System
- Stable Network Connection
- Regular Working Days

\*HITS- Helpdesk Information and Ticketing System

## 5. Data Center Access Request

Facilitate request to secure access to the Data Center upon submission of the accomplished form and proper identification.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Service Provider/Supplier			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. <b>QR Code</b> for log in			ICTD Office	
2. <b>Data Center Access Form (DCAF)</b> -1 copy (Original/ PDF/ Scanned copy)			PPA Website (Downloadable form)	
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of request. Forwards request form to RC Head for approval.	None	10 mins	ICTD Technical
	1.2 RC Head approves the request form.	None	5 mins	RC Head
	1.3 Informs client that the request has been granted.  Validates/Verifies with the user the completion of the request.	None	15 mins	ICTD Technical
<b>TOTAL:</b>		<b>None</b>	<b>30 mins</b>	

Assumption: a. Complete documentary requirement submitted.  
b. Presentation of proper identification.

*\*HITS- Helpdesk Information and Ticketing System*

**INFORMATION, COMMUNICATION AND  
TECHNOLOGY DEPARTMENT (ICTD)**  
**Internal Services**

## 6. Registration of Vessel in the PPA System

Facilitate the registration of vessels in the PPA system whether domestic or foreign calling at the Port upon submission of complete documentary requirements.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Port Management Offices/ Terminal Management Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>A. Domestic Vessel</b>				
1. <b>Vessel Information Sheet (VIS)</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>Marina Certificate</b> -1 copy (Photocopy/ Scanned copy / Screenshot)		Maritime Industry Authority (MARINA)		
<b>B. Foreign Vessel</b>				
1. <b>Vessel Information Sheet (VIS)</b> - 1 copy. (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>International Tonnage Certificate (ITC)</b> – 1 copy (Photocopy/ Scanned copy / Screenshot)		Issued by the Government of Vessel's Port of Registry (member of the International Maritime Organization (IMO))		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of complete documents.  Performs initial validation of the request and accompanying documents.  Logs the RSU as USR in HITS*  Registers/sets- up corresponding record in the PPA System.  Informs the user of successful registration in the PPA System.  Validates/Verifies with the user the completion of the request and closes ticket raised in HITS.	None	50 mins	ICTD-Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>50 mins</b>	

**Assumption:**

- Complete documentary requirement submitted.
- Working PPA Application System.
- Stable Network Connection.

\*HITS- Helpdesk Information and Ticketing System

## 7. Registration of PPA Employee User Account in Oracle System

Facilitate the registration of PPA employee account in Oracle System to access the Accounting Financial Management System (AFMS).

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Responsibility Centers/ Port Management Offices/ Terminal Management Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>Request for System Update (RSU)</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>User Account Request Form (UAR)</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of complete documents.  Perform initial validation of the request and accompanying documents.  Logs the RSU as USR in HITS*	None	20 mins	ICTD-Helpdesk
	1.2 Verifies the submitted documents.  Registers/set up the corresponding record in the PPA System.	None	25 mins	Application Support Team
	1.3 Informs the concern user of successful changes/updates in the Oracle System.  Validates/Verifies with the user the completion of the request.	None	15 mins	ICTD-Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>1 hour</b>	

**Assumption:**

- Complete documentary requirement submitted.
- Working PPA Application System.
- Stable Network Connection.

\*HITS- Helpdesk Information and Ticketing System



## 8. Reset/Change Password in PPA Application System

Facilitate the resetting of passwords in PPA Application Systems for Stakeholders/ Clients/ PPA Users upon submission of complete documentary requirements.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Responsibility Centers/ Port Management Offices/ Terminal Management Offices/ Port Stakeholder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>Request for System Update (RSU)</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>User Account Registration Form</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of complete documents. Performs initial validation of the request and accompanying documents. Logs the RSU as USR in HITS*	None	15 mins	ICTD-Helpdesk
	1.2 Resets/changes password in specified PPA Application System.	None	10 mins	Application Support Team
	1.3 Informs the User concerned of successful changes/updates in specified PPA Application System. Validates/Verifies with the user the completion of the request and closes ticket raised in HITS	None	15 mins	ICTD-Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>40 mins</b>	

**Assumption:**

- Complete documentary requirement submitted.
- Working PPA Application System.
- Stable Network Connection.

\*HITS- Helpdesk Information and Ticketing System

## 9. Helpdesk Technical Support – Simple

Provide technical support to PPA user/s on hardware/software / PPA application systems.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Responsibility Centers/Port Management Offices/Terminal Management Offices/Port Stakeholder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>Incident Report</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>Request for System Update</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Receives incident report/query by phone or email.  Performs initial validation and investigation of the request and accompanying documents. Logs the RSU as USR in HITS*  Provides the first level of support to Customer.  Informs the user for the solution to the reported problem.  Validates/verifies with the user the effectiveness and workability of the solution.	None	1 hr. and 5 mins.	ICTD- Helpdesk
2. Client will affirm or discussed concerns if not resolved.	2.1 If resolved, closes USR.	None	5 mins	ICTD- Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>1 hr. and 10 mins</b>	

**Assumption:**

- a. Complete documentary requirement submitted.
- b. Working PPA Application System.
- c. Stable Network Connection.

## 10. Helpdesk Technical Support – Complex

Provide technical support to PPA user/s on hardware/software / PPA application systems.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Responsibility Centers /Port Management Offices/ Terminal Management Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>Incident Report</b> - 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>Request for System Update</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Receives incident report/query by phone or email.  Performs initial validation and investigation of the request and accompanying documents.  Logs the RSU as USR in HITS*  Provides the first level of support to Customer	None	1 hr. and 10 mins.	ICTD- Helpdesk
	1.2a. For escalated issue from the second level support, retrieves the USR and review the report.	None	10 mins	Second level (Application Support Team)
	1.2b. Starts Incident analysis, investigation, and solution.	None	6 days	Second level (Application Support Team)
	1.3 Inform the user of the solution to the reported problem. Validates/verifies with the user the effectiveness and workability of the solution.	None	35 mins	ICTD- Helpdesk

2. Client will affirm or discussed concerns if not resolved.	2.1a If the solution works, closes USR.	None	5 mins	ICTD- Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>6 days and 2 hours (working days)</b>	

- Assumption:
- a. Complete documentary requirement submitted.
  - b. . Working PPA Application System.
  - c. Stable Network Connection.

*\*HITS- Helpdesk Information and Ticketing System*

### 11. Helpdesk Technical Support – Highly Technical

Provide technical support to PPA user/s on hardware/software / PPA application systems.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Responsibility Centers /Port Management Offices/ Terminal Management Offices / Port Stakeholder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>Incident Report</b> - 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>Request for System Update</b> – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Receives incident report/query by phone or email.  Performs initial validation and investigation of the request and accompanying documents.  Logs the RSU as USR in HITS*  Provides the first level of support to Customer	None	35 mins	ICTD- Helpdesk
	1.2a. For escalated issue from the second level of support, retrieves the USR and reviews the report.	None	10 mins	External Support Group (3 <sup>rd</sup> Party)
	1.2b. External Support Group investigates and provides solution.	None	*22 days	External Support Group (3 <sup>rd</sup> Party)
	1.3 Prepares and implements the RSU.	None	35 mins	ICTD- Helpdesk
	1.4 Validates/verifies with the user the effectiveness and workability of the solution.  Closes the USR	None	40 mins	ICTD- Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>22 days and 2 hours (working days)</b>	

- Assumption:
- a. Complete documentary requirement submitted.
  - b. Working PPA Application System.
  - c. Stable Network Connection.
  - d. With an on-going contract with the 3<sup>rd</sup> Party.
  - e. Equipment parts are available.

*\*HITS- Helpdesk Information and Ticketing System*

## 12. Website Posting

*Facilitate posting of request/s in the PPA Website upon submission of complete documentary requirements.*

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Responsibility Centers/ Port Management Offices/ Terminal Management Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Website Posting Request Form - 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submit documentary requirements.	1.1 Acknowledges receipt of complete documents.  Forwards request form to RC Head for approval.	None	10 mins	ICTD Helpdesk
	1.2 RC Head approves the request form.	None	5 mins	ICTD RC Head
	1.3 Posts request in the PPA Website.  Informs client that the post was uploaded and hand over the customer feedback form.  Validates/Verifies with the user the completion of the request.	None	1 hr and 45 mins	ICTD Personnel
<b>TOTAL:</b>		<b>None</b>	<b>2 hours</b>	

Assumption:

- Complete documentary requirement submitted
- Working PPA Application System
- Stable Network Connection
- Regular working days

*\*HITS- Helpdesk Information and Ticketing System*

### 13. Terminal Setup/Configuration of Additional Port/Terminal

Facilitate registration and configuration of additional Port/Terminal upon submission of the complete documentary requirements.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Port Management Offices/ Terminal Management Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>Request for System Update (RSU)</b> - 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. <b>Port Code Template</b> - 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of documents.  Perform initial validation of the request and accompanying documents.  Logs the RSU as USR in HITS*	None	15 mins.	ICTD- Helpdesk
	1.2 Validates/Sets up Port/ Terminal Offices in iPORTS and AFMS System.	None	1 hr. and 30 mins.	Application Support Team
	1.3 Informs the concern User of successful registration of Port/Terminal. Validates/Verifies with the user the completion of the request and closes ticket raised in HITS.	None	15 mins.	ICTD- Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>2 hours</b>	

Assumption:

- a. Complete documentary requirement submitted
- b. Working PPA Application System
- c. Stable Network Connection

*\*HITS- Helpdesk Information and Ticketing System*



#### 14. Data Extraction/Copy of Records Request

Facilitate requests by PPA system users to secure a copy of records/data extracted from the system upon submission of the verified accomplished form.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Responsibility Centers/ Port Management Offices/ Terminal Management Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Copy of Records (RCR) -1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of documents and verifies the request.  Forwards request form to RC Head for approval.	None	10 mins	ICTD Helpdesk
	1.2 RC Head approves the request form.	None	5 mins	RC Head
	1.3 Data Extraction Preparation and Evaluation.	None	6 days, 7 hours and 30 mins	Application Support Team
	1.4 Informs the concern user that the request has been granted.  Validates/Verifies with the user the completion of the request.	None	15 mins	ICTD Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

- Assumption:
- Complete documentary requirement submitted.
  - Working PPA Application System.
  - Stable Network Connection.

*\*HITS- Helpdesk Information and Ticketing System*

### 15. Registration of Domain/E-mail Account

Facilitate registration of corporate Domain/E-mail account for PPA authorized personnel upon submission of the approved accomplished form.

<b>Office/Division:</b>	Information and Communication Technology Department (ICTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Responsibility Centers/ Port Management Offices/ Terminal Management Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. <b>Domain/E-mail Account Request (DEAR) Form</b> - 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of complete documents.  Performs initial validation of the request and accompanying documents.  Logs the RSU as USR in HITS*	None	15 mins	ICTD- Helpdesk
	1.2 Registers/sets-up/Verifies/updates the corresponding record in the PPA System.	None	20 mins	ICTD- Technical
	1.3 Informs user of successful changes/updates in the Oracle System. Validates/Verifies with the user the completion of the request.	None	15 mins	ICTD- Helpdesk
<b>TOTAL:</b>		<b>None</b>	<b>50 mins</b>	

Assumption: a. Complete documentary requirement submitted.  
b. Presentation of proper identification.

*\*HITS- Helpdesk Information and Ticketing System*

**PORT OPERATIONS AND SERVICES  
DEPARTMENT (POSD)  
External Services**

## 1. Online Application for PPA Accreditation of Port Service Providers

These guidelines prescribe the requirements in the issuance of PPA Accreditation and shall apply to corporations, partnerships, single proprietorships, and entities who intend to provide port services at ports under the jurisdiction of PPA.

An Accreditation Certificate per port service shall be required prior to the issuance Or award of port services contract or permit to operate. An accredited port service provider shall also comply with rules and regulations that may hereinafter be promulgated by the Authority pursuant to law.

<b>Office/Division:</b>	Port Management Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B-Government to Business	
<b>Who may avail:</b>	Port Service Providers and those private entities with port transactions	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Type A: Port Terminal, Cargo Handling, Passenger Terminal, RoRo Services</b>		
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)	
2. Company and Business Profile (1- electronic copy)	Provided by Applicant	
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by <ul style="list-style-type: none"> <li>• DTI- Sole Proprietorship</li> <li>• SEC- Corporations/ Partnership</li> <li>• CDA- Cooperatives</li> <li>• License Eligibility/ Franchise- Applicants with Accreditation from other government agencies</li> </ul> (1- electronic copy)	Provided by Applicant	
4. Certified True Copy of Articles Incorporation/Partnership and By-laws for Corporations/Articles of Partnership/ Incorporation for cooperatives. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant	
5. Certified True Copy of the most recent General Information Sheet	Provided by Applicant	

duly filed with and received by SEC/CDA. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	
6. Certified True Copy of the most recent Tax Clearance Certificate per Executive Order No. 398 Series of 2005. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
7. Certified True Copy of the Audited Financial Statement immediately preceding the date of application for accreditation was filed with, received by, the Bureau of Internal Revenue together with the corresponding Annual Income Tax Return - For the past three (3) years Bank Statement / Annual Income Tax Return for newly registered business entities and individual professionals. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
8. Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
9. Copy of value-added tax or percentage tax return covering the immediately preceding year (1- electronic copy)	Provided by Applicant
10. Duly accomplished and notarized Omnibus Sworn Statement (1- electronic copy)	Provided by Applicant
11. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate	Provided by Applicant

Single Proprietorship Authorization Letter (1- electronic copy)	
<b>Type B: Port Ancillary Services</b>	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile (1- electronic copy)	Provided by Applicant
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by <ul style="list-style-type: none"> <li>• DTI- Sole Proprietorship</li> <li>• SEC-Corporations/ Partnership</li> <li>• CDA- Cooperatives</li> <li>• License Eligibility/ Franchise- Applicants with Accreditation from other government agencies</li> </ul> (1- electronic copy)	Provided by Applicant
4. Certified True Copy of the audited financial statement immediately preceding the date of application for accreditation as filled with, received by, the Bureau of Internal Revenue together with the corresponding annual income tax return for the past 1 year. Bank statement/annual income tax return for newly registered business entities and individual professionals. (Not applicable for applicants with a valid certificate of accreditation, licensed of the granted franchise by other government agencies) (1- electronic copy)	Provided by Applicant
5. Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies) (1- electronic copy)	Provided by Applicant
6. Duly accomplished and notarized Omnibus Sworn Statement (1- electronic copy)	Provided by Applicant
7. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate	Provided by Applicant

Single Proprietorship Authorization Letter (1- electronic copy)	
8. Other documentary requirements a. Service Contract or Authorization/Appointment provided by shipping lines/ company to a shipping agent/ representative (emailed authorization/ appointment is acceptable) (1- electronic copy) b. Copy of information of membership or affiliation from trade associations or business groups. (1- electronic copy)	
<b>Type C: Applicant that has been accredited/licensed/ granted franchise by other government agencies</b>	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile (1- electronic copy)	Provided by Applicant
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by <ul style="list-style-type: none"> <li>• DTI- Sole Proprietorship</li> <li>• SEC- Corporations/Partnership</li> <li>• CDA- Cooperatives</li> <li>• License Eligibility/Franchise Applicants with Accreditation from other government agencies</li> </ul> (1- electronic copy)	Provided by Applicant
4. Duly accomplished and notarized Omnibus Sworn Statement (1- electronic copy)	Provided by Applicant
5. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter (1- electronic copy)	Provided by Applicant
6. Other documentary requirements a. Service Contract or Authorization/Appointment provided by shipping lines/ company to a shipping agent/ representative (emailed	Provided by Applicant

<p>authorization/ appointment is acceptable) (1- electronic copy) b. Copy of information of membership or affiliation from trade associations or business groups. (1- electronic copy)</p>				
<p>1. PPA Port Management Offices shall, under all circumstances, encourage online Registration and Application for PPA Accreditation. 2. All inquiries, follow-ups, and updates shall be lodged at the PMOs, where online applicants may be directed to the status trail provided in the system. 3. All payments in relation to PPA Accreditation, if cannot be made through online facilities, shall be handled at the PMO. 4. Pursuant to PPA AO No. 07-2019, all Licensed Customs Brokers are exempted from the coverage of PPA Accreditation subject to the conditions therein stated. 5. Application for PPA Accreditation is per service type.</p>				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Performs client registration in the PPA E-Accreditation System	1. Validate documents submitted online.	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist/ Officer (BDMS/O)
2. Determines service type being applied for and applies for PPA Accreditation online.	2. Determines the capability of the applicant to provide the service applied for.		1 day	
3. Pays accreditation fee online.	3.1 Determines whether the applicant has no outstanding account within the PMO jurisdiction.  3.2 Determines whether the applicant has no derogatory record within the PMO jurisdiction.		1 hour  1 hour	
	3.3 Determines whether the applicant has		1 day	Legal Services Department



	no derogatory record with PPA.			
	3.4 Determines whether the applicant has no outstanding account with PPA.		1 day	Treasury Department
	3.5 Reviews application.		1 day	Port Operations & Services Department
	3.6 Prints Executive Brief (EB) and PPA Accreditation Certificate.		1 day	
	3.7 Endorses EB and Certificate to the AGM for Operations.		1 day	
	3.8 Endorses EB and Certificate to the General Manager.		1 day	AGM for Operations
	3.9 Approves and signs PPA Accreditation Certificate.		1 day	General Manager
	3.10 Forwards signed PPA Accreditation Certificate to the Office of the Corporate Board Secretary for stamping of PPA seal.		1 day	Office of General Manager
	3.11 Forwards signed and stamped PPA		1 day	OCBS

	<p>Accreditation to POSD for stamping of validity period/ effectivity date.</p> <p>3.12 Prepares transmittal memorandum of signed PPA Accreditation Certificate to PMO.</p> <p>3.13 Updates inventories of PPA Accreditation.</p>		1 day	Port Operations & Services Department
4. Secures duly signed PPA Accreditation Certificate	4. Receives the PPA Accreditation Certificate from Head Office and instructs newly accredited service provider to claim the signed PPA Accreditation Certificate.		1 day	Port Management Office
<b>TOTAL:</b>		<b>Accreditation fee + 12% VAT</b>	<b>13 days and 2 hours (working days)</b>	
<p>As per PPA Admin Order No. 14-2020, all applicants/grantees of <b>certificate of accreditation</b>, certificate of registration, appointment, or contract are required to plant trees/mangroves of at least 1,000 seedlings. Compliance with the foregoing requirement shall be made not later than one (1) year after the issuance of <b>accreditation</b>, PTO, certificate of registration, appointment, or award of contract.</p>				

**Accreditation schedule of fees (PPA MC 03-2019)**

<b>Amount</b>	<b>Services</b>
₱ 10,000.00 + 12% VAT = <b>₱11,200.00</b>	-Port Terminal Services, -Cargo Handling/Roll-On -Roll-off Services, -Pilotage Services, -Passenger Terminal Building Services, -Shore Reception Facility/Environmental Management Services, -Towing/ Tugging Service/ Tug Assistance
₱ 3,000.00 + 12%VAT = <b>₱ 3,360.00</b>	-Mooring/unmooring, -Vessel repair/ Maintenance, -Waste Disposal Services, -Bunkering Services, -Chandling Services, -Brokerage Services, -Cargo Checking Services, -Cargo Surveying Services, -Shipping Lines, -Shipping line agent/Representative, -Lighterage/ Barging, -Watering Services, -Parking/ Garage Services, -Water Taxi Services, -Canteen Services, -Porterage Services, -Parking Services, -Booking/Ticketing Service, -Communication services, -Shops and Stores, -Cleaning Service, -Container Repair, -Equipment hire, -Equipment Repair, -Fumigation, -Laundry service, -Water supply, -Reproduction service, -Weighbridge/ Truck scale, -Engineering Contractor, Other services

## 2. Online Application on the Accreditation, Permit and Pass for Transport Service Providers in Ports (TAPPP)

This Order prescribes the omnibus guidelines for transport service providers doing business or intending to do business in ports under the jurisdiction of PPA, including private ports. This regulation is exclusive of the commercial and technical services arrangements adopted by port service providers and port terminal operators to facilitate and expedite transactions with port users.

<b>Office/Division:</b>	Port Management Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Transport Service Providers	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>Transport Service Providers</b>		
1. Duly accomplished Application Form with Omnibus Statement (1- electronic copy)	PPA website / Business marketing Specialist / Officer (BDMS/O)	
2. - Articles of Incorporation / Partnership (For corporation/partnership) Certification of Registration - Certificate of Registration (For sole proprietorship) - Certificate of Corporation (For Cooperative) (1- electronic copy)	DTI / SEC / CDA	
3. Latest Income Tax Return (ITR) for existing entities (1- electronic copy)	BIR	
4. Proof of Authorization - Secretary's Certificate (For corporation / partnership / cooperative) - Authorization Letter signed by the sole proprietor (For single proprietor) (1- electronic copy)	Provided by Applicant	
5. List of Truck together with their Official Receipt (OR) and Certificate of Registration (CR) with Deed of Sale/Assignment/Transfer, as applicable (1- electronic copy)	LTO	

Per PPA AO No. 01 – 2022, in line with PPA’s digitalization and streamlining policies, the application for issuance of TAPPP shall be filed online through the official PPA website <http://www.ppa.com.ph>.

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Perform client registration in the Transport accreditation, Permit and Pass for Ports System (TAPPP)	1.1 Validate documents submitted online.	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist / Officer (BDMS/O)
	1.2 Determines qualification of applicant to provide service.		1 day	
	1.3 Determine whether applicant has no outstanding account and no derogatory record within PMO jurisdiction.		2 hours	
	1.4 Determines whether the applicant has no derogatory record with PPA.		1 day	Legal Services Department (LSD)
	1.5 Determines whether applicant has no outstanding account with PPA.		1 day	Treasury Department (TD)
	1.6 Determine whether vehicles listed have proper		1 day	Port Police Department (PPD)

	<p>documentation provided.</p> <ul style="list-style-type: none"> <li>If all documents submitted are in order and no outstanding account and derogatory record with PPA, Order of Payment (OOP) will be issued and notified to the client online.</li> </ul>			
2. Pays TAPPP fee online	<p>2.1 Endorse application for review to Port Operation &amp; Services Department (POSD)</p> <p>2.2 Review Application</p> <p>2.3 Print Executive Brief (EB) and PPA TAPPP Certificate.</p> <p>2.4 Endorses (EB) and Certificate to the AGM Operation (AGMO).</p> <p>2.5 Endorses (EB) and Certificate to the Office of</p>		<p>1 day</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>	<p>Office of the Port Manager (OPM)</p> <p>Port Operation &amp; Services Department (POSD)</p> <p>AGM for Operations (AGMO)</p>

	<p>the General Manager (OGM).</p> <p>2.6 Approves and signs PPA TAPPP Certificate.</p> <p>2.7 Forwards signed PPA TAPPP certificate to the Office of the Corporate Board Secretary (OCBS) for Stamping of PPA seal.</p> <p>2.8 Forwards signed and stamped TAPPP Certificate to POSD for encoding of validity period/ effectivity date.</p> <p>2.9 Prepares transmittal Memorandum of signed PPA TAPPP Certificate to PMO.</p> <p>2.10 Update inventories of PPA TAPPP</p>		<p>3 days</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>	<p>Office of the General Manager (GM)</p> <p>Office of the Corporate Board Secretary (OCBS)</p> <p>Port Operation &amp; Services Department (POSD)</p>
3. Secure duly signed PPA TAPPP Certificate	3. Receives the PPA TAPPP Certificate from Head Office and		1 day	Port Management Office

	instruct Transport Service Provider to claim the PPA TAPPP Certificate.			
<b>TOTAL</b>		<b>(TAPPP fee + Vehicular Pass fee)+ 12% VAT</b>	<b>16 days and 2 hours (working days)</b>	
As per PPA Admin Order No. 14-2020, all applicants/grantee of TAPPP Certificate, certificate of registration, appointment, or contract are required to plant trees / mangroves of at least 1,000 seedlings. Compliance with the forgoing requirement shall be made not later than one (1) year after the issuance of TAPPP, PTO, certificate of registration, appointment, or award of contract.				

**TAPPP schedule of fees (PPA AO 01-2022)**

Amount	Documents
<b>₱ 10,500.00 + 12% VAT = ₱11,760.00</b>	TAPPP
<b>₱ 100.00 + 12% VAT = ₱ 112.00</b> <b>/Truck/Vehicle</b>	Vehicle Pass Sticker / Code
<b>₱ 600.00 + 12% VAT = ₱ 672.00</b>	Replacement of Lost or Damaged TAPPP
<b>₱ 600.00 + 12% VAT = ₱ 672.00</b>	Amendment of TAPPP



### 3. Issuance of Hold Over Authority (HOA) to Local Government Units (LGUs) with Expiring or Expired Memorandum of Agreement (MOA) for the Continuous Provision of Cargo Handling (CH) and Other Related Services at PPA Ports

To ensure continuous provision of cargo handling and other related services at PPA ports wherein the management, operations, development and maintenance were temporarily transferred to LGU.

<b>Office/Division:</b>	PMO-PSD/ POSD - TSD			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Authorized Local Government Units (LGUs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent for HOA Application (1 - original copy/photocopy/scanned copy)		LGU		
2. Certification of No Outstanding Financial Obligation with PPA (1 – original copy)		PMO / Head Office		
3. Certification of No Pending Case with PPA (1 – original copy)		PMO / Head Office		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter of intent to PMO.	1.1. PMO conducts initial assessment/ evaluation and recommendation on the request. Transmits/ submits the letter of intent, together with the duly accomplished Compliance Checklist to POSD, copy furnished OGM and OAGMO by PMO.	None	5 days	PMO Port Services Division / OPM-BDMO/S

	<p>1.2. RC evaluates the submitted documents and verifies the validity and existence of the expiring or expired MOA.</p> <p>Requests Certificate of No Outstanding Account from the Treasury Department and No Pending Case with PPA from the Legal Services Department.</p> <p>Processes and prepares Executive Brief for the GM attaching the proposed HOA for consideration.</p>	None	15 days	POSD Staff
<b>TOTAL:</b>		None	<b>20 days (working days)</b>	

# **COMMERCIAL SERVICES DEPARTMENT (CSD)**

## **External Services**

## 1. Application for Approval of Zone of Significant Port Interest (ZSPI) Plan (New/Amendment)

The Approved ZSPI (New/Amendment) is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office – Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Dredging and Survey Department (DSD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p><b>For New Application:</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-up Application Form and Notarized Omnibus Undertaking (Sworn Affidavit) (1 original copy and 2 photocopy)</li> <li>2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority) (1 original copy and 2 photocopy)</li> <li>3. Hydro-topographic survey ) (1 original copy and 2 photocopy)</li> <li>4. ZSPI Plan ) (1 original copy and 2 photocopy)</li> </ol>		<ul style="list-style-type: none"> <li>• For Items 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-4: To be provided by the applicant</li> </ul>		
<b>Client Step</b> Application for Approval of Zone of Significant Port Interest (ZSPI) Plan (New/Amendment)	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

<p>1. The applicant submits to PMO the application for ZSPI (new/amendment) with complete documentary requirements.</p> <p><i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i></p>	<p>1.1 Receives Application for ZSPI (new/amendment) and routes to the Office of the Port Manager.</p> <p>1.2 Refers/forwards to Engineering Services Division.</p> <p>1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>Seven (7) working days</p>	<p>PMO Records Officer</p> <p>Port Manager (PM)</p> <p>PMO ESD Authorized Personnel</p>
<p>2. The applicant pays non-refundable application fee</p>	<p>Receives payment and issues copy of Official Receipt.</p>	<p>Php3,000.00 + 12% VAT</p>		<p>PMO Cashier</p>
	<p>Checks the proof of payment/Evaluates the submitted proposed plan if compliant with the design parameters/Conducts ocular inspection if necessary.</p>	<p>None</p>		<p>PMO-ESD Authorized Personnel</p>
	<p>Endorses/submits findings/technical report to the Port Manager.</p>	<p>None</p>		<p>PMO-ESD Manager</p>
	<p>Endorses the application to Head Office – CSD/OAGME/PPDD/DSD, with PMO comments and recommendations.</p>	<p>None</p>		<p>PMO</p>
	<p>Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.</p>	<p>None</p>	<p>Seven (7) working days</p>	<p>PPDD/DSD</p>
	<p>Reviews, prepares complete staff work and recommends approval to the General Manager thru AGM for Engineering.</p>	<p>None</p>		<p>CSD</p>
	<p>Recommends approval to the General Manager.</p>	<p>None</p>	<p>Two (2) working days</p>	<p>AGME</p>
	<p>Approves/Disapproves the ZSPI Plan (new/amendment).</p>	<p>None</p>	<p>Three (3) working days</p>	<p>GM</p>
	<p>Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.</p>	<p>None</p>	<p>One (1) working day</p>	<p>CSD Authorized Personnel/HO Records Personnel</p>
	<p><b>TOTAL</b></p>	<p><b>Application Fee: Php3,000.00 + 12% VAT</b></p>	<p><b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b></p>	

## 2. Application for Private Port Permit: Issuance of Permit to Develop and Construct (PDC)- Non-Commercial

The PDC is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>3. Certified true copy of Original Certificate of Title (OCT)/ Transfer Certificate of Title (TCT) from the Registry of Deeds for applied private port and/or Lease Agreement</li> <li>4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years</li> <li>6. Source of Funds - Certified true copy of Credit Line Certificate (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project</li> <li>7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient</li> <li>8. Company Profile</li> <li>9. Project Proposal stating the following: <ol style="list-style-type: none"> <li>a. Summary of project scope, description, intended use of the project, economic impact</li> <li>b. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.)</li> <li>c. General port lay-out plan and development plan</li> <li>d. Vicinity map specifying the exact location of the port facility</li> </ol> </li> <li>10. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design and load analysis duly signed and sealed by a Licensed Civil Engineer and approved by private port owner/operator)</li> <li>11. ZSPI Plan, duly approved by the Authority and signed by a Geodetic Engineer and the Owner</li> <li>12. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable</li> <li>13. Philippine Reclamation Authority (PRA) approved application for Reclamation, if applicable</li> </ol> <p>* For items 1-13: 1-original copy, 2 - photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-13: To be provided by the applicant</li> </ul>

Client Step Application for Permit to Develop and Construct (PDC) a Non-Commercial Port	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for PDC a private non-commercial port with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for PDC and routes to the Office of the Port Manager.	None	Seven (7) working days	PMO Records Officer
	1.2 Refers/forwards to Engineering Services Division.	None		Port Manager (PM)
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt	Php5,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager	None		PMO-ESD Manager
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager
	Refers to Engineering Office/PPDD the technical aspect of the application for evaluation	None	Seven (7) working days	CSD
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None		PPDD/DSD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru the AGM for Engineering	None		CSD
	Recommends approval to the General Manager	None	Two (2) working days	AGME
	Approves/Disapproves the PDC for private non-commercial operations.	None	Three (3) working days	GM
	Notifies the PMO on the approved application and payment of corresponding PDC Fee/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel

	Issues Order of Payment to applicant for PDC Fee.	<b>For Private Non-Commercial Port:</b> <u>If Project cost is below P10M:</u> P40,000.00 + 12% VAT <u>If Project Cost is P10M and above:</u> (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel
3. The applicant pays the corresponding PDC fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	None		PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	<b>TOTAL</b>	<b>Application Fee: Php5,000.00 + 12% VAT and corresponding PDC Fee</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PDC pursuant to Section 71 of PPA AO 05-2022.



### 3. Application for Private Port Permit: Issuance of Permit to Develop and Construct (PDC) Commercial Port

The PDC is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking (1 original copy, 2 photocopy)</li> <li>2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>3. Certified true copy of Original Transfer Certificate (OCT)/Transfer Certificate of Title (TCT) for applied private port and/or Lease Agreement</li> <li>4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company/partnership to transact business with the Authority</li> <li>5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years</li> <li>6. Source of Funds - Certified true copy of Credit Line Commitment (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project.</li> <li>7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient.</li> <li>8.. Private port applicants shall have a minimum investment of ₱100,000,000 for those applicants whose main business is on port operations</li> <li>9. Company Profile</li> <li>10. Port Master Plan or Feasibility study for the project, showing among others the following: <ol style="list-style-type: none"> <li>a. Summary of project scope, description, intended use of the project, demand projections/market study, economic impact;</li> <li>b. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.)</li> <li>c. General port lay-out plan and development plan</li> <li>d. Vicinity map specifying the exact location of the port facility</li> </ol> </li> <li>11. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design, and load analysis duly signed and sealed by a Licensed Civil Engineer and approved by private port owner/operator</li> <li>12. ZSPI Plan, duly approved by the Authority</li> <li>13. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable.</li> <li>14. Philippine Reclamation Authority (PRA) Approved Application for Reclamation, if applicable</li> </ol> <p>* For items 1-14: 1-original copy, 2 - photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-14: To be provided by the applicant</li> </ul>

Client Step Application for Permit to Develop and Construct (PDC) a Commercial Port	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for PDC a private commercial port with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for PDC and routes to the Office of the Port Manager.	None	Seven (7) working days	PMO Records Officer
	1.2 Refers/forwards to Engineering Services Division.	None		Port Manager (PM)
	1.3 Checks if documents are complete and compliant/Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.	Php10,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary.	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager.	None	PMO-ESD Manager	
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations.	None	Port Manager	
	Refers to Engineering Office/PPDD the technical aspects of the application for evaluation.	None	Seven (7) working days	CSD
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None		PPDD/DSD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru the AGM for Engineering.	None		CSD
	Recommends approval to the General Manager.	None	Two (2) working days	AGME
	Approves/Disapproves the PDC for private noncommercial operations.	None	Three (3) working days	GM
	Notifies the PMO on the approved application and payment of corresponding PDC Fee/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel

	Issues Order of Payment to applicant for PDC Fee.	<b>For Private Commercial Port:</b> <u>If Project Cost Is P100M:</u> P80,000.00 + 12% VAT <u>If Project Cost is above P100M:</u> (P160,000.00 + 1/10 of 1% of the excess of P100M) + 12% VAT		PMO-ESD Authorized Personnel
3. The applicant pays the corresponding PDC fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	None		PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	<b>TOTAL</b>	<b>Application Fee: Php10,000.00 + 12% VAT and corresponding PDC Fee</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PDC pursuant to Section 71 of PPA AO 05-2022.

#### 4. Application for Private Port Permit: Issuance of Certificate of Registration (COR)

The COR is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p><b>FOR NEW APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certified true copy of As-Built Plan with detailed actual cost duly signed and sealed by the Licensed Civil Engineer and owner</li> <li>4. Certified true copy of Project Completion Report including the Material testing results of fendering systems, mooring bollard and other basic components of the port facility/equipment installed</li> <li>5. Approved Foreshore or Miscellaneous Lease Contract, SAPA or MPSA, whichever is applicable and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable</li> <li>6. Certified true copy of the Office of the Transport Security (OTS) Port Facility Security Assessment (PFSA), Port Facility Security Plan (PFSP) and Port Facility Security Officer (PFSO) Oath duly received by OTS</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p> <p><b>FOR RENEWAL APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certification of Structural Soundness of Private Port Facilities signed by Licensed Civil Engineer</li> <li>4. Amended ECC for additional facilities or improvement not covered in the previous issued ECC, if applicable</li> <li>5. Certificate of Compliance on PFSA and PFSP issued by OTS</li> </ol> <p>* For items 1-5: 1-original copy, 2 – photocopies</p>	<p><b>FOR NEW APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-6: To be provided by the applicant</li> </ul> <p><b>FOR RENEWAL APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-5: To be provided by the applicant</li> </ul>

Client Step Application for Certificate of Registration (COR)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for COR, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for COR and routes to the Office of the Port Manager.	None	Nine (9) working days	PMO Records Officer
	1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.	None		Port Manager
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		BDS/BDMO/PMO Authorized Personnel
	2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.		Php3,000.00 + 12% VAT
	Checks the proof of payment/Evaluates, processes application, coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager.	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR.	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

## 5. Application for Private Port Permit: Issuance of Permit to Improve/Rehabilitation/Expand (PIRE) the Private Port Facilities

The PIRE is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Legal Services Department (LSD)/Treasury Department (TD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Summary of proposed improvement/expansion/rehabilitation</li> <li>4. Estimated cost of project, with corresponding breakdown</li> <li>5. Working drawings/building plans signed by a Licensed Civil Engineer</li> <li>6. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)</li> <li>7. Philippine Reclamation Authority (PRA) Approved Application for Reclamation, if applicable</li> <li>8. Updated PFSA/PFSP duly received by OTS</li> </ol> <p>* For items 1-8: 1-original copy, 2 – photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-8: To be provided by the applicant</li> </ul>

<b>Client Step</b> Application for Permit to Improve/Rehabilitation/Expand (PIRE) the Private Port Facilities	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>
1. The applicant submits to PMO the application for PIRE the private port facilities with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for PIRE and routes to the Office of the Port Manager.  1.2 Refers/forwards to Engineering Services Division.  1.3 Checks if documents are complete and compliant/Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None  None  None	Twenty (20) working days	PMO Records Officer   Port Manager  PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary.	None		PMO-ESD Authorized Personnel
	Endorses/Submits findings/technical report to Port Manager.	None		PMO-ESD Manager
	Approves/Disapproves the Application for PIRE.	None		Port Manager
	Notifies the applicant on the approved application and payment of PIRE Fee/If disapproved, notifies the client on the denial.	None		PMO Authorized Personnel/Records Personnel

	Issues Order of Payment to applicant for PIRE Fee.	<b>For Private Non-Commercial Port:</b> <u>If Project cost is below P10M:</u> P40,000.00 + 12% VAT <u>If Project Cost is P10M and above:</u> (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT <b>For Private Commercial Port:</b> <u>If Project Cost is below P10M:</u> P120,000.00 + 12% VAT <u>If Project Cost is P10M and above:</u> (P160,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel
3. The applicant pays the corresponding PIRE Fee	Receives Payment from applicant for PIRE Fee/Issues Official Receipt representing payment of PIRE Fee.	None		PMO Cashier
	Releases Approved PIRE upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT and corresponding PIRE Fee</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PIRE pursuant to Section 71 of PPA AO 05-2022.



## 6. Application for Certificate of Registration (COR) of Existing Private Port

The COR of Existing Private Port is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>3. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>4. Certified true copy of Original Certificate of Title (OCT)/ Transfer Certificate of Title (TCT) from Registry of Deeds for applied private port or Lease Agreement</li> <li>5. Certified True Copy of As-Built Plan duly signed and sealed by the Licensed Engineer and Owner</li> <li>6. Certified True Copy of Project Completion Report including the Material Testing results of fendering system, mooring bollard and other basic components of the port facility/equipment installed</li> <li>7. Certification of Structural Soundness of private port facilities certified by a Licensed Civil Engineer</li> <li>8. Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement (MPSA) and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable.</li> <li>9. ZSPI Plan</li> <li>10. PFSA/PFSP and PFSO Oath duly received by OTS</li> </ol> <p>* For items 1-10: 1-original copy, 2 – photocopies</p> <p><b>Note:</b></p> <p>For RORO Operations, please ensure that the minimum requirements for RORO facilities are met.</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2 – 10: To be provided by the applicant</li> </ul>

<b>Client Step</b> Application for Certificate of Registration (COR) of Existing Private Ports	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>
1. The applicant submits to PMO the application for COR, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for COR and routes to the Office of the Port Manager.  1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.  1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None  None  None	Nine (9) working days	PMO Records Officer  Port Manager  BDS/BDMO/PMO Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager.	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR.	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

## 7. Application for Certificate of Registration (COR) for Change of Name in the COR

The COR for Change of Name of Private Port is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>3. Certified True Copy of DTI/SEC/CDA Registration or JV Agreement, whichever is applicable</li> <li>4. Updated PFSA/PFSP duly received by OTS</li> </ol> <p>* For items 1-4: 1-original copy, 2 – photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2 – 4: To be provided by the applicant</li> </ul>

Client Step Application for Certificate of Registration (COR) for Change of Name in the COR	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for COR, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for Change of Name in the COR and routes to the Office of the Port Manager.	None	Nine (9) working days	PMO Records Officer
	1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.	None		Port Manager
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		BDS/BDMO/PMO Authorized Personnel
2. The applicant pays non-refundable application fee, and Change of Name Fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT & Php10,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager.	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR.	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT &amp; Change of Name Fee: Php10,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

### 8. Application for Certificate of Registration (COR) for the Conveyance of Port Facilities and COR

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>3. Certified True Copy of DTI/SEC/CDA Registration or JV Agreement, whichever is applicable</li> <li>4. Certified True Copy of duly notarized legal document of the proof of conveyance</li> <li>5. Duly notarized conformity of the previous owner/operator of the said conveyance</li> <li>6. Certified True Copy of the Board Resolution or legal document allowing the signatory of the conveyance to enter into such contract</li> <li>7. Updated PFSA/PFSP duly received by OTS</li> </ol> <p>* For items 1-7: 1-original copy, 2 – photocopies</p>		<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2 – 7: To be provided by the applicant</li> </ul>		
<b>Client Step</b> Application for Certificate of Registration (COR) for the Conveyance of the Port Facilities and COR)	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

<p>1. The applicant submits to PMO the application for COR, with complete documentary requirements.</p> <p><i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i></p>	<p>1.1 Receives Application for COR and routes to the Office of the Port Manager.</p>	None	<p>Nine (9) working days</p>	PMO Records Officer
	<p>1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.</p>	None		Port Manager
	<p>1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.</p>	None		BDS/BDMO/PMO Authorized Personnel
<p>2. The applicant pays non-refundable application fee and Transfer Fee</p>	<p>Receives payment and issues copy of Official Receipt.</p>	<p>Php3,000.00 + 12% VAT &amp; Php100,000.00 + 12% VAT</p>		PMO Cashier
	<p>Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.</p>	None		BDS/BDMO/PMO Authorized Personnel
	<p>Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.</p>	None		Port Manager
	<p>Reviews, prepares complete staff work and recommends approval to the General Manager.</p>	None	<p>Seven (7) working days</p>	CSD
	<p>Approves/Disapproves the Application for COR.</p>	None	<p>Three (3) working days</p>	GM
	<p>Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.</p>	None	<p>One (1) working day</p>	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<p><b>Application Fee: Php3,000.00 + 12% VAT &amp; Transfer Fee: Php100,000.00 + 12% VAT</b></p>	<p><b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b></p>	

### 9. Application for Certificate of Registration (COR) for Conversion of a Non-Commercial Private Port to Commercial Private Port

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p>Criteria for conversion:</p> <ol style="list-style-type: none"> <li>1. Shall have at least completed a 5-year timeframe for its non-commercial private port</li> <li>2. The main business stipulated in the SEC Registration shall be port operations</li> <li>3. One-Reinforced Concrete berth (min. length of 65 meters and min. width of 9 meters) complete with Port Lighting Facilities and equipped with adequate Mooring and Fendering System</li> <li>4. Minimum Draft of vessel at loaded condition during low tide shall be 5 meters at mllw</li> <li>5. Minimum investment of P100 million</li> </ol> <p>Documentary Requirements:</p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>3. Certified True Copy of SEC/CDA Registration or JV Agreement, whichever is applicable</li> <li>4. Audited Financial Statements for the last three (3) years</li> <li>5. Feasibility Study of the Proposed Conversion indicating the following:             <ol style="list-style-type: none"> <li>a. Demand Projection</li> <li>b. Estimated Revenue for the remaining term</li> <li>c. Economic Impact Assessment</li> <li>d. Technical study for improvement to be made on the existing port structure</li> </ol> </li> <li>6. Updated PFSA/PFSP duly received by OTS</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2 – 6: To be provided by the applicant</li> </ul>

<b>Client Step</b> Application for Certificate of Registration (COR) for Conversion of a Non-Commercial Private Port to Commercial Private Port	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>
1. The applicant submits to PMO the application for COR, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for COR and routes to the Office of the Port Manager.  1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.  1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None  None  None	Nine (9) working days	PMO Records Officer  Port Manager  BDS/BDMO/PMO Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt	Php3,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	



## 10. Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations

The PDC is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>3. Certified true copy of Original Certificate of Title (OCT)/ Transfer Certificate of Title (TCT) for applied private port or Lease Agreement</li> <li>4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company to transact business with the Authority</li> <li>5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years</li> <li>6. Source of Funds - Certified true copy of Credit Line Certificate (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project</li> <li>7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient</li> <li>8. Private Port applicants shall have a minimum paid-up capital of Php100,000.000</li> <li>9. Company Profile</li> <li>10. Port Master Plan or Feasibility Study for the project, showing among others the following: <ol style="list-style-type: none"> <li>a. Summary of project scope, description, intended use of the project, economic impact</li> <li>b. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.)</li> <li>c. General port lay-out plan and development plan</li> <li>d. Vicinity map specifying the exact location of the port facility</li> </ol> </li> <li>11. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design and load analysis duly signed and sealed by a Licensed Civil Engineer and approved by private port owner/operator</li> <li>12. ZSPI Plan, duly approved by the Authority</li> </ol>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-14 and Additional Requirements: To be provided by the applicant</li> </ul>

- 13. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement (MPSA) and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable
- 14. Philippine Reclamation Authority (PRA) approved application for Reclamation, if applicable

Additional Requirements for Private Ro-Ro Operations (please refer to Annex A, Section 4 of PPA A.O. 05-2022)

- i. RORO docking facilities
- ii. Passenger facilities
- iii. Marshalling yard
- iv. Lane meter measurement area
- v. Parking Area
- vi. Security
- vii. Health and safety facilities

\* For items 1-14: 1-original copy, 2 – photocopies

Client Step Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for PDC a private non-commercial port with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for PDC and routes to the Office of the Port Manager. 1.2 Refers/forwards to Engineering Services Division. 1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None  None  None	Seven (7) working days	PMO Records Officer  Port Manager (PM)  PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt	Php10,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager	None		PMO-ESD Manager
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None	Seven (7) working days	PPDD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru the AGM for Engineering	None	CSD	
	Recommends approval to the General Manager	None	Two (2) working days	AGME
	Approves/Disapproves the PDC for private commercial operations.	None	Three (3) working days	GM
	Notifies the PMO on the approved application, and payment of PDC Fee/If disapproved, notifies the client thru PMO on the denial.		One (1) working day	CSD Authorized Personnel/HO Records Personnel
	Issues Order of Payment to applicant for PDC Fee.	For Project Cost of Php100M: Php80,000.00 + 12% VAT For Project Cost of Above Php100M: Php80,000.00 + 12% VAT <u>If the Project Cost is P10M and above:</u> (P160,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel

3. The applicant pays the corresponding PDC Fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	None		PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	PMO-ESD Authorized Personnel

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PDC pursuant to Section 71 of PPA AO 05-2022.

### 11. Application for Private Port Permit: Issuance of Certificate of Registration (COR) for Private Ro-Ro Operations

The COR is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p><b>FOR NEW APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certified true copy of As-Built Plan with detailed actual cost duly signed and sealed by the Licensed Civil Engineer and owner</li> <li>4. Certified true copy of Project Completion Report including the Material testing results of fendering systems, mooring bollard and other basic components of the port facility/equipment installed</li> <li>5. Approved Foreshore or Miscellaneous Lease Contract, SAPA or MPSA, whichever is applicable and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable</li> <li>6. Certified true copy of the Office of the Transport Security (OTS) Port Facility Security Assessment (PFSA), Port Facility Security Plan (PFSP) and Port Facility Security Officer (PFSO) Oath duly received by OTS</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p> <p><b>FOR RENEWAL APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certification of Structural Soundness of Private Port Facilities signed by Licensed Civil Engineer</li> <li>4. Amended ECC for additional facilities or improvement not covered in the previous issued ECC, if applicable</li> <li>5. Certificate of Compliance on PFSA and PFSP issued by OTS</li> </ol> <p>* For items 1-5: 1-original copy, 2 – photocopies</p>	<p><b>FOR NEW APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-6 and Additional Requirements: To be provided by the applicant</li> </ul> <p><b>FOR RENEWAL APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-5: To be provided by the applicant</li> </ul>

Client Step Application for Certificate of Registration (COR) for Private Ro-Ro Operations	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for COR, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for COR and routes to the Office of the Port Manager.	None	Nine (9) working days	PMO Records Officer
	1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.	None		Port Manager
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority, and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		BDS/BDMO/PMO Authorized Personnel
	2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt		Php3,000.00 + 12% VAT
	Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

## 12. Application for Private Port Permit: Issuance of Provisional Authority to Operate (PAO)

The PAO is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p><b>FOR NEW APPLICATION</b></p> <ol style="list-style-type: none"> <li>Letter of Intent</li> <li>Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>Copy of payment of occupancy fee paid to DENR</li> </ol> <p>* For items 1-4: 1-original copy, 2 – photocopies</p> <p><b>FOR RENEWAL APPLICATION</b></p> <ol style="list-style-type: none"> <li>Letter of Intent</li> <li>Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>Copy of payment of occupancy fee paid to DENR</li> </ol> <p>* For items 1-4: 1-original copy, 2 – photocopies</p>		<p><b>FOR NEW APPLICATION</b></p> <ul style="list-style-type: none"> <li>For Item 2: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>For Items 1, 3 &amp; 4: To be provided by the applicant</li> </ul> <p><b>FOR RENEWAL APPLICATION</b></p> <ul style="list-style-type: none"> <li>For Item 2: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>For Items 1, 3 &amp; 4: To be provided by the applicant</li> </ul>		
<b>Client Step</b> Application for Provisional Authority to Operate (PAO)	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

<p>1. The applicant submits to PMO the application for PAO, with complete documentary requirements.</p> <p><i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i></p>	<p>1.1 Receives Application for PAO and routes to the Office of the Port Manager.</p>	None	<p>Nine (9) working days</p>	PMO Records Officer
	<p>1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.</p>	None		Port Manager
	<p>1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.</p>	None		BDS/BDMO/PMO Authorized Personnel
	<p>2. The applicant pays non-refundable application fee</p>	<p>Receives payment and issues copy of Official Receipt</p>		<p>Php3,000.00 + 12% VAT</p>
	<p>Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.</p>	None		BDS/BDMO/PMO Authorized Personnel
	<p>Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.</p>	None		Port Manager
	<p>Reviews, prepares complete staff work and recommends approval to the General Manager.</p>	None	<p>Seven (7) working days</p>	CSD
	<p>Approves/Disapproves the Application for PAO.</p>	None	<p>Three (3) working days</p>	GM
	<p>Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.</p>	None	<p>One (1) working day</p>	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>		<p><b>Application Fee: Php3,000.00 + 12% VAT</b></p>	<p><b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b></p>



### 13. Application for Private Port Permit: Issuance of Permit to Operate (PTO) of Turned Over Private Ports

The PTO is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Letter of Intent</li> <li>2. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>3. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>4. Certified True Copy of DTI/SEC/CDA Registration or JV Agreement, whichever is applicable</li> <li>5. Certified Copy of Turned-Over Documents and appropriate tenorial instruments and ECC, if applicable</li> <li>6. Certification of Structural Soundness of port facilities certified by a Licensed Civil Engineer</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p>		<ul style="list-style-type: none"> <li>• For Item 2: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 1, 3 - 6: To be provided by the applicant</li> </ul>		
<b>Client Step</b> Application for Permit to Operate (PTO) of Turned Over Private Ports	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

<p>1. The applicant submits to PMO the application for PTO, with complete documentary requirements.</p> <p><i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i></p>	<p>1.1 Receives Application for PTO and routes to the Office of the Port Manager.</p>	None	None	PMO Records Officer
	<p>1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.</p>	None		Port Manager
	<p>1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.</p>	None		BDS/BDMO/PMO Authorized Personnel
<p>2. The applicant pays non-refundable application fee</p>	<p>Receives payment and issues copy of Official Receipt.</p>	Php3,000.00 + 12% VAT	None	PMO Cashier
	<p>Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.</p>	None		BDS/BDMO/PMO Authorized Personnel
	<p>Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.</p>	None		Port Manager
	<p>Reviews, prepares complete staff work and recommends approval to the General Manager.</p>	None	Seven (7) working days	CSD
	<p>Approves/Disapproves the Application for PTO.</p>	None	Three (3) working days	GM
	<p>Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.</p>	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

#### 14. Application for Private Port Permit: Issuance of Permit to Develop and Construct (PDC) - River Port (Non-Commercial and Commercial)

The PDC is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable</li> <li>3. Certified true copy of Original Transfer Certificate (OCT)/Transfer Certificate of Title (TCT) for applied private port and/or Lease Agreement</li> <li>4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company/partnership to transact business with the Authority</li> <li>5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years</li> <li>6. Source of Funds - Certified true copy of Credit Line Commitment (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project.</li> <li>7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient.</li> <li>8. Company Profile</li> <li>9. Project Proposal, showing among others the following: <ol style="list-style-type: none"> <li>i. Summary of project scope, description, intended use of the project, demand projections/market study, economic impact;</li> <li>ii. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.)</li> <li>iii. General port lay-out plan and development plan</li> <li>iv. Vicinity map specifying the exact location of the port facility</li> </ol> </li> <li>10. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design, and load analysis duly signed and sealed by a Licensed Civil Engineer and approved by private port owner/operator)</li> <li>11. ZSPI Plan, duly approved by the Authority</li> <li>12. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable.</li> <li>13. Philippine Reclamation Authority (PRA) Approved Application for Reclamation, if applicable</li> </ol> <p>* For items 1-13: 1-original copy, 2 – photocopies</p>	<ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• Fore Items 2-13: To be provided by the applicant</li> </ul>

Client Step	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for PDC for river port with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for PDC and routes to the Office of the Port Manager.  1.2 Refers/forwards to Engineering Services Division  1.3 Checks if documents are complete and compliant/Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority, and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None  None  None	Seven (7) working days	PMO Records Officer  Port Manager (PM)  PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary.	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager.	None		PMO-ESD Manager
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations.	None		Port Manager
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None	Seven (7) working days	PPDD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru AGM for Engineering.	None		CSD
	Recommends approval to the General Manager.	None	Two (2) working days	AGME
	Approves/Disapproves the PDC for private non-commercial/commercial operations.	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel

3. The applicant pays the corresponding PDC Fee	Issues Order of Payment to applicant for PDC Fee.	<p><b>For Non-Commercial Ports</b>  <u>If Project cost is below P10M:</u>  P40,000.00 + 12% VAT  <u>If Project Cost is P10M and above:</u>  (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT</p> <p><b>For Commercial Ports</b>  <u>For Project Cost of Php100M:</u>  Php80,000.00 + 12% VAT  <u>For Project Cost of Above Php100M:</u>  (P160,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT</p>		PMO-ESD Authorized Personnel
3. Applicant pays the corresponding PDC Fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	None		PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT and corresponding PDC fee</b>	<b>Twenty (20) working days</b> (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	

**NOTE:**

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PDC pursuant to Section 71 of PPA AO 05-2022.

### 15. Application for Private Port Permit: Issuance of Certificate of Registration (COR) – River Port

The COR is being issued pursuant to PPA AO 05-2022

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Private Port Owner/Operator	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p><b>FOR NEW APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certified true copy of As-Built Plan with detailed actual cost duly signed and sealed by the Licensed Civil Engineer and owner</li> <li>4. Certified true copy of Project Completion Report including the Material testing results of fendering systems, mooring bollard and other basic components of the port facility/equipment installed</li> <li>5. Approved Foreshore or Miscellaneous Lease Contract, SAPA or MPSA, whichever is applicable and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable</li> <li>6. Certified true copy of the Office of the Transport Security (OTS) Port Facility Security Assessment (PFSA), Port Facility Security Plan (PSFP) and Port Facility Security Officer (PFSO) Oath duly received by OTS</li> </ol> <p>* For items 1-6: 1-original copy, 2 – photocopies</p> <p><b>FOR RENEWAL APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certification of Structural Soundness of Private Port Facilities signed by Licensed Civil Engineer</li> <li>4. Amended ECC for additional facilities or improvement not covered in the previous issued ECC, if applicable</li> <li>5. Certificate of Compliance on PFSA and PFSP issued by OTS</li> </ol> <p>* For items 1-5: 1-original copy, 2 – photocopies</p>	<p><b>FOR NEW APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-6: To be provided by the applicant</li> </ul> <p><b>FOR RENEWAL APPLICATION</b></p> <ul style="list-style-type: none"> <li>• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO</li> <li>• For Items 2-5: To be provided by the applicant</li> </ul>

Client Step Application for Certificate of Registration (COR) – River Port	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for COR for River Port, with complete documentary requirements.  <i>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</i>	1.1 Receives Application for COR for River Port and routes to the Office of the Port Manager.	None	Nine (9) working days	PMO Records Officer
	1.2 Refers/forwards to Business Development Specialist (BDS)/ Business Development Management Officer (BDMO)/PMO Authorized Personnel.	None		Port Manager
	1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None		BDS/BDMO/PMO Authorized Personnel
	2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.		Php3,000.00 + 12% VAT
	Checks the proof of payment/Evaluates, processes application, coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager.	None		BDS/BDMO/PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with comments and recommendations.	None		Port Manager
	Reviews, prepares complete staff work and recommends approval to the General Manager	None	Seven (7) working days	CSD
	Approves/Disapproves the Application for COR	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Application Fee: Php3,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

## 16. Application for Private Port Permit: Issuance of Clearance to Develop (CTD)

The CTD is being issued pursuant to PPA AO 06-95, PPA AO 02-2009, and PPA AO 03-2013 or the Liberalized Regulations on Private Ports Construction, Development and Operation, and Simplification on Procedures in the Issuance of Private Port Permits, respectively.

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B/G2G - Government to Business/Government to Government	
<b>Who may avail:</b>	Private Port Owner-Operator/Local Government Units	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1.	Formal Written Request (1-original copy)	To be provided by applicant/private port owner
2.	<p>Unified Application Form with the following supporting documents: (for items a-n: 1 original copy and 2 photocopies)</p> <ul style="list-style-type: none"> <li>a. Proposed Structure to be put up</li> <li>b. Summary of Project Scope and Description</li> <li>c. Estimated Cost</li> <li>d. Vicinity Map</li> <li>e. PMO Certification that the area applied for is not part of PPA future development plan</li> <li>f. PMO Certification that the port facilities to be put up will not pose hazard to navigation</li> <li>g. Proof of Payment of Filing Fee</li> <li>h. Company Profile</li> <li>i. SEC Registration and its Articles Incorporation/DTI Registration</li> <li>j. Original Secretary's Certificate designating company's authorized representative</li> <li>k. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area)</li> <li>l. Photocopy of DENR tenurial instruments or Certification that the applicant has pending application for the issuance of Tenurial Instruments (ex. FLi/FLC/MLi/MLC/MPSA/SAPA), or Official Receipt representing payment of occupancy dues, whichever is applicable</li> <li>m. PRA Clearance for the reclamation component of the private port, if applicable</li> <li>n. Environmental Compliance Certificate (ECC)</li> </ul> <p>* For items a-n: 1-original copy, 2 – photocopies</p>	<p>PPA Website (downloadable forms)</p> <p>Supporting documents to be submitted by applicants</p>
3.	Duly notarized Omnibus undertaking (Sworn Statement) (1-original copy)	PPA Website (downloadable forms)



Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. Submits Letter proposal and Unified Application Form specifying the exact location of the foreshore area, area size, intended use/purpose, proposed structure to be put-up and estimated cost of improvement together with duly notarized Omnibus Undertaking (Sworn Statement)	1.1 Receives Application for CTD and routes to the Office of the Port Manager.	None	9 days	PMO Records Officer
	1.2 Refers/forwards to Engineering Services Division for verification/evaluation/processing.	None		Port Manager (PM)
	1.3 Issues order of payment.	None		PMO-Engineering Services Division (ESD) Authorized Personnel
2. Applicant receives order of payment and pays the necessary filing fee (non-refundable).	2.1 Receives the payment and issues PPA official receipt	Php1,000 + 12% VAT	9 days	PMO Cashier
3. Applicant proceeds to ESD for the proof of payment	3.1 Checks the proof of payment/Evaluates, processes application and coordinates with concerned RC/Conducts ocular inspection if necessary	None		ESD Authorized Personnel
	3.2 Endorses/submits findings/technical report to Port Manager.	None		ESD Manager
	3.3 Endorses proposal to Head Office- CSD, with the findings and recommendations	None	PM	
	Reviews, prepares complete staff work and recommends approval of the application to the GM.	None	7 days	CSD/BDD Managers/BDD-OPR
	Approves/disapproves the clearance to develop, both for private noncommercial and private commercial operations.	None	3 days	General Manager (GM)
	Releases approved Application for CTD/ notifies the PMO on the denial.	None	1 day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Filing Fee: Php 1,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	

### 17. Application for Private Port Permit: Issuance of Permit to Construct (PTC)

The PTC is being issued pursuant to PPA AO 06-95, and PPA AO 03-2013 otherwise known as the Liberalized Regulations on Private Ports Construction, Development and Operation and the Simplification on Procedures in the Issuance of Private Port Permits, respectively.

<b>Office/Division:</b>	PMO (Business Development and Marketing Specialist/Officer and Engineering Services Division)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Private Port Owner-Operator/Local Government Units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Unified Application Form (1-original copy)		PMO (Business Development and Marketing Specialist/Officer) / PPA Website		
2. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1 – original copy)		PMO (Business Development and Marketing Specialist/Officer) / PPA Website		
3. Approved Clearance to Develop (1 – photocopy)		Applicant		
Other Additional Requirements (supporting documents)		Applicant		
a. Detailed Cost Estimates (1 – original copy)				
b. Building Plans and other technical specifications; design computations; working drawings/building plans (signed by a Licensed Civil Engineer)				
c. Copy of Clearance to Develop; (1- photocopy)				
d. Copy of duly notarized Approved Foreshore Lease Contract/Order Award, or Official Receipt representing payment of Annual Occupancy Fee. (1-photocopy)				
<b>Duly Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>
1. Applicant submits duly accomplished Application for PTC to PPA- PMO together with all documentary requirements (3 copies per PPA AO 06-1995)	1.1 Accepts and routes the Application for PTC to the Office of the Port Manager (OPM).	None		PMO Records Officer
	1.2 Refers/forwards the Application for PTC to ESD.	None		PM/ Executive Assistant (EA)

	<p>1.3 Evaluates/ conducts site inspection and processes application and submits findings/ recommendations for approval of the ESD Manager.</p> <p>1.4 Approves/signs the Permit to Construct.</p> <p>If disapproved advises the applicant of denial, procedure ends here</p> <p>1.5 Issues the Order of Payment and advises the applicant to pay the PTC Fee</p>	<p>None</p> <p>None</p> <p>None</p>	<p>20 days</p>	<p>ESD Authorized Personnel</p> <p>ESD Manager</p> <p>ESD Authorized Personnel</p>
<p>2. Applicant pays the corresponding PTC fee</p>	<p>2. Accepts payment and issues PPA Official Receipt.</p>	<p>For Private Non-Commercial Port:</p> <p>Project cost is less than P10M (P20,000 + P1,000 filing fee +12%VAT)</p> <p>Project Cost is greater than P10M (P30,000 + 1/10 of 1% of excess of P10M but not to exceed P100,000) + P1,000 filing fee+ VAT)</p>		<p>Cashier</p>

		<p>For Private Commercial Port:</p> <p>Project Cost Is less than P10M (P60,000 + P1,000 filing fee +12% VAT)</p> <p>Project Cost is greater than P10M (P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000 + 12% VAT)</p>		
3. Applicant presents proof of payment to ESD.	3. Issues the Permit to Construct upon receipt of official receipt	None		ESD Authorized Personnel/PM
<b>TOTAL:</b>			<p><b>Twenty (20) working days</b> <b>(extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b></p>	

**Note: Penalty for Failure to Commence Construction**

Failure to commence construction within six (6) months from the issuance of the Permit to Construct shall be imposed the corresponding penalty charge **(Php 50,000.00)**. (A grace period of another six (6) months shall be given to private ports owner/s to comply after paying the penalty after which the permit to construct shall be rendered null and void. The applicant shall be required to re-apply and pay the Permit to Construct Fee) per PPA AO 02-2009.

### 18. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (New)

The COR/PTO private port facility/ies is being issued as prescribed under existing PPA rules and regulations governing private ports.

<b>Office/Division:</b>	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	1. LGU who have satisfactorily established new port infrastructures 2. LGU who have developed and operated their facilities prior to the creation of PPA	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Certificate of Registration/Permit to Operate (COR/PTO) (New)</b>		
1. Duly Accomplished Application Form with the following attachments: (1-original copy) <ul style="list-style-type: none"> <li>a. Proof of Payment of Filing Fee (plus VAT) (1-photocopy)</li> <li>b. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy)</li> <li>c. Project Completion Report (1-original copy)</li> <li>d. Copy of Tenurial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues (1-photocopy)</li> <li>e. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) (1-photocopy)</li> <li>f. Photocopy of approved CTD and PTC (1-photocopy)</li> <li>g. Certification that applicants has no outstanding obligations with PPA (1-original copy)</li> <li>h. For private port with existing facility/ies without CTD or PTC, or both             <ul style="list-style-type: none"> <li>i. Proof of Payment of PTC and Penalty Fees for Constructing Without Prior Approval from PPA (plus VAT)</li> <li>ii. As-Built Plan (1-photocopy)</li> </ul> </li> <li>i. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004)             <ul style="list-style-type: none"> <li>i. RORO docking facilities</li> <li>ii. Passenger facilities</li> <li>iii. Marshalling yard</li> <li>iv. Lane meter measurement area</li> <li>v. Parking Area</li> <li>vi. Security and safety facilities</li> </ul> </li> </ul>	PPA Website (downloadable forms)	Supporting documents to be provided by Applicants

2. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)
<b>For Certificate of Registration/Permit to Operate (COR/PTO) (Renewal)</b>	
1. Formal Written Request (1-original copy)	To be provided by applicant/private port owner
<p>2. Duly Accomplished Application Form with the following attachments: (1-original copy)</p> <ul style="list-style-type: none"> <li>a. Proof of Payment of Filing Fee (plus VAT) (1-photocopy)</li> <li>b. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy)</li> <li>c. Copy of Tenorial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues (1-photocopy)</li> <li>d. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) (1-photocopy)</li> <li>e. Certification that applicant has no outstanding obligations with PPA (1-original copy)</li> <li>f. Certificate of Structural Soundness of Private Port Facility (1-original copy)</li> <li>g. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) <ul style="list-style-type: none"> <li>j. RORO docking facilities</li> <li>ii. Passenger facilities</li> <li>iii. Marshalling yard</li> <li>iv. Lane meter measurement area</li> <li>v. Parking Area</li> </ul> </li> </ul>	<p>PPA Website (downloadable forms)</p> <p>Attachments to be provided by the applicant</p>
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)

Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. Applicant submits complete requirements to Records	1.1 Receives requirements and routes the document to Office of the Port Manager (OPM)	None	9 days	PMO Records Officer
	1.2 Refers/forwards to the Business Development Marketing Specialist/Officer (BDMS/BDMO).	None		PM/EA
	1.3 Reviews completeness and accuracy of submitted documents in coordination with the Engineering Services Division (ESD) and submits findings/ comments/ recommendation to the Port Manager	None		Business Development Marketing Specialist/Officer (BDMS/BDMO)/ Authorized Personnel
2. Applicant proceeds to PMO to pay corresponding fees	2.1 Issues order of payment for filing fee and certification fee	None	9 days	BDMS/BDMO/ Authorized Personnel
	2.2 Receives payment and issues PPA Official Receipt	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT		Cashier
	2.3 Prepares endorsement of complete documents to the GM thru CSD	None		BDMS/BDMO/ Authorized Personnel

	2.4A Prepares complete staff work and recommends approval of application to the GM	None	7 days	CSD/BDD/OPR/ Department Manager
	2.6A Approves or disapproves application.	None	3 days	GM
	2.7A Releases approved COR/PTO or notifies PMO on the Denial	None	1 day	CSD OPR/HO Records Personnel
<b>TOTAL for A:</b>		<b>Filing Fee: ₱1,000 + VAT</b> <b>Certification Fee: ₱100 + VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>	



**19. Application for Private Port Permit: Issuance of Clearance to Develop (CTD) (For Energy Related Projects)**

The CTD is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	PPA PMO /PPA Head Office - Commercial Services Department- Business Development Division/ Office of the AGM for Operations/ Office of the General Manager	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private Port Owner	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Formal Written Request (1-original copy)	To be provided by applicant/private port owner
	2. Unified Application Form specifying exact location of the foreshore area, area size in sq.m., intended use/purpose, proposed structure to be put-up, with the following attachments: (1- original copy) <ul style="list-style-type: none"> <li>a. Estimated cost of project; (1- original copy)</li> <li>b. Summary of Project Scope, Description;</li> <li>c. Vicinity Map; (1- original copy)</li> <li>d. Certified true copy of SEC Registration and Articles of Incorporation; (1- original copy)</li> <li>e. Original Secretary's Certificate Designating Company's Authorized Representative; (1- original copy)</li> <li>f. PPA Certification that the port facilities to be put up will not pose hazard to navigation; (1- original copy)</li> <li>g. PPA Certification that the area applied for has no future PPA development in the next five years; (1- original copy)</li> <li>h. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of foreshore lease application duly received by DENR; or certified true copy of Deed of Assignment; or certified true copy of Leasehold Rights approved by DENR; (1- photocopy)</li> <li>i. Certified true copy of Transfer Certificate of Title (TCT); or certified true copy of Deed of Absolute Sale; or certified true copy of Lease Agreement; whichever is applicable; (1- original copy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant

j. Certified true copy of Approved reclamation projects from PRA, if applicable k. Environmental Compliance Certificate (ECC)				
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1- original copy)		PPA Website (downloadable forms)		
Client Steps	Agency Action	Fees to be paid	Processing Time (calendar days)	Person Responsible
1. Submits to PMO the letter of intent together with documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges receipt, evaluates, and endorses the proposals to CSD.	Filing Fee: P1,000.00 +12% VAT	Three (3) calendar days	PMO/OPM/ Authorized Personnel/Cashier
	1.2 Reviews, prepares complete staff work and recommends approval of the application to the GM.	None	Four (4) calendar days	CSD/BDD/OPR/ Department Manager
	1.3 Approves/ disapproves the application	None	Two (2) calendar days	GM
	1.4 Releases approved CTD/ notifies the PMO on the denial.	None	One (1) calendar day	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		<b>Filing Fee: P1,000.00 + 12% VAT</b>	<b>Ten (10) calendar days</b>	
<p><i>Note: A three (3) working day buffer period will be allotted to check the completeness of the submitted documentary requirements, and notification of acceptance or non-acceptance shall be made within the said period (Section 2 of DC2019-05-0007, or Rules and Regulations Implementing RA 11234 (EVOSS Act))</i></p>				

**20. Application for Private Port Permit: Issuance of Permit to Construct (PTC) (For Energy Related Projects)**

The PTC is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Office (PMO)/Engineering Services Division (ESD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private Port Owner	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Formal Written Request (1-original copy)	To be provided by applicant/private port owner
	2. Duly accomplished Application Form (1-original copy)	PPA Website (downloadable forms)
	3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)
	4. Approved Clearance to Develop (1-photocopy)	Applicant
	Other Additional Requirements (supporting documents) <ul style="list-style-type: none"> <li>a. Detailed Cost Estimates; (1-original copy)</li> <li>b. Building Plans and other technical specifications; (1-original copy)</li> <li>c. Design computations; (1-original copy)</li> <li>d. Working drawings signed by a Licensed Civil Engineer; (1-original copy)</li> <li>e. Certified true copy of Approved Foreshore Lease Contract/Order Award, or Certified true copy of Official Receipt representing payment of Annual Occupancy Fee; (1-photocopy)</li> <li>f. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy)</li> </ul>	Applicant



Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents and evaluates application for PTC.	Filing Fee: Php1,000.00 + 12% VAT	Eight (8) calendar days	PMO-ESD Authorized Personnel
	1.2 Approves/ Disapproves application	None	One (1) calendar day	PM
	1.3 If approved: Notifies the proponent to pay the corresponding fee and releases PTC upon receipt of Official Receipt.  If denied: Advises the proponent on such denial	If approved: <b>For Private Non-Commercial Port:</b>  <u>Project cost is below P10M</u> (P20,000 + 12% VAT)  <u>Project Cost is P10M and above</u> (P30,000 + 1/10 of 1% of excess of P10M but not to exceed P100,000 + 12% VAT)  <b>For Private Commercial Port:</b>  <u>Project cost is below P10M</u> (P60,000 + P1,000 +12% VAT)  <u>Project Cost is P10M and above</u> (P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000 + 12% VAT)	One (1) calendar day	PMO/ESD Authorized Personnel/Cashier
<b>TOTAL:</b>		<b>P1,000.00 +12% VAT and corresponding PTC fee + VAT</b>	<b>Ten (10) calendar days</b>	

**Note: Penalty for Failure to Commence Construction**

Failure to commence construction within six (6) months from the issuance of the Permit to Construct shall be imposed the corresponding penalty charge **(Php 50,000.00)**. (A grace period of another six (6) months shall be given to private port owner/s to comply after paying the penalty after which the permit to construct shall be rendered null and void. The applicant shall be required to re-apply and pay the Permit to Construct Fee) per PPA AO 02-2009.

**21. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (New) Private Port Facility/ies (For Energy Related Projects)**

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private port owner who have satisfactorily established new port infrastructures	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Written Request (1 – original copy)	To be provided by applicant	
2. Unified Application Form with the following supporting documents: (1 – original copy) <ul style="list-style-type: none"> <li>a. Project Completion Report; (1 – original copy)</li> <li>b. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee; (1-photocopy)</li> <li>c. PPA Certification that the owner/operator has no outstanding obligation with PPA; (1 – original copy)</li> <li>d. Original Secretary’s Certificate designating company’s Authorized Representative; (1 – original copy)</li> <li>e. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1- photocopy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant	
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1- original copy)	PPA Website (downloadable forms)	

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD.	Filing Fee: Php1,000.00 + 12% VAT	Three (3) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends approval of application to the GM.	None	Four (4) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Approves/ Disapproves application.	None	Two (2) calendar days	GM
	1.4 Releases approved COR/PTO.	None	One (1) calendar day	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		<b>P1,000.00 +12% VAT</b>	<b>Ten (10) calendar days</b>	

**22. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (Renewal) Private Port Facility/ies (For Energy Related Projects)**

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private port owner who have satisfactorily established new port infrastructures	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Written Request (1-original copy)	To be provided by applicant
	2. Unified Application Form with the following supporting documents: (1-original copy) <ul style="list-style-type: none"> <li>a. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of DENR-issued Official Receipt representing payment of Annual Occupancy Fee; (1-photocopy)</li> <li>b. PPA certification that the owner/operator has no outstanding obligations with PPA; (1-original copy)</li> <li>c. Original Secretary's Certificate designating company's Authorized Representative; (1-original copy)</li> <li>d. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1-photocopy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant
	3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)



Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD.	Filing Fee: Php1,000.00 + 12% VAT	Ten (10) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends approval of application to the GM.	None	Thirteen (13) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Approves/ Disapproves application.	None	Six (6) calendar days	GM
	1.4 Releases approved COR/PTO	None	One (1) calendar days	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		<b>P1,000.00 + 12% VAT</b>	<b>Thirty (30) calendar days</b>	
<p><i>Note: A three (3) working day buffer period will be allotted to check the completeness of the submitted documentary requirements, and notification of acceptance or non-acceptance shall be made within the said period (Section 2 of DC2019-05-0007, or Rules and Regulations Implementing RA 11234 (EVOSS Act))</i></p>				



### 23. Request for Improvement/Expansion/Rehabilitation of Existing Private Ports with Valid COR/PTO (Issuance of Permit to Construct) (For Energy Related Projects)

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMO)/Engineering Services Division (ESD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private port owner who have satisfactorily established new port infrastructures	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Written Request (1-original copy)	To be provided by applicant
	2. Unified Application Form with the following supporting documents: (1-original copy) <ul style="list-style-type: none"> <li>a. Summary of proposed improvement/ expansion/ rehabilitation; (1-original copy)</li> <li>b. Detailed Cost Estimates; (1-original copy)</li> <li>c. Design Computations; (1-original copy)</li> <li>d. Working drawings/building plans signed by a Licensed Civil Engineer; (1-original copy)</li> <li>e. Original Secretary's Certificate designating company's Authorized Representative; (1-original copy)</li> <li>f. Certified true copy of Approved reclamation projects from PRA, if applicable. (1-photocopy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant
	3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, and endorses the proposals to ESD.	Filing Fee: Php1,000.00 + 12% VAT	Two (2) calendar days	OPM Authorized Representative
	1.2 Evaluates the request upon receipt of the complete documents/ Conducts ocular inspection.	None	Ten (10) calendar days	PMO-ESD Authorized Representative
	1.3 If approved: Notifies the proponent to pay the corresponding Permit to Construct Fee.  If denied: Issues letter of denial to the proponent.	Please refer to schedule of fees below  None	Two (2) calendar days  One (1) calendar day	PM/Cashier  PM
	1.4 Furnishes Head Office- CSD copy of approved PTC/letter of denial			PMO Records Personnel
<b>TOTAL:</b>		<b>P1,000.00 +12% VAT and corresponding PTC Fee</b>	<b>Fifteen (15) calendar days</b>	

Permit to Construct schedule of fees

Type of Port	Particulars	Amount
For Private Non-Commercial Port	Project cost is below P10 million	P20,000 + 12%VAT
	Project Cost is P10 million and above	(P30,000+1/10 of 1% of excess of 10M but not to exceed P100,000) + 12% VAT
For Private Commercial Port	Project Cost is below P10 million	P60,000 + 12% VAT
	Project Cost is P10 million and above	(P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000) + 12% VAT

#### 24. Request for Improvement/Expansion/Rehabilitation of Existing Private Ports with Valid COR/PTO (Issuance of Amended COR/PTO) (For Energy Related Projects)

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMO)/Head Office/Commercial Services Department (CSD)/Business Development Division (BDD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	Private port owner who have satisfactorily established new port infrastructures	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Written Request (1-original copy)	To be provided by applicant
	2. Unified Application Form with the following supporting documents: (1-original copy) <ul style="list-style-type: none"> <li>a. Project Completion Report; (1-original copy)</li> <li>b. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee; (1-photocopy)</li> <li>c. PPA Certification that the owner/operator has no outstanding obligations with PPA; (1-original copy)</li> <li>d. Original Secretary's Certificate designating company's Authorized Representative; (1-photocopy)</li> <li>e. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1-photocopy)</li> </ul>	PPA Website (downloadable forms) and supporting documents to be provided by applicant
	3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)



Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits to PMO the Application for Certificate of Registration/Permit to Operate a private port with documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD.	Filing Fee: Php1,000.00 + 12% VAT	Six (6) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends approval of the application to the GM.	None	Six (6) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Approves/ Disapproves application.			
	1.4 Releases approved Amended COR/PTO.	None	Two (2) calendar day	GM
		None	One (1) calendar day	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		<b>P1,000.00 +12% VAT</b>	<b>Fifteen (15) calendar days</b>	

## 25. Preparation of Communications on Request for Comments from Clients and other Government Agencies on Various Issues.

Pursuant to the Implementation of Republic Act No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018".

<b>Office/Division:</b>	Commercial Services Department-Business Development Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Government G2G – Government to Business			
<b>Who may avail:</b>	Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Communication/ letter request			Requesting party	
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits request for comments on various issues	1.1 Forwards communication request to GM for instructions	None	1/2 day	CSD/GM
	1.2 Prepares comments on various issues	None	4 days	CSD OPR
	1.3 Forwards for approval of the GM	None	1 day	CSD Department Manager (DM)
	1.4 Signs communication/ reply	None	1 day	GM
	1.5 Releases signed communication/ reply	None	1/2 day	CSD Authorized Personnel/HO Records Personnel
<b>TOTAL:</b>		<b>None</b>	<b>7 working days</b>	

## 26. Preparation of Supporting Documents for Request for Refund of Port Charges and Rental Deposit

Per PPA Memorandum Circular No. 01-2018 or Amendments to PPA Memorandum Circular No. 07-2016 entitled "Procedural Guidelines on the Claims for Refund".

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division/ Business Development Division/Real Estate Management Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Private Port Owner/Lessee/Operator/LGU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter-request		Requesting party		
2. PMO endorsement and recommendations and details of amount for refund		Port Management Office		
3. Copy of Official Receipt/Computation Sheet stamped with notation "Verified Correct and remitted to PPA's bank account", and other				
4. Additional Documents, but not limited to the following to support the claim; <ul style="list-style-type: none"> <li>• COR/PTO</li> <li>• Lease Contract or Permit to Occupy for Lease</li> </ul>				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

1. Files request for refund at the concerned PMO	1.1 Receives/ Evaluates Request for Refund and endorses the same to Operations Office.	None	5 days	PMO-Port Services Division/ Business Development and Marketing Specialist/Officer (PSD/BDMS/ BDMO)
	1.2 Receives/ Evaluates Request for Refund.	None	7 days	CSD OPR/PPD OPR
	1.3 Refers to CSD BDD/REMD for comments/briefer of Private Port/Lease	None	1 day	CSD- PPD/BDD/REMD OPR
	1.4 Refers to other offices or departments, e.g. LSD, POSD, PMO	None	4 days	CSD-PPD LSD, POSD, PMO
	1.5 Prepares complete staff work with other offices (e.g. LSD, POSD, PMO) comments to CSD Manager for review and corrections.	None	5 days	CSD-PPD OPR/ CSD Manager
	1.6 Prepares complete staff work and recommends approval to the	None	3 days	CSD-PPD OPR / CSD Manager

	AGM for Operations or the General Manager.			
	1.7 Approves/ Disapproves recommendation.	None	5 days	AGMO/GM
	1.8 Releases Memorandum/ Letter	None	1 day	CSD/OPR
<b>TOTAL:</b>		<b>None</b>	<b>31 days (working days)</b>	



## 27. Request for Clarification of Issues on Port Charges, Cargo Handling (CH) and other Related Services

Port clients/stakeholders, government offices including other PPA offices request for clarification pertaining to rates or the proper implementation of rules and regulations related to port tariff and other related issues on operations

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO), Legal Services Department (LSD)/ Port Operation Services Department (POSD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Concerned company or PMO			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request from the PMO or Port User;			PMO, Port User or PPA website/Files	
2. Port rules and regulation being requested to be clarified;				
3. Other pertinent data, e.g.: computation sheets, official receipts, bill of lading, Dockage/Anchorage Report, etc.				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. PMO or Port User submits request for clarification to Operations Office/CSD.	1.1 PMO evaluates and submits to Operations Office/CSD the comments and recommendation on the matter.	None	5 days	Port Management Office
	1.2 Receives/logs and acknowledges receipt and evaluates.	None	2 days	CSD OPR/PPD OPR
	1.3 Refers to other offices or departments, e.g. LSD, POSD, PMO.	None	5 days	CSD-PPD OPR/CSD Manager/LSD/POSD
	1.4 Prepares complete staff work and submits to CSD Manager for Review and correction.	None	5 days	CSD-PPD OPR
	1.5 Reviews/corrects complete staff work and recommends to the approval of the AGM for Operations/ General Manager.	None	1 day	CSD-PPD OPR /CSDManager
	1.6 Approve/Disapproved recommendation	None	1 day	AGMO/GM
	1.7 Releases memorandum or letter	None	1 day	CSD OPR
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

## 28. Request for Refund of Port Charges, PPA Government Share on Cargo Handling (CH) Charges

Request for refund arises when there is overpayment of port tariff due to erroneous computation, overpayment in check payment, intended stay-time of vessel is cut-short after advanced payment of vessel charges, etc

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)/ Legal Services Department (LSD)/ Port Operation Services Department (POSD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Concerned company or PMO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request of the port user for refund addressed to the concerned PMO		PMO/Consignee/Shipping Line		
2. PMO endorsement with recommendations and details of amount for refund.		PMO/Consignee/Shipping Line		
3. Machine copies of PPA Official Receipt/ Computation Sheet stamped with notation "verified correct and remitted to PPA's bank account" by the PMO upon presentation of their original copies.		PMO/Consignee/Shipping Line		
4. Other documents a. Wharfage/Storage refund: Bill of Lading, PEZA/BOI certificate of registration, shipping manifest, certification of actual cargoes handled, etc. b. Dockage/VTMS refund: Notice of Arrival of Vessel, Preliminary/Final Dockage and Anchorage Report, Contract of Agency or SPA between principal and local ship agent, Vessel Movement Report, etc.		PMO/Consignee/Shipping Line		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

1. Port User files request for refund at the PMO concerned.	1.1 PMO evaluates request and endorses the same to Operations Office together with comments and recommendation with complete documents.	None	5 days	PMO PM
	1.2 Receives/logs and disseminate the request.	None	1 day	CSD OPR
	1.3 Acknowledges receipt and evaluates	None	1 day	CSD-PPD OPR
	1.4 Refers to other offices or departments (e.g. LSD, POSD, PMO), (e.g. BDD, REMD Division) for comments	None	5 days	CSD – PPD OPR / CSD Manager/LSD/ POSD OPR
	1.5 Prepares complete staff work for review and correction of the CSD Manager	None	1 day	Secretary/CSD Department Manager
		1 day	CSD-PPD Manager	
		1 day	CSD-PPD Section Chief	
		5 days	PPD-OPR	
		2 days	CSD-PPD Section Chief	
1.6 Recommends approval to the AGM for Operations or the General Manager	5 days	CSD-PPD Manager		
	2 days	CSD Department Manager		
1.7 Approves/ Disapproves recommendation	None	5 days	AGMO/ GM	
1.8 Releases Memorandum or Letter	None	1 day	CSD OPR	
<b>TOTAL:</b>		<b>None</b>	<b>35 days (working days)</b>	

Request for Refund of Port Charges, PPA Gov't. Share on Cargo Handling Charges qualified for multi-stage process.

## 29. Request for Adjustment on Cargo Handling (CH) Tariff and Other Related Charges

Approval of Request for New Tariff and/or Adjustment under AO No. 11-2019 (Omnibus Rule of Procedure on Private Service Provider-Initiated Applications for New Tariff and/or Adjustment of Fees and Charges in Port under the Administrative Jurisdiction of PPA) may be granted upon submission of complete documentary requirements.

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division /Port Management Office concerned/ Office of the Corporate Board Secretary			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B-Government to Business			
<b>Who may avail:</b>	Private Service Providers, e. g.: Port Terminal Operators, Cargo Handlers, Shipping Lines, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 3 copies of Sworn Filing as prescribed in Rule 4, Sections 7 and 8 of the PPA AO No. 11-2019		Proponent or applicant		
2. Eligibility Requirements as prescribed in Rule 5, Section 11 of the PPA AO No. 11-2019		Proponent or applicant		
3. Disposition Form as prescribed under Rule 6, Section 14 of the PPA AO No. 11-2019		Commercial Services Department		
4. Following requirements as prescribed in Rule 7, Sections 15 & 17 of the PPA AO No. 11-2019				
<ul style="list-style-type: none"> <li>• Special Order creating the Hearing Panel;</li> <li>• Notice of Public Hearing;</li> <li>• Minutes of Public Hearing; Attendance Sheet;</li> <li>• Draft Report</li> </ul>		Office of the Corporate Board Secretary (OCBS) Port Management Office Port Management Office  Port Management Office		
5. Following requirements as prescribed in Rule 7, Section 23 of the PPA AO No. 11-2019				
<ul style="list-style-type: none"> <li>• Position Paper</li> <li>• Summary of Position Papers with the Reply of the proponent and PMO comments</li> <li>• Publication of the new tariff or rate adjustment</li> </ul>		Port Users/Attendees Port Management Office  Commercial Services Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

1. Submission of request with complete documentary requirements for new rate or rate adjustment	1.1 Acknowledges receipt of documents, evaluates, and verifies the accuracy of the documents.	None	3 days	Records Section/Port Services Division (PSD)/Port Manager (PM) of concerned PMO
	1.2 Endorses the request to CSD. CSD shall validate, evaluate, prepares CSW/ disposition paper and endorse the application to OCBS.  Return of application (add'l 5 working days)	None	3 days	CSD Manager/Port Pricing Division (PPD)
	1.3 OCBS shall within two (2) working days prepare the PPA SO creating the Hearing Panel for the conduct of Public Hearing to be signed by the GM.	None	5 days	Corporate Board Secretary (CBS)
		None	2 days	Board Technical Working Group (TWG), OCBS
	1.4 Upon receipt of the signed Special Order from OCBS, the PPA Board TWG within two (2) working days shall organize themselves to appoint a Chairperson.	None	2 days	PMO Authorized Representative
1.5 The PMO shall post and send the notices/invitations through letters, e-mails and other acceptable means, at least ten (10) working days before the scheduled public hearing.	None	10 days		
2. Attends Public Hearing	2.1 Public Hearing (including preparation of the venue) Includes the presentation by proponent to Board TWG/PPA prior to Public Hearing.	None	1 day	Board TWG, PMO, CSD, Terminal Operator, Cargo Handling Operator (CHO), Port Users, Shipping Lines
	2.2 The participants shall submit their position in writing, addressed to the proponent, copy furnished the concerned PMO within five (5) working days from the conduct of public hearing.	None	5 days	PMO Authorized Representative

3. The proponent shall reply to the participants in writing copy furnished the concerned PMO within three (3) working days.	3.1 The PMO shall wait for the copy of the proponent's reply to the participants.	None	3 days	PMO Authorized Representative
	3.2 The PMO, as part of its Secretariat functions shall submit the ff: <ul style="list-style-type: none"> <li>• Minutes of the Public Hearing</li> <li>• Attendance Sheet Survey Forms</li> <li>• Summary of Position Paper</li> <li>• Comments of the PMO.</li> </ul>	None	33 days	PMO Authorized Representative
	3.3 Draft Report to the PPA Board TWG coursed through the OCBS after the public hearing.	None	10 days	PMO Authorized Representative
	3.4 Final evaluation of the application by the PPA Board TWG, with assistance from CSD and other concerned offices of PPA. The TWG to submit a report, including recommendations to the PPA Board of Directors through the OCBS.	None	5 days	PPA Board TWG/Directors, CSD-PPD, other concerned PPA offices, CBS
	3.5 PPA Board of Directors may, upon recommendation of the PPA Board TWG, approve said application in a Board Meeting.	None	1 day	PPA Board TWG/Directors
	3.6 CSD prepares the following: <ul style="list-style-type: none"> <li>• Executive Brief</li> <li>• Memorandum Circular (MC) for approval of the GM thru the AGMO.</li> <li>• Memorandum for the ASD requesting for the publication of the MC</li> <li>• EB/Operations Memorandum Circular (OMC) for signature of the AGMO.</li> <li>• New tariff attached to the OMC for dissemination to the concerned PMO</li> </ul>	None	1 day	CSD-PPD OPR
<b>TOTAL:</b>		<b>None</b>	<b>84 days (working days)</b>	

### 30. Request for Waiver of Port Charges

For recommendation to the Office of the President for Approval based on Presidential Decree No. 857

<b>Office/Division:</b>	Commercial Services Department- Port Pricing Division (CSD-PPD)/Port Management Office (PMO)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Bureau of Customs, Dept. of Social Welfare and Dev., Department of Health, Phil. National Red Cross			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request for Waiver of Port Charges supported by the following: <ul style="list-style-type: none"> <li>• Bill of Lading</li> <li>• Commercial Invoice</li> <li>• Packing List</li> <li>• Consular Invoice</li> <li>• Deed of Donation and Acceptance</li> </ul>		Port User		
2. Comments and recommendation from concerned PMO.		Concerned PMO		
3. Comments and recommendation from the Terminal Operator or cargo handler, including computation of port and other charges that may be waived or reduced.  <i>Note: CSD may require other supporting documents aside from the list to verify the validity/veracity of the request.</i>		Concerned Terminal Operator or Cargo Handler		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Consignee files request for waiver with complete supporting documents.	1.1 Incoming documents are received, scanned and recorded. Department Manager gives initial instruction to Port Pricing Division (PPD).	None	2 hrs.	Receiving Officer/ Secretary/CSD Department Manager
	1.2 Division Manager gives instruction to Section Chief/OPR	None	1 hr.	PPD Division Manager

	1.3 OPR prepares memorandum for the PMO requiring its comments/ recommendation based on RDA, together with that of the authorized Terminal Operator (TO)	None	1 day	PPD OPR
	1.4 PMO requests the TO for comments/ recommendation including the amount requested to be waived.	None	3 days	PMO PM
	1.5 PMO submits its comments and recommendation to	None	3 days	PMO Records Officer



	CSD together with that of the TO via regular mail or electronic means.			
	1.6 Incoming documents are scanned and recorded. Department Manager gives instruction to Division concerned.	None	2 hrs.	Receiving Officer/ Secretary/ CSD Department Manager
	1.7 Division Manager gives instruction to Section Chief/ OPR to evaluate said request. OPR prepares Executive Brief and letter to the Office of the President of the Philippines (OP) for approval based on PD No, 857 and other justifications submitted by TO.	None	5 days	PPD Division Manager
	1.8 Forwards complete staff work to Office of the Asst. General Manager for Operations (OAGMO)	None	1 day	CSD Department Manager
	1.9 AGMO forwards the same to the Office of the General Manager (OGM) for approval of the letter to the Office of the President(OP).	None	1 day	AGMO/GM
	1.10 Release of said letter to the OP through records.	None	1 day	CSD-PPD/ Head Office (HO) Records
	1.11 Wait for the reply of the OP.	None	100 days	OGM/OAGMO/ CSD-PPD
	1.12 Preparation of memorandum to concerned PMO forwarding the OP approval.	None	3 hrs.	CSD-PPD OPR
<b>TOTAL:</b>		<b>None</b>	<b>116 days (working days)</b>	

### 31. Request for Adoption of Cargo Handling (CH) Tariff and other Related Charges

<b>Office/Division:</b>	Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Concerned company or PMO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request for adoption of CH Tariff including justification and recommendation based on the parameters of OMO No. 01-2016 for the following ports: a. For Ports with Authorized CHO and Prescribed Rates but Some Tariff Items are not existing; b. For Ports where CH services are subject for Bidding and where there is no Prescribed or Authorized CH Tariff Schedule.		Cargo Handling Operator (CHO)/Port Management Office (PMO)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Cargo Handling Operator files request for adoption of cargo handling or other related charges to the PMO with justification.	1.1 Submits the request for adoption of CH tariff including justification and recommendation based the parameters to OAGMO, attention CSD.	None	4 days	PMO PM
	1.2 Reviews/ evaluates the proposal. Coordinates with POSD relative to the CHO's contract with PPA	None	4 days	CSD-PPD OPR
	1.3 Forwards the recommendation to the OAGMO	None	1 day	CSD Department Manager
	1.4 Approves/ Disapproves the proposal	None	1 day	AGMO
	1.5 If approved, forwards the approval to the PMO for public hearing	None	1 day	CSD Department Manager
	1.6 Presents the proposal in a public	None	1 day	PMO Authorized Representative

	hearing and submits result of the hearing to OAGMO/CSD			
	1.7 Reviews the result of the public hearing and forwards the recommendation to OGM for approval	None	4 days	CSD
	1.8 Approves/ disapproves the proposal	None	1 day	GM
	1.9 If approved, forwards the approval to the PMO for publication in a local newspaper to be effective 15 days after publication	None	1 day	CSD
	1.10 Furnishes CSD/AGMO of the published CH rates	None	1 day	PMO
	1.11 Validates the published rates and forwards to PMO the final CH tariff	None	1 day	CSD
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

### 32. Processing of Request for Refund of Rental Deposit

This provides the detailed procedures in the processing of requests for refund of rental deposit which are required by PPA from all PPA lessees. The rental deposits are collected from lessees which are held in trust as safeguard for possible damages resulting from violation/s of any provision of the lease contract.

<b>Office/Division:</b>	Commercial Services Department-Real Estate Management Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen			
<b>Who may avail:</b>	Lessees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter-request of the lessee for refund addressed to the concerned Port Manager.		Lessee		
2. Certification of No Outstanding Account and Unutilized Amount of Rental Deposit issued by the PMO Finance Division		Port Management Office-Finance Services Division		
3. Duly authenticated copy of Lease Contract issued by the Authority		PMO Concerned/Lessee		
4. Other supporting documents that may be required during the evaluation of the request. e.g ➤ Duly Notarized Affidavit of Loss in case of lost Official Receipt (OR) covering payment of Rental Deposit ➤ Certificate of No Outstanding Account ➤ Duly verified/authenticated copy of PPA issued OR. ➤ Schedule of Rental Deposit Refund ➤ Summary of Transactions on Advance Rental and Rental Deposit per Book		Lessee  Port Management Office-Finance Services Division		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
	1. PMO endorses its recommendation to the AGMO, thru CSD			
	2. CSD reviews the recommendation of PMO based on the REM regulations and validates the grounds that will warrant the refund	NONE	Three (3) days	CSD
	3. CSD endorses to the request for refund to the AGMO	NONE	One (1) day	CSD
	4. AGMO recommends approval of the request and endorses to AGFA, thru TD	NONE	One (1) day	AGMO
<b>TOTAL:</b>		NONE	<b>Five (5) days</b>	

### 33. Processing of Application for Short-Term Lease Applications (NEW/RENEWAL)

This provides the detailed procedure in the processing of short-term lease applications for port real estate properties of more than 20sq.m. located in operational areas and more than 100sq.m. located in commercial areas, whether new or renewal that are subject for approval by the AGM for Operations. Said short-term leases are granted for a maximum period of one year and covered by a lease contract.

<b>Office/Division:</b>	Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen			
<b>Who may avail:</b>	Must be a Filipino citizens of lawful age/sole proprietor (for area to be leased covering not more than 20sq.m.) company/corporations/ Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws  Port service provider/s indirectly supports maritime/port operations or part of a local economic program such as ticketing offices, canteens, store, banks, office spaces among others.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with project brief indicating the terms of lease such as description of the proposed use, rental rate, specific area to be leased		PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)/Applicant/Applicant		
2. Duly notarized Omnibus Undertaking (Sworn Affidavit)		PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)		
3. Licenses, Accreditation or additional permits specifically required for the business operations of the proponent		Applicant		
4. Vicinity/Location Map		Applicant		
5. Secretary's Certificate (for corporation/partnership/cooperative)		Applicant		
6. Authorization Letter (for single proprietor)		Applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Applicant submits to PMO the letter of intent/ application for STL with complete documents and pays non-refundable filing fee upon receipt of	1.1 PMO evaluates all new applications for STL over a minimum period of 3 days from receipt of complete documentary requirements based on its approved PLUS, the determined needs and demands for the proposed service or	Filing Fee Php 2,000.00 + VAT	Three (3) days	PMO - Business Development and Marketing Specialist Officer

complete documentary requirements	facility-used and the financial proposal			
	1.2 Port Manager endorses and recommends approval of lease by the AGMO thru CSD	NONE	One (1) day	PMO – Port Manager
	1.3 CSD further reviews/validates within 10 working days the STL (consults LSD, if there are deviations from the proforma contract) and recommends approval/ signing of transmittal letter by the AGMO	NONE	Ten (10) days	CSD LSD
	1.4 AGMO approves within 5 working days the STL in principle and signs memo-transmittal for the PMO concerned.	NONE	Five (5) days	AGMO
	1.5 CSD thru the PMO transmits lease contract to the applicant, for review/conforme.	NONE	One (1) day	CSD
2. Applicant/Authorized Representative signs and submits lease contract together with annexes	2.1 AGMO countersigns the lease contract	NONE	Three (3) days	AGMO
	2.2 CSD transmits the duly signed Lease Contract to PMO	NONE	One (1) day	CSD
	2.3 PMO coordinates with lessee for the notarization of the duly signed LC	NONE	One (1) day	PMO
<b>TOTAL:</b>		<b>Filing Fee Php 2, 0000.00 + VAT</b>	<b>Twenty-Five (25) days (working days)</b>	

### 34. Processing of Request for Renewal of Lease (Medium Lease and Long-term Lease) (Publication of Lease Proposal)

This provides the detailed procedure in the processing of new or renewal application of medium and long-term lease contracts for lease publication in accordance with the provisions of PPA AO 04-2022.

<b>Office/Division:</b>	Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen
<b>Who may avail:</b>	<p>Must be a Filipino citizens of lawful age/sole proprietor (for area to be leased covering not more than 20sq.m.) company/corporations/ Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws.</p> <p>Partnerships duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the capital contribution belongs to citizens of the Philippines and the general partner must be a Filipino Citizen.</p> <p>Corporation duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital belongs to citizens of the Philippines.</p> <p>For foreign corporation, must be registered in the appropriate agency in the place of incorporation =, and all its papers to be submitted to Philippine Ports Authority (PPA) should be translated in English and duly Apostilled or authenticated by the Philippine Consulate in the Place of Incorporation, whichever is applicable.</p> <p>Prospective lessee is an existing authorized port operator.</p>
<b>CHECKLIST OF REQUIREMENTS</b>	
	<b>WHERE TO SECURE</b>
1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with Project Brief indicating the terms of lease (description of the proposed used, rental rate, specific area to be leased)	Applicant/Lessee/ PPA website (downloadable forms)
2. Duly Notarized Omnibus Undertaking (sworn affidavit)	PPA website (downloadable forms)
3. Secretary's Certificate (for Corporation/ partnership/ cooperative/ corporate entity)	Lessee/Applicant
4. Authorization Letter signed by sole proprietor (for single proprietor)	Lessee/Applicant

<p>5. Legal Requirements</p> <ul style="list-style-type: none"> <li>a. Certified true copy of SEC/ DTI/ CDA registration, whichever is applicable</li> <li>b. Licenses, Accreditation or additional permits required for the business operations of the proponent</li> </ul>	<p>Lessee/Applicant</p>
<p>6. Financial Requirements</p> <ul style="list-style-type: none"> <li>a. Proof of Financial Capability of lessee for the business</li> <li>b. Proof of Financial and Managerial capacity of lessee for the business/service to be established which shall include detailed specifications/ requirements of the project for capitalization, area manpower, equipment, technical knowhow</li> <li>c. Summary of projected income, cost and earnings for the first five years of the operation of the proposed project.</li> </ul>	<p>Lessee/Applicant</p>
<p>7. Technical Requirement</p> <ul style="list-style-type: none"> <li>a. Business Plan/ Project Brief indicating the proposed improvements/ developments to be introduced in the area, terms of lease (i.e. duration of lease, rental rates, etc)</li> <li>b. Architectural Plan/ Land Use Plan</li> <li>c. Proof of expertise in conducting the proposed business</li> <li>d. Other related inputs such as physical description and/or land use plan of the port or terminal, port traffic statistics and other relevant and necessary for the bidding</li> <li>e. All other documents as may be reasonably required by the Authority during the selection process or through the Terms of Reference to prove the legal capacity of the proponent</li> </ul>	<p>Lessee/Applicant</p>
<p>For Renewal: (Additional Requirements)</p> <p>8. Legal Requirements</p> <ul style="list-style-type: none"> <li>a. Proof of compliance in payment of Taxes due to the government.</li> <li>b. Tax Clearance from the BIR that the Applicant has no outstanding tax obligation with the government.</li> </ul>	<p>LGU concerned</p> <p>BIR</p>



<p>9. Others</p> <p>a. PMO Certificate of No Outstanding Account from Finance Office, unless records show otherwise,</p> <p>b. PMO Certification from the Port Manager on the compliance on the terms and condition of the lease contract issued particularly on payment of Real Property Tax and Other Utility expenses.</p>	<p>PMO Finance Division</p> <p>PMO concerned</p>
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**MEDIUM-TERM LEASE (MORE THAN 1 YEAR UP TO 5 YEARS) (THRU PUBLICATION)**

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
<p>1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/application for medium term lease with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements</p>	<p>1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.</p>	<p>None</p>	<p>3 days</p>	<p>PMO-BDMO/ Authorized Representative</p>
	<p>1.2 Receives payment and issues Official Receipt.</p>	<p>Filing Fee Per PPA AO 04-2022</p> <p>Medium-Term: Php 6,000.00</p>		<p>PMO Finance Division</p>
	<p>1.3 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD</p>	<p>None</p>	<p>5 days</p>	<p>Port Manager</p>
	<p>1.4 CSD evaluates the lease proposal within 10 days upon receipt of complete documents from PMO</p>	<p>None</p>	<p>10 days</p>	<p>CSD</p>
	<p>1.5 AGMO endorses and recommends approval/signing of transmittal of Notice to Lease Ad to GM</p>	<p>None</p>	<p>2 days</p>	<p>AGMO</p>
		<p>None</p>	<p>3 days</p>	<p>GM</p>

2. Applicant publishes Notice to Lease Ad thru local newspaper or circulation	1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO	None	1 day	CSD
	1.7 CSD transmits the Notice to Lease Ad copy to PMO	None	1 day	PM
	1.8 PM signs Notice to Lease Ad copy		7 days	Applicant/Lessee
	2.1 Waiting period for Counter Proposal	None		
	2.2 If there are no counter-proposal, PMO informs the applicant of the result of publication.	None	3 days	PMO
	2.3 PM recommends approval of the lease application and transmits the draft lease contract to the AGMO thru CSD	None	1 day	PM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	10 days	CSD LSD
	2.5 AGMO approves lease in principle and signs transmittal letter	None	3 days	AGMO
	2.6 CSD transmits letter and lease contract to applicant for review/ conforme	None	1 day	CSD

3. Applicant/ lessee signs and submits lease contract with annexes.	3.1 AGMO countersigns lease contract	None	3 days	Applicant/Lessee  AGMO
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization	None	1 day	CSD
<b>TOTAL:</b>		<b>Filing Fee Php 6, 0000.00 + VAT</b>	<b>Fifty-Four (54) days (working days)</b>	
<b>LONG-TERM LEASE (MORE THAN 5 YEARS UP TO 10 YEARS)(THRU PUBLICATION)</b>				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/application for long term lease with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements	1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
	1.2 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022  Long-Term: Php 10,000.00  (exclusive of VAT)		PMO Finance Division
	1.3 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD	None	5 days	Port Manager
	1.4 CSD evaluates the lease proposal within 10 days upon receipt of	None	10 days	Applicant/Lessee

2. Applicant publishes Notice to Lease Ad thru local newspaper or circulation	complete documents from PMO			
	1.5 AGMO endorses and recommends approval/signing of the Memorandum transmitting the Notice to Lease Ad to GM	None	2 days	PMO concerned
	1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO	None	3 day	Port Manager
	1.7 CSD transmits the Notice to Lease Ad copy to PM	None	1 day	CSD
	1.8 PM signs Notice to Lease Ad copy		1 day	
			7 days	
	2.1 Waiting period for Counter Proposal			
	2.2 If no counter-proposal, PMO informs the applicant of the result of publication.	None	3 days	AGMO
	2.3 PM endorses and recommends approval of draft lease contract to the AGMO thru CSD	None	1 day	GM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	10 days	CSD

3. Applicant/lessee signs and submits lease contract with annexes.	2.5 AGMO endorses and recommends approval of lease by the GM	None	3 days	Applicant/Lessee
	2.6 GM approves lease in principle and signs transmittal letter	None	3 day	GM
	2.7 CSD transmits letter and lease contract to the applicant for review/ conforme	None	1 day	CSD
	3.1 GM countersigns lease contract		3 days	
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization		1 day	
<b>TOTAL:</b>		<b>Filing Fee Php 10, 0000.00 + VAT</b>	<b>Fifty-Seven (57) days (working days)</b>	
<b>LONG-TERM LEASE (MORE THAN 10 YEARS)(THRU PUBLICATION)</b>				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/application for long term lease with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements	1.0 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
	1.1 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022  Php 10,000.00  (exclusive of VAT)		PMO Finance Division
		None	5 days	Port Manager

2. Applicant publishes Notice to Lease Ad thru local newspaper or circulation	1.2 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD	None	10 days	CSD
	1.3 CSD evaluates the lease proposal within 10 days upon receipt of complete documents from PMO	None	2 days	AGMO
	1.4 AGMO endorses and recommends approval/signing of the Memo transmitting the Notice to Lease Ad to GM	None		GM
	1.5 GM endorses/recommends to PPA Board the lease application	None		PPA Board
	1.6 PPA Board approves/disapproves the lease proposal	None		GM
	1.7 GM signs the Memo informing the PMO the result of the PPA Board deliberation on the lease application/proposal	None	1 day	CSD
	1.8 If favorably considered, CSD transmits the Notice to Lease Ad copy to PM	None	1 day	PM
	1.9 PM signs Notice to Lease Ad copy		7 days	Applicant/Lessee

3. Applicant/ lessee signs and submits lease contract with annexes.	2.1 Waiting period for Counter Proposal	None		
		None	3 days	PMO
	2.2 If no counter-proposal, PMO signs transmittal letter informing applicant of publication result.	None	1 day	PM
	2.3 PM endorses and recommends approval of lease by the AGMO thru CSD	None	10 days	CSD LSD
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	3 days	AGMO
	2.5 AGMO endorses and recommends signing of transmittal by the GM	None	3 days	GM
	2.6 GM signs transmittal letter informing that lease application has been favorably considered	None	1 day	CSD
	2.7 CSD transmits letter and lease contract to applicant for review/conforme			Applicant/Lessee
	3.1 GM countersigns lease contract	None	3 days	GM

	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization	None	1 day	CSD
<b>TOTAL:</b>		<b>Filing Fee Php 10, 0000.00 + VAT</b>	<b>Fifty-Four (54) days (working days)</b>	



# **PPA TRAINING INSTITUTE (PPATI)**

## **External Services**

## 1. Request for Use of Library

Facilitate all the request of use of library upon submission of a letter request from the library clientele/researcher.

<b>Office/Division:</b>	Curriculum Development and Research Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government G2C- Government to Client			
<b>Who may avail:</b>	PPA Personnel/Non-PPA Personnel/Stakeholders/Students/Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request from Library Clientele/Researcher (Letter Request (1) one original and (1) one photocopy)		Professor/Librarian		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out the letter request and register in the visitor's logbook	1.1 Ask client on what resource materials are needed and search in the OPAC (Onle Public Access Catalog)  - If available, release the book to the client for reading purposes inside the library	None	20 mins	Librarian
2. Request for photocopy accomplish and submit photocopy and Request Form	2. Release the photocopies	None	1 hr	Librarian
3. Return borrowed books and other materials to the Librarian	3. Accept the borrowed books and other reading materials	None	10 mins	Librarian

	-Filed the borrowed books/reading materials			
<b>TOTAL</b>		<b>None</b>	<b>1 hour and 30 mins</b>	

## 2. Response to Request for Training Received from Non-Organic Personnel

Facilitate response to request for training (regular courses or customized course received from non-organic personnel upon submission of letter of request.

<b>Office/Division:</b>	PPA Training Institute Training Program Management Division (TPMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G0 Government to Government			
<b>Who may avail:</b>	Cargo Handling/Terminal Operators, Government Agencies/ with Port Related Functions, and other Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of request for training One (1) Original copy of (1) electronic copy  The letter should indicate the needed topics, target date and venue, contact information of the requesting party, and the list and brief profile of participants.		Prepared by the requesting party		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the letter addressed to the General Manager through any of the following means: <b>Mail/Courier</b> PPA Corporate Bldg. Bonifacio Drive South Harbor, Port Area Manila via ppati@ppa.com.ph	1.1 Acknowledge receipt of request letter/email and inform client that the request for training is subject for review and assessment	None	1 day	Training Staff
	1.2 Endorse the request for training to the Department Manager	None	1 day	TPMD Division Manager/ Authorized Representative
	1.3 Conduct preliminary review and assessment of the requested training	None	1 day	Training Staff

	The client is informed through email or SMS if any missing information or other concerns about the requested training is found during the review/assessment of the training request			
	1.4 Prepare an Executive Brief about the requested training.	None	2 days	Training Staff/TPMD Division Manager
	1.5 Review the Executive Brief	None	1 day	Department Manager
2. None	2.1 Submit the Executive Brief to the Office of General Manager for the approval of the requested training	None	1 day	Training Staff
	2.2 Review and approve the training request	None	12 days	General Manager
	2.3 Send formal letter response to client regarding the approval of training request via email or courier	None	1 days	Training Staff
<b>TOTAL</b>		<b>None</b>	<b>20 days (working days)</b>  Above cited number of working days may be extended only once for the same number of days pursuant to Rule VII, Sec. 3(b) of JMC No. 2019-001 on the IRR of RA 11032.*	

\*1) Prior to the lapse of the processing time the client is notified in writing of the reason for the extension and final date of release of request. 2) To serve as proof, the written notice shall be signed by the client which can be in form of electronic or scanned signature. 3) In the event, that securing a written notification and acknowledgement from the client is not feasible, other means of communication such as, but not limited to, emails and/or short message service (SMS) can be done to ensure that client is properly notified.

# **PORT POLICE DEPARTMENT (PPD)**

## **External Services**

## 1. Certificate of Completion and Acceptance

An end-user's certificate of completion and acceptance indicating the security agency's overall performance quality rating within the duration of PPA-Security Agency security services contract period. The certificate shall become a qualification requirement for existing security agency for the next procurement of security services.

<b>Office/Division:</b>	Port Police Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Security Agency with previous contract with PPA			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request from Security Agency addressed to the General Manager through the PPD Manager		Security Agency		
Contract information		Security Agency		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter request to the Office of the General Manager, copy furnished the Port Police Department	1.1 Receive letter request. Verify contract information. 1.2 Verify and evaluate ratings of security agency from PMO-PPD 1.3 Prepare Certificate of Completion and Acceptance and Final Performance Rating	None	3 days	Port Police Officer Operations Division
2. Receive Certificate of Completion and Acceptance	2. Issue Certificate of Completion and Acceptance.			
<b>TOTAL</b>		<b>None</b>	<b>3 days (working days)</b>	



## 2. Conduct of Investigation

An investigation is conducted for the benefit of government agencies requesting Investigation on an incident or complaint that occurred within the jurisdiction of PPA. An investigation report is submitted to the General Manager which contains the outcome of the investigation.

<b>Office/Division:</b>		Port Police Department/Intelligence and Investigation Division		
<b>Classification:</b>		Technical		
<b>Type of Transaction:</b>		<b>G2G, G2C</b>		
<b>Who may avail:</b>		Other Government Agencies/Other Complainant		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of request for investigation		Complaint Center Agency Head/ Government Agency		
Complaint from concerned citizen		Email sent by complainant		
Other attachments/evidence				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter request/ complaint from other Government Agencies/ Citizen	1.1 Forward letter/ complaint to the Manager PPD/ OGM/AGMO (if applicable)	None	1 day	Port Police Division
	1.2 Direct PPD IID to conduct investigation.	None	1 day	Manager, PPD GM/AGMO
	1.3 Plan, review, and evaluation of submitted complaints	None	3 days	Assigned Investigator-on Case (LOC)
	1.4 Data gathering and verification.			
	1.5 Evidence data and analysis	None	25 days	Assigned Investigator/ Team (LOC)

	1.6 Consolidation and preparation of investigation Report.	None	5 days	Assigned Investigator
	1.7 Consultation of findings/ recommendation to PPD Legal Counsel for Legal Opinion.	None	1 day	Department Manager, PPD
<b>TOTAL</b>		<b>None</b>	<b>36 days (working days)</b>	

# **PORT POLICE DEPARTMENT (PPD)**

## **Internal Services**

### 3. Administration of Technical and Physical Agility Examinations for Port Police Applicants

The Port Police Department conducts technical and physical agility examinations to determine the merit and fitness of port police applicants. This qualifying examination is requested by HRMD/PMOs with Port Police job openings.

<b>Office/Division:</b>	Port Police Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	HRMD / PMO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request		HRMD / PMO		
List of applicants and position applied for		PMO Admin / HRMD, HRSD		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. PMO /HRMD requests for technical and physical agility examination for port police applicants	1.1. Reply to request of PMO/HRMD indicating schedule (date and time) & venue of examinations  1.1.1 For Online Examination 1.1.2 Face to Face Examination	None	1 day-Online 1 day-F2F	Manager, PPD
	1.2 Assign personnel who will administer or facilitate the examination  1.2.1 Online 1.2.2 Face to Face, to determine the availability of authorized PPOs who will administer examination		1 day	
	1.2.3 Travel period indicated in the		1 day	
			1 day-F2F	

	approved Travel Order			
2. Wait for a reply from PPD HO and inform port police applicants regarding the scheduled examination	<p>1.1 Administer technical examination and physical agility test.</p> <p>2.1.1 Online A. Technical B. Agility</p> <p>2.1.2 Face to Face A. Technical B. Agility</p>	None	1 day-Online 1 day-F2F	<p>Port Police Division/PMO Concerned</p> <p>Authorized Port Police Officer from PPD HO</p>
3. Wait for the result of the examination	<p>3.1 Travel time from PMO</p> <p>3.1 Submit examination/agility test results</p> <p>3.2 Check and submit examination results to HRMD, copy furnished: PMO</p>	None	<p>1 day-F2F</p> <p>1 day-F2F</p> <p>1 day-Online 1 day-F2F</p>	<p>Authorized PPO from HO</p> <p>PPO to Manager, PPD</p> <p>Manager, PPD</p>
<b>Total Processing Time</b>		<b>None</b>	<b>4 days-Online 8 days-F2F (working days)</b>	

\*Depending on travel constraints.

**PORT CONSTRUCTION AND MAINTENANCE  
DEPARTMENT (PCMD)  
External Services**

## 1. Request for Accreditation of Supplier/Manufacturer

Covers all major construction materials being used to H.O. CAPEX projects supplied by the accredited suppliers of the Port Construction and Maintenance Department (PCMD) as well as all required tests as specified in the project specifications.

<b>Office/Division:</b>	Port Construction and Maintenance Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Supplier, Manufacturer, Trader, and Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent/Endorsement Letter (1 original)		Supplier/Manufacturer/Contractor		
2. Company Profile (1 original)		Supplier/Manufacturer		
3. DTI Certificate (if applicable, 1 photocopy)		Department of Trade and Industry/Supplier		
4. SEC Certificate (if applicable, 1 photocopy)		SEC/Supplier		
5. BIR Certificate (1 photocopy)		BIR/Supplier		
6. Updated Business Permit/Mayor's Permit (1 photocopy)		Local Government Unit/Supplier		
7. Latest Audited Financial Statement and BIR Latest Income Tax Return (1 photocopy)		Supplier/Manufacturer		
8. List of Work Experience/Track Record/Completed Projects (1 original)		Supplier/Manufacturer		
9. List of Equipment/Facilities including photos (1 original)		Supplier/Manufacturer		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Contractor to submit a request for accreditation of their endorsed supplier/ Supplier to submit a request for accreditation/ reaccreditation (including the	1.1 Record receipt of the Contractor's/ Supplier's request for accreditation and forwards it to the PCMD Manager.	None	1 hour	PCMD Record Officer/ Secretary/ Authorized Personnel
	1.2 Acknowledge the request and forward it to the concerned Division	None	1 day	Department Manager

<p>complete requirements)</p> <p>*The request may be submitted manually or electronically</p>	<p>or Construction Support Staff.</p> <p>1.3 Acknowledge the request and assign technical personnel for the evaluation of same.</p> <p>1.4 Evaluate the request for accreditation based on the submitted documents. Should there be lacking documents, advise the supplier/contractor through a letter/phone call/email.</p>	<p>None</p> <p>None</p>	<p>4 hours</p> <p>2 days</p>	<p>Division Manager/ CSS Head</p> <p>Technical Staff</p>
<p>2. Shall submit/ provide documents that are lacking.</p>	<p>2.1 Re-evaluate the submitted documents.</p> <p>2.1.1a For new supplier/s, schedule the plant inspection if possible, otherwise, schedule a virtual presentation of the facilities and meetings with the plant-in-charge/officers of the company.</p> <p>2.1.1b Prepare a report of inspection and recommend approval.</p> <p>2.1.2 For requests of product accreditation that are unrelated to the construction of port facilities, advise the supplier/contractor through a letter.</p>	<p>None</p>	<p>15 days</p>	<p>Technical Staff</p>



	2.1.3 Prepare a letter of accreditation and recommend approval. (if the documents are in order)			
	2.2 Approve the request for accreditation of supplier/endorsed supplier of the contractor.	None	1 day	Department Manager/ Division Manager
	2.3 Forward the letter of approval/ disapproval of the request for accreditation to the Contractor/supplier via email or through the Records Division	None	3 hours	Record Officer
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

## 2. Request for Contract Time Extension/Suspension

This applies to all projects, from issuance of Notice to Proceed (NTP) to project completion.

<b>Office/Division:</b>	Port Construction and Maintenance Department	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Contractor	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Letter of Request (1 original)	Contractor	
Supporting Documents		
1.1 For unworkable weather/rough sea conditions:		
- PAGASA Certification (1 original)	}	PAGASA, PCG
- Coast Guard Certification (1 original)		
- Daily Accomplishment Report (1 photocopy)		Assigned PM/PE
- NAMRIA Report (1 original)		NAMRIA
1.2 For suspension/resumption order (Refer to Sec.10, Paragraphs 10.1-10.3 of IRR of RA 9184):		
- Duly signed letter/ communication regarding suspension/resumption orders. (1 photocopy)		Contractor/PCMD Office
1.3 For port operation problem:		
- Suspension Order for affected items of work, if any (1 photocopy)		Contractor/PCMD Office
- Certification and/or Summary Schedule of Port Operations (1 original)		PMO/TMO
1.4 For quantity overruns, changes/ revisions, and additional works being covered by an approved variation order but have not been given a corresponding time extension:		
- Approved Variation Order/ Tabulated Computation (1 photocopy)		PCMD Office/Contractor
1.5 For destructive typhoons, floods, earthquakes and epidemics,		

<p>shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the contractor.</p> <ul style="list-style-type: none"> <li>- Certification of Appropriate Government Agencies such as DTI, DOLE, DILG, and DND, among others (1 original)</li> </ul> <p>1.6 Proposed Revised PERT/CPM (1 original)</p>		<p>DILG/PAGASA/PCG/DTI/LGU</p> <p>PCMD</p>		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
<p>1. Submit a letter of request addressed to the Department Manager with attached supporting documentation.</p> <p>Note:</p> <p>Supporting documents may be submitted electronically for evaluation, however, the original copy/ies of the documents should still be submitted to PCMD.</p>	<p>1.1 Record receipt of the Contractor's request for Time Extension and forward it to the Department Manager.</p>	None	1 hour	PCMD Record Officer / Secretary
	<p>1.2 Acknowledge the request and forward it to the concerned Division.</p>	None	1 day	Department Manager
	<p>1.3 Assign a Technical Staff to evaluate/ review the request.</p>	None	4 hours	Division Manager
	<p>1.4 Evaluate the submitted documents/ attachments for completeness and appropriateness, and advise the Contractor about findings/lacking documents (if any) through a letter/phone call/email</p>	None	3 days	Project Manager/ Technical Staff

	* If found complete, proceed to evaluation.			
2. To submit/ provide documents, which are lacking or inappropriate.	2.1 Re-evaluate the documents/ attachments for completeness and appropriateness based on the additional documents submitted and submit the evaluation results on the favourable number of days for a contract time extension.	None	13 days	Project Manager/ Technical Staff
	2.2 Endorse the evaluation results for approval of the Department Manager	None	1 day	Division Manager
	2.3 Recommend the approval of the evaluated CTE to AGM-EO/ OGM.	None	1 day	Department Manager
	2.4 Forward the recommendation to the AGM-EO/ OGM.	None	1 hour	Record Officer
<b>TOTAL:</b>		<b>None</b>	<b>19 days and 6 hours (working days)</b>	

### 3. Request for Variation Order/Change Order/Extra Work Order

Covers the request of Variation Order (VO) of the original contract price. Applicable to all projects, from pre-construction to the construction phase.

<b>Office/Division:</b>	Port Construction and Maintenance Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Justification for a need for Variation Order (1 original)		PCMD		
2. Lay-Out Plan/ Revised Plan (1 photocopy)		PPDD/ PCMD/AGM-EO/PMO		
3. Detailed Estimates (1 original)		Field Office PPA/Contractor		
4. Quantity Calculation Sheets (1 original)		Field Office PPA/Contractor		
5. Canvass Costing for Materials, if any (1 original)		Field Office PPA/Contractor		
6. Related Communications (1 photocopy)		PCMD Office/PMOs		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit/ prepare required documents for a request for a Variation Order/Change Order/Extra Work Order	1.1 Record receipt of the Contractor's conforme on the proposed V.O. and forward it to the PCMD Manager.	None	1 hour	PCMD Record Officer / Secretary/ Authorized Personnel
	1.2 Acknowledge and forward the submitted documents to the concerned Division Manager.	None	1 day	Department Manager
	1.3 Assign a Technical Staff to check computations/ evaluate documents submitted by the Project Manager/ Project Engineer	None	1 day	Division Manager

	1.4 Evaluate the submitted documents/ attachments for completeness and appropriateness, and advise the Contractor about findings/lacking documents (if any) through a letter/phone call/email.	None	4 days	Project Manager/ Technical Staff
2. To submit/ provide documents, which are lacking or inappropriate.	2.1 Re-evaluate the documents/ attachments for completeness and appropriateness and submit evaluation results to the concerned Division Manager.	None	12 days	Project Manager/ Technical Staff
	2.2 Endorse for approval the tabulated computations for variation orders (including time extension analysis [if any]) to the Department Manager	None	6 hours	Division Manager
	2.3 Recommend the approval of VO to the AGM-EO/ OGM.	None	1 day	Department Manager
	2.4 Forward the recommendation to the AGM-EO/ OGM.	None	1 hour	Record Officer
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

#### 4. Customer Communication Procedure - Simple

This procedure applies to all forms of external communication relevant to the quality performance of PPA-PCMD.

<b>Office/Division:</b>	Port Construction and Maintenance Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2B – Government to Business G2C – Government to Citizen			
<b>Who may avail:</b>	Contractor/ PPA RC / PMOs / Government Agencies / Others			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request (1 original)		Applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the letter of request/ communication.  *May be submitted manually or electronically.	1.1 Record receipt of the customer communication and forward to the PCMD Manager	None	1 hour	PCMD Record Officer/ Secretary/ Authorized Personnel
	1.2 Endorse to the concerned division/CSS staff	None	1 day	Department Manager
	1.3 Designate an OPR to prepare a reply	None	2 hours	Concerned Division/ CSS Staff
	1.4 Prepare a letter reply/ response	None	1 day	Technical Staff
	1.5 Approve/sign the letter reply	None	4 hours	Department Manager/ Division Manager
	1.6 Forward the reply through email or the Records Division	None	1 hour	Record Officer
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	

## 5. Customer Communication Procedure - Complex

This procedure applies to all forms of external communication relevant to the quality performance of PPA-PCMD.

<b>Office/Division:</b>	Port Construction and Maintenance Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government G2B – Government to Business G2C – Government to Citizen			
<b>Who may avail:</b>	Contractor/ PPA RC / PMOs / Government Agencies / Others			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request (1 original)		Applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter of request for Information/ Reports/others  *May be submitted manually or electronically.	1.1 Record receipt of the customer's request for information/ reports and forward to the PCMD Manager	None	1 hour	PCMD Record Officer/ Secretary/ Authorized Personnel
	1.2 Forward to the responsible unit/division for appropriate action	None	1 day	Department Manager
	1.3 Evaluate validity/ sensitivity; consolidate required information/data and prepare reply letter	None	5 days	Division Manager/ CSS Staff/ Technical Staff
	1.4 Approve/sign the requested information/data for release and/or endorse to AGM-EO (if the request is addressed to AGM-EO)	None	6 hours	Department Manager
	1.5 Forward the data/information	None	1 hour	PCMD Records



	through email or the Records Division			Officer/ Secretary
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

**PORT CONSTRUCTION AND MAINTENANCE  
DEPARTMENT (PCMD)  
Internal Services**

## 6. Request for Release of Funds for Approved POWs for Maintenance Projects (New Projects)

This procedure covers the evaluation of POW submitted by PMOs and the processing of the release of initial funds for maintenance projects.

<b>Office/Division:</b>		Port Construction and Maintenance Department		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		PMOs		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memorandum from the PMO addressed to the AGM-EO (1 original) 2. Supporting Documents: 1.6 Program of Works (1 original) 1.7 Summary of Cost Derivation (1 original) 1.8 Detailed Cost Estimate (1 original) 1.9 Summary Sheet of Prices signed by ESD/PM (1 original) 1.10 FORMS re Listing of Proposed Engineering Projects Classified as CAPEX or Maintenance (1 original) 1.11 Approved Program of Project (1 photocopy) 1.12 Plans (1 original) 1.13 Others, as necessary (photos, PERT-CPM, etc. - 1 original)		PMO		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit a memorandum including supporting documents	1.1 Record receipt of the approved POWs of PMOs from AGM-EO and forward to PCMD Manager.	None	1 hour	PCMD Record Officer/ Secretary/ Authorized Personnel
*May be submitted manually or electronically	1.2 Forward to the Division Manager concerned.	None	1 day	Department Manager
	1.3 Designate a Technical Staff to review/evaluate the computations and	None	1 day	Division Manager

	supporting documents.			
	1.4 Evaluate documents/ attachments for completeness and appropriateness and prepare recommendation letter for funding.	None	15 days	Technical Staff
	1.5 Endorse the letter of recommendation to the Department Manager.	None	1 day	Division Manager
	1.6 Approve/sign the recommendation letter and endorse to AGM-EO.	None	1 day	Department Manager
	1.7 Forward the recommendation to the AGM-EO.	None	1 hour	Record Officer
<b>TOTAL:</b>		<b>None</b>	<b>19 days and 2 hours (working days)</b>	

## 7. Request for Release of Funds for Approved POWs for Maintenance Projects (Carry-Over Projects and projects with balance of funds)

This procedure covers the evaluation of PO W submitted by PMOs and the processing of the release of funds for maintenance projects.

<b>Office/Division:</b>		Port Construction and Maintenance Department		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		PMOs		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Memorandum request from PMO (1 original)</li> <li>2. Report on the actual utilization of funds signed by ESD/PM (1 original)</li> <li>3. Others (request for billing of the contractor, others – 1 original)</li> </ol>		PMO		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit a memorandum requesting the release of the balance of funds including supporting documents  *May be submitted manually or electronically	1.1 Record receipt of the memorandum and forward to PCMD Manager	None	1 hour	PCMD Record Officer/ Secretary/ Authorized Personnel
	1.2 Forward to the Division Manager concerned.	None	1 day	Department Manager
	1.3 Designate a Technical Staff to review/evaluate the computations and supporting documents.	None	2 hours	Division Manager
	1.4 Evaluate documents/ attachments for completeness and appropriateness and prepare a recommendation letter for funding.	None	5 days	Technical Staff/Division Manager

	1.5 Approve/sign the recommendation letter and endorse to AGM-EO.	None	4 hours	Department Manager
	1.6 Forward the recommendation to the AGM-EO.	None	1 hour	Record Officer
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

# **DREDGING AND SURVEY DEPARTMENT (DSD)**

## **External Services**

## 1. Joint Hydrographic Survey/Conduct of Joint Hydrographic Survey

Contractor's Letter request for either pre, progress and post dredging joint hydrographic survey to determine the actual volume of silts to be removed or accomplished;

With the instruction of the DSD Manager, DMD to evaluate the request and PSD to determine the availability of Survey Team;

Survey works includes field work, gathering and processing of data and plotting of survey output.

<b>Office/Division:</b>	Dredging and Survey Department- PSD and DMD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
2. Letter from Contractor, requesting joint hydrographic survey to determine the actual volume of silts to be removed or accomplished (1 original copy or 1 scan copy)		Contractor		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter request for the joint hydrographic survey	1.1 DSD records receipt of Contractor's request;	None	2 days	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct DMD / PSD to evaluate the request;	None		DSD Manager
	1.3 DMD, along with the Project Manager, evaluates the Contractor's request and/or the present dredging accomplishment;	None	5 days	DMD Manager / Project Manager



	<p>1.4 DMD Manager or Project Manager confers with the PSD concerning the Contractor's request to determine the availability of DSD Survey Team;</p> <p>1.5 Checks compliance with requirements (test results of the billed items, insurances)</p> <p>1.6 Advise contractor with regards to lacking documents (if any)</p>	<p>None</p> <p>None</p> <p>None</p>		<p>DMD and PSD Managers and Survey Section Chief</p> <p>PSD Manager /Section Chief</p> <p>Survey Team DMD Manager / Project Manager</p>
<p>2. Confirms thru letter, email or text the schedule for the conduct of joint hydrographic survey, and send representative/s at the project site on the agreed date of joint survey</p>	<p>2.1 Courtesy call / coordinate with concerned PMO Official regarding the purpose of the survey works;</p> <p>2.2 Conduct survey work:</p> <ul style="list-style-type: none"> <li>- Reconnaissance survey of area of concern;</li> <li>- Preparation of survey equipment and materials;</li> <li>- Establishment / verification of control points;</li> <li>- Survey proper;</li> <li>- Review / evaluation of raw data;</li> <li>- If inconsistency was found in the raw data; re-</li> </ul>	<p>None</p> <p>None</p>	<p>5 days</p>	<p>DMD Project Manager and PSD Survey Team</p> <p>PSD Survey Team / Contractor</p>

	survey the affected area;			
	2.3 Processing of survey data: - Consolidation and processing of survey data; - Plotting; - Submission of survey plan;	None	6 days	PSD Survey Team
	2.4 Signing of survey plan;	None	3 days	PSD, Contractor and DSD Manager
	2.5 Dissemination of survey plan (DMD and Contractor)	None		DMD / Signed by DSD Manager
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

## 2. Time Extension / Temporary Suspension of the Project/ Evaluation Processing

In the event that the Contractor encounters delay in obtaining the required permit and/or clearances from concerned government office/s, environmental issues with the LGU's, introduction of new work items that are either due change of plans, design or alignment to suit actual field conditions resulting in disparity between the pre-construction plan used for purposes of bidding and "as staked plans" or construction drawings prepared after a joint survey, the contractor shall promptly notify PPA of such delay and may request an appropriate temporary suspension of work and/or extension of project duration;

An extension of time or a temporary suspension of the implementation of dredging project maybe granted only if it is and justified that the cause of delay is beyond control of both PPA and contractor;

Verification works includes coordination with the concerned PMOs, if applicable, and project inspector to ascertain the Contractor's claim;

Require the Contractor to submit justification, if warranted, including supporting documents; Staff work includes examination for completeness of supporting documents and preparation of evaluation report;

Approval of Work Suspension and Time Extension is dependent on the Revised Delegation of Authority (RDA) of Engineering Office.

<b>Office/Division:</b>	Dredging and Survey Department- PSD and DMD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (1 original copy or 1 scan copy)		Contractor		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter request for Time Extension / Temporary Suspension of the project including the corresponding justification and supporting documents, addressed to	1.1 DSD records receipt of Contractor's request;	None	2 days	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct DMD to evaluate the request, take necessary action/ recommendation;	None		DSD Manager

Office of the of the Assistant General Manager for Engineering (OAGME).	1.3 DMD Manager confers with the Project Manager and Contractor concerning the issues at hand (suspension and / or extension of work duration);	None	10 days	DMD Manager and/or Project Manager
	1.4 DMD to report to the DSD Manager the status of the project and proposed recommendation / action to be taken;	None		DMD Manager
	1.5 Coordination with the concerned PMOs, if applicable, and / or project inspector concerning the Contractor's request (Work Suspension and / or Time Extension);	None		Project Manager
	1.6 Determination of Contractor's justification falls under "Annex E" of the IRR of the Revised RA 9184;	None		Project Manager
	1.7 Analyze the completeness of the supporting documents, if necessary, require Contractor to	None		Project Manager

	submit additional documents / information;			
	1.8 Prepares evaluation report or recommendation, including Executive Brief if for approval by Top Management;	None	5 days	Project Manager
	1.9 DMD Manager reviews the Evaluation Report or PM's Recommendation and submits to the DSD Manager for approval or his endorsement if document is for approval by Top Management;	None	3 days	DMD Manager
	1.10 Approval or Endorsement to Top Management by the DSD Manager.	None		DSD Manager
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

### 3. Variation / Change Order / Project Recapitulation / Evaluation Processing

In the event that the Project encounters necessary variation or changes to cover any increase/decrease in quantities or introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and "as staked plans" or construction drawings prepared after a joint survey or where there are subsurface or latent physical conditions at site differing materially from those indicated in the contract, variation order is necessary;

Variation Orders (or Recapitulation) is issued to cover any increase/decrease in quantities; Introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and "as staked plans" whenever there subsurface or latent physical conditions at site differing materially from those indicated in the contract;

If the Project Manager believes that a Variation Order should be issued or there is an urgent request from the PMO/Port Users, there is a need to prepare the proposed VO accompanied with the notices submitted by the contractor, the plans and quantity computations the works involved (increase/decrease per item indicating the specific area where such works are needed, inspections/investigation thereon; and a detailed cost estimate of the items of work together with justifications for the need of such Variation Order and shall submit the same to the Head of Agency concerned.

<b>Office/Division:</b>	Dredging and Survey Department- PSD and DMD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (either from the Contractor, PMOs or Port Users) (1 original copy or 1 scan copy)		Contractor / PMO's/ Port Users		
2. Project Status/ Accomplishment Report (1 original copy or 1 scan copy)		Project Manager/Project Engineer		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

1. Submit letter request for Variation Order (Recapitulation), including the corresponding justification and supporting documents.	1.1 DSD records receipt of Contractor / PMO or Port User's request; or Project Status Report by the Project Inspector / Manager;	None	2 days	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct DMD to evaluate the request, take necessary action/ recommendation;	None		DSD Manager
	1.3 DMD Manager confers with the Project Manager concerning the issues at hand (Variation / Change Orders / Project Recapitulation);	None	5 days	DMD Manager and Project Manager
	1.4 DMD to report to the DSD Manager the status of the project and proposed recommendation / action to be taken;	None		DMD / Project Manager
	1.5 Coordinate / discuss with the concerned PMOs, if applicable and / or project inspector concerning the	None		DMD / Project Manager

	<p>Status of the project;</p> <p>1.6 Prepare the proposed Order accompanied with the plans, computations as to the quantities of the increase/ decrease works involved per item and a detailed estimate of the unit cost of such items of work, together with justifications work, together with justifications Order or Extra Work Order;</p> <p>1.7 DMD Manager upon receipt of the proposed Variation Order (Recapitulation) conducts investigation /review to verify the need for the work to be prosecuted and evaluate the proposed plan, quantity calculation and prices of the work involved and submits to the DSD Manager for approval or his endorsement if document is for approval by Top Management;</p>	<p>None</p> <p>None</p> <p>None</p>	<p>10 days</p> <p>3 days</p>	<p>Project Manager</p> <p>DMD Manager</p> <p>DSD Manager</p>
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	1.8 Approval or Endorsement to Top Management by the DSD Manager.			
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

#### 4. Contractor's Request for Progress/Final Billing

Once a month, the contractor may submit a request for payment for work accomplished; prior to approval of the request, DSD to review / evaluate the project status / accomplishment.

The contractor submits a request for payment for work accomplished (Statement of Work Accomplished -SWA), in which SWA indicates the amount considered for payment based on the Bill of Quantities to cover the accumulative value of the works executed;

<b>Office/Division:</b>	Dredging and Survey Department- PSD and DMD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter from the Contractor (1 original copy)		Contractor		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter request for Billing, including corresponding justification /supporting documents.	1.1 DSD records receipt of Contractor request for payment;	None	2 days	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct DMD to further evaluate the request, take necessary recommendation;	None		DSD Manager
	1.3 DMD Manager confers with the Project Manager and/or Inspector concerning the request and verifies the cumulative accomplishment to date;	None	5 days	DMD Manager and Project Manager

	1.4 DMD to report to the DSD Manager the status of the project and proposed recommendation / action to be taken;	None		DMD Manager
	1.5 Coordinate / discuss with the Project Manager and / or project inspector concerning the Status of the project;	None		DMD / Project Manager
	1.6 Review and evaluates the Contractor's SWA including the accompanied plans and computations as to the correctness of quantities of works involved per item and the unit cost of such items of work, together with other pertinent supporting documents;	None	10 days	Project Manager
	1.7 DMD Manager upon receipt of evaluated SWA, checks its completeness including the attached supporting documents, if necessary, require	None		DMD Manager

	<p>Contractor to submit additional documents / information; work involved and submits to the DSD Manager for approval and subsequent endorsement to Top Management;</p> <p>1.8 Approval or Endorsement to Top Management by the DSD Manager.</p>	None	3 days	DSD Manager
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

## 5. Request for Survey Works, and by the NG/LGU, etc.

DSD is PPA lead surveyor that carry-out an efficient delineation of the Port's metes and bounds and clearly map out the contours of the ground, including the description of the existing features on the surface (natural and man-made) and subsurface (seabed) of the earth and accurately present the existing water depth around the port.

To provide a well-defined survey plan, survey works includes field work, gathering and processing of data and plotting of survey output.

<b>Office/Division:</b>	Dredging and Survey Department- PSD and DMD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	NG/LGU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter from NG/LGU, requesting hydrographic and/or Topographic Surveys ( 1 original copy ) 2. Map/location of the requested area (1 original copy)		NG/LGU		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter request for the survey	1.1 DSD records receipt of request;	None	1 day	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct PSD to evaluate the request, take necessary action and coordinate with the requesting party, if necessary;	None		DSD Manager
	1.3 PSD, along with the Principal Engr, evaluates the request, work includes research on the proposed site, prevailing	None	6 days	PSD Manager

	<p>weather pattern, assigning of survey team, scheduling, right of way issue, etc.</p> <p>1.4 PSD submits recommendation to the DSD Manager, either for approval or not;</p> <p>1.5 If considered, PSD to schedule the survey work and prepares travel documents and needed equipment;</p> <p>1.6 PSD to prepare reply letter to the Requesting Office informing the schedule of the requested survey and to be signed by the DSD Manager</p>	<p>None</p> <p>None</p> <p>None</p>		<p>PSD Manager</p> <p>PSD Manager</p> <p>PSD Manager</p>
2. Confirms thru letter, phone call, email or text the schedule for the conduct of joint hydrographic survey and send representative/s at the project site on the agreed date of joint survey	<p>2.1 PSD to prepare reply letter to the Requesting Office informing the schedule of the requested survey and to be signed by the DSD Manager;</p> <p>2.2 Conduct survey work: - Reconnaissance survey of area of concern; - Preparation of survey</p>	<p>None</p> <p>None</p>	5 days	<p>PSD Survey Team Leader</p> <p>PSD Survey Team</p>

	<p>equipment and materials; - Establishment / verification of control points; - Survey proper; - Review / evaluation of raw data; - If inconsistency was found in the raw data; re-survey the affected area;</p>			
	<p>2.3 Processing of survey data: - Consolidation and processing of survey data; - Plotting; - Submission of survey plan;</p>	None	5 days	PSD Survey Team
	<p>2.4 Signing of survey plan;</p>	None	3 days	PSD and DSD Manager
	<p>2.5 Dissemination of survey plan</p>	None		DSD Manager
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

## 6. Evaluation / Recommendation of request for Dredging Projects (LGUs, Congressional Concerns)

DSD is PPA lead office that implements dredging works.

<b>Office/Division:</b>	Dredging and Survey Department- PSD and DMD			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	PMO'S/NG/LGU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter from NG/LGU, requesting for Dredging Projects (1 Original Copy) 2. Map/Location of the dredging project (1 Original Copy)		NG/LGU		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter request for dredging project	1.1 DSD records receipt of request for dredging project;	None	2 days	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct PSD to evaluate the request, take necessary action and coordinate with the requesting party, if necessary;	None		DSD Manager
	1.3 PSD, along with the Principal Engr, evaluates the request, work includes research on the proposed site,	None	4 days	PSD Manager
	1.4 PSD submits recommendation to the DSD Manager, either	None		PSD Manager



	for approval or not;			
	1.5 PSD to prepare reply letter to the Requesting Office informing that their request for dredging works where either denied for some reason or to be considered in PPA Dredging Program and to be signed by either the DSD Manager or AGMEO	None	1 day	PSD Manager  PSD Manager
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

# **DREDGING AND SURVEY DEPARTMENT (DSD)**

## **Internal Services**

## 7. Evaluation of PMO's Request for Dredging Project or Survey Works (POW or Letter Request)

DSD is PPA lead office that implements dredging works.

<b>Office/Division:</b>	Dredging and Survey Department- PSD and DMD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Government			
<b>Who may avail:</b>	PMO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Memo (original copy)		PMO's		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit memo request for the dredging or survey works.	1.1 DSD records receipt of PMO's request;	None	2 days	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct PSD to evaluate the request, take necessary action and coordinate with the requesting party, if necessary;	None		DSD Manager
	1.3 PSD, along with the Principal Engineer, evaluates the request, work includes research on the proposed site, prevailing weather pattern, assigning of survey team, scheduling, right of way issue, etc.	None	10 days	PSD Manager
	1.4 PSD submits recommendation to the DSD	None	5 days	PSD Manager

	<p>Manager, either for approval or not;</p> <p>1.5 If considered, PSD to : - Include the proposed dredging on DSD Annual Dredging Program;</p> <p>1.6 PSD to prepare reply letter to the Concerned PMO informing the management decision.</p>	<p>None</p> <p>None</p>	<p>3 days</p>	<p>PSD Manager</p> <p>DSD Manager</p>
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

**PORT PLANNING & DESIGN DEPARTMENT  
(PPDD)  
External Services**

## 1. Request for Time Extension

In the event that the Consultant encounters delay in obtaining the required support services and facilities under the contract with PPA, it shall promptly notify PPA of such delay and may request an appropriate extension for completion of the services.

An extension of time maybe granted only if it is established that the cause of the delay in the performance of the work is due to the failure of PPA to provide the required services and facilities.

Any extension of contract time for any reason shall not involve additional cost on the part of PPA.

<b>Office/Division:</b>		Port Planning and Design Department (PPDD)		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2B – Government to Business		
<b>Who may avail:</b>		Consultancy Services Providers (Consultants)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter requesting for Time Extension (1 Original Copy or 1 Electronic Copy)		Provided by the Consultant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits letter of request for time extension addressed to the Assistant General Manager for Engineering (AGME).  <i>Note: If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically.</i>  <i>The request should be officially sent to the ASD's e-mail address:</i>	1.1 Upon receipt of the letter-request from the OAGME with instructions, the PPDD Secretary records the Consultant's request for a time extension and routes it to the PPDD Manager thereafter.	None	20 minutes	PPDD Secretary
	1.2 The PPDD Manager reviews the request and instructs the concerned Division Manager (PIAD PPD or DED) /PMT to conduct the evaluation of the same and prepare	None	1 day	PPDD Manager

<p><i>horecords@ppa.com.ph, for transmittal to PPDD.</i></p>	<p>appropriate recommendation/s thereof with corresponding justification/s, if needed.</p>			
	<p>1.3 The PPDD Secretary routes the letter-request of the Consultant, with the instructions from the PPDD Manager, to the concerned Division Manager/PMT.</p>	<p>None</p>	<p>5 minutes</p>	<p>PPDD Secretary</p>
	<p>1.4 Upon receipt of the letter-request from the PPDD Manager with instructions, the PIAD, PPD or DED Secretary records the Consultant's request for a time extension and routes it to the concerned Division Manager/PMT thereafter.</p>	<p>None</p>	<p>20 minutes</p>	<p>PIAD, PPD or DED Secretary</p>
	<p>1.5 The concerned Division Manager/PMT reviews the request and instructs the Staff to conduct the evaluation of the same and prepare appropriate recommendation/s thereof with corresponding justification/s, if needed.</p>	<p>None</p>	<p>3 hours</p>	<p>PIAD, PPD or DED Manager/Staff</p>

	<p>1.6 The PIAD, PPD or DED Secretary routes the letter-request of the Consultant, with the instructions from the concerned Division Manager/PMT, to the assigned Staff.</p>	None	5 minutes	PIAD, PPD or DED Secretary
	<p>1.7 The PIAD, PPD or DED Staff conducts the evaluation of the request for a time extension, with complete supporting documents, and prepares appropriate recommendations/ documentations.</p> <p><b>Note:</b> Evaluation/s and recommendation/s are based on the existing Terms of Reference (TOR) and Contract.</p>	None	12 days	PIAD, PPD or DED Staff
	<p>1.8 The PPDD prepares and forwards the results of the evaluation with Executive Brief (EB) to the AGME for his approval/ endorsement of the same to the General Manager (GM), for subsequent approval or disapproval.</p>	None	2 days	<p>PPDD Manager</p> <p>PIAD, PPD or DED Manager/Staff</p>



	1.9 The PPDD Secretary routes the EB to the OAGME.	None	10 minutes	PPDD Secretary
	1.10 The GM approves or disapproves the request for a time extension.	None	3 days	General Manager
2. Receives the result of the evaluation (approved or disapproved)	<p>2. The concerned Division/PMT informs the Consultant whether the request for time extension has been approved or disapproved.</p> <p><b>Note:</b> Consultant is provided with a copy of approved/disapproved request for time extension.</p> <p><i>If in any case face-to-face transaction is not possible, PPDD shall forward a copy of the approved/disapproved request to the ASD's e-mail address for official transmittal of the same to the Consultant.</i></p>	None	1 day and 4 hours	PIAD, PPD or DED Manager/Staff
<b>TOTAL:</b>		<b>None</b>	<b>20 working days</b>	

## 2. Request for Technical Assistance (External Services)

This procedure covers the provision of technical assistance on related port infrastructure projects.

<b>Office/Division:</b>	Port Planning and Design Department (PPDD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Government Agencies (e.g. LGUs, DPWH, DOTr)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter requesting for Technical Assistance (1 Original Copy or 1 Electronic Copy)		Provided by the Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<p>1. Submits letter of request for technical assistance addressed to the AGME.</p> <p><i>Note: If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically.</i></p> <p><i>The request should be officially sent to the ASD's e-mail address: <a href="mailto:horecords@ppa.com.ph">horecords@ppa.com.ph</a>, for transmittal to PPDD.</i></p>	1.1 Upon receipt of the letter-request from the OAGME with instructions, the PPDD Secretary records the Client's request for technical assistance.	None	15 minutes	PPDD Secretary
	1.2 The PPDD Manager reviews the request and instructs the concerned Division Manager (PIAD, PPD or DED) to facilitate the same.	None	1 hour	PPDD Manager
	1.3 Request is forwarded to the concerned Division (PIAD, PPD or DED) for appropriate action/s.	None	15 minutes	PPDD Secretary
	<b>PIAD evaluates the facility requirements of the port.</b>			

	1.3.1a The PIAD Manager instructs the Technical Staff to prepare the evaluation report of the facility requirements.	None	30 minutes	PIAD Manager
	1.3.1b The Technical Staff prepares the evaluation report of the facility requirements.	None	3 days	Technical Staff
	1.3.1c The PIAD Manager reviews the submitted evaluation report of the facility requirements.	None	1 hour	PIAD Manager
	1.3.1d The PIAD Manager submits the evaluation report to the PPDD Manager.	None	30 minutes	PIAD Manager /Secretary
	<b>PPD facilitates the project evaluation.</b>			
	1.3.2a The PPD Manager instructs the Technical Staff to conduct and prepare project evaluation.	None	30 minutes	PPD Manager
	1.3.2b The Technical Staff conducts and prepares project evaluation.	None	3 days	Technical Staff
	1.3.2c The PPD Manager reviews and submits the project evaluation summary report to the PPDD Manager	None	1 hour	PPD Manager/ Secretary

	for review/ consideration.			
	<b>DED evaluates the design plans and prepares evaluation report.</b>			
	1.3.3a The DED Manager reviews the request and instructs the concerned Technical Staff (Designer, Estimator, Architect and Electrical Engineer) to conduct and prepare evaluation report.	None	30 minutes	DED Manager
	<ul style="list-style-type: none"> <li>• Design/ Structural</li> </ul>		2 days	Civil/Structural Engineer
	<ul style="list-style-type: none"> <li>• Architectural</li> </ul>		2 days	Architect
	<ul style="list-style-type: none"> <li>• Electrical</li> </ul>		2 days	Electrical Engineer
	<ul style="list-style-type: none"> <li>• Estimating</li> </ul>		2 days	Civil Engineer/ Estimator
	<ul style="list-style-type: none"> <li>• Duration for the need to request/ coordinate additional data from client.</li> </ul>		2 days	Technical Staff/Client
	<ul style="list-style-type: none"> <li>• Duration for the need to conduct joint site inspection.</li> </ul>		2 days	Technical Staff/Client
	1.3.3b The DED Manager reviews and submits the evaluation report summary to the PPDD Manager for	None	1 hour	DED Manager/ Secretary

	<p>review/ consideration.</p> <p>1.4 The PPDD Manager receives the results of the evaluation from the concerned Division (PIAD, PPD or DED), and instructs to finalize the report.</p> <p>1.5 The PPDD submits the evaluation report with draft reply/memo to the AGME for consideration.</p>	<p>None</p> <p>None</p>	<p>1 hour</p> <p>1 day</p>	<p>PPDD Manager</p> <p>PPDD Manager/ Secretary</p>
2. Receives the results of the evaluation report.	<p>2. The PPDD releases the results of the evaluation report.</p> <p><b>Note:</b> <i>If in any case face-to-face transaction is not possible, PPDD Shall forward the results of the evaluation report to the ASD's e-mail address for official transmittal of the same to the Client.</i></p>	None	30 minutes	PPDD Manager/ Staff
<b>TOTAL:</b>		None	<b>20 working days</b>	

**PORT PLANNING & DESIGN DEPARTMENT  
(PPDD)  
Internal Services**

#### 4. Request for Documents and Data

Requests from other Departments at PPA Head Office (HO) and Port Management Offices (PMOs) for documents and data, including Development Plan/Master Plan, Port Profile, and Feasibility Study, to be used for different specific purposes.

<b>Office/Division:</b>	Port Planning and Design Department (PPDD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Other Departments at PPA Head Office, Port Management Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Request for Copy of Records Form (1 Original Copy or 1 Electronic Copy)		PPDD		
2. Memorandum requesting for Documents and Data (1 Original Copy or 1 Electronic Copy)		Provided by the HO Department or PMO		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits accomplished request for copy of records form or memo/ request for documents and data.  <i>Note: If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically.</i>  <i>The request should be officially sent to the ASD's e-mail address: <a href="mailto:horecords@ppa.com.ph">horecords@ppa.com.ph</a>, for transmittal to PPDD.</i>	1.1 The PPDD Secretary records receipt of the request for documents/data and routes the same to the PPDD Manager thereafter.	None	20 minutes	PPDD Secretary
	1.2 The PPDD Manager evaluates the request and instructs the concerned Division Manager/s (PIAD, PPD or DED) to facilitate the request.	None	1 day	PPDD Manager
	1.3 The PPDD Secretary routes the request, with the instructions from the PPDD Manager, to the	None	5 minutes	PPDD Secretary

	concerned Division.			
	1.4 Upon receipt of the request from the PPDD Manager with instructions, the PIAD, PPD or DED Secretary records the same and routes it to the PIAD, PPD or DED Manager thereafter.	None	20 minutes	PIAD, PPD or DED Secretary
	1.5 The PIAD, PPD or DED Manager reviews the request and instructs the Staff to prepare requested documents.	None	3 hours	PIAD, PPD or DED Manager
	1.6 The PIAD, PPD or DED Secretary routes the request, with the instructions from the PIAD, PPD or DED Manager, to the assigned Staff.	None	5 minutes	PIAD, PPD or DED Secretary
	1.7 The PIAD, PPD or DED prepares the requested documents/data and a memorandum transmitting the same to the requesting party and submits it to the PPDD Manager for review/approval.	None	3 days	PIAD, PPD or DED Manager/ Staff
	1.8 The PIAD, PPD or DED Secretary routes the	None	5 minutes	PIAD, PPD or DED Secretary



	<p>memorandum together with the requested documents/data to the PPDD Manager.</p> <p>1.9 The PPDD Secretary routes the memorandum/communication letter to the PPDD Manager.</p> <p>1.10 The PPDD Manager reviews and signs the memorandum/communication letter.</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>1 day</p>	<p>PPDD Secretary</p> <p>PPDD Manager</p>
2. Receives requested documents/data.	<p>2. The PPDD forwards the requested documents/data to the requesting party.</p> <p><b>Note:</b> <i>If in any case face-to-face transaction is not possible, PPDD shall forward the requested documents/data to the ASD's e-mail address for official transmittal of the same to the requesting party.</i></p>	None	1 day and 4 hours	PPDD Manager/Staff
<b>TOTAL:</b>		<b>None</b>	<b>7 working days</b>	

#### 4. Request of PMOs for Evaluation of POW (Locally Funded Projects)

Port Management Offices (PMOs) submit Program of Work (POW) of Proposed Locally Funded Projects for approval and funding of the Assistant General Manager for Engineering (AGME).

Port Planning and Design Department prepares recommendation/s for AGME's approval/disapproval based on the result/s of the evaluation of the submitted POWs.

<b>Office/Division:</b>	Port Planning and Design Department (PPDD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Port Management Offices (PMOs)	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1.	Memorandum requesting for Evaluation of POW (1 Original Copy or 1 Electronic Copy)	Provided by the PMO
2.	Project Evaluation Checklist (1 Original Copy or 1 Electronic Copy)	Project Identification and Appraisal Division
3.	Summary of Facility Requirements (1 Original Copy or 1 Electronic Copy)	Project Identification and Appraisal Division
4.	Summary of Past and Present Historical Port Traffic Template (1 Original Copy or 1 Electronic Copy)	Project Identification and Appraisal Division
5.	Port Traffic Projection Template (1 Original Copy or 1 Electronic Copy)	Project Identification and Appraisal Division
6.	Project Evaluation Report Form (1 Original Copy or 1 Electronic Copy)	Project Preparation Division
7.	Checklist in preparation of POW (1 Original Copy or 1 Electronic Copy)	Detailed Engineering Division
8.	Project Feature (1 Original Copy or 1 Electronic Copy)	Detailed Engineering Division
9.	Individual Project Program of Work (1 Original Copy or 1 Electronic Copy)	Detailed Engineering Division
10.	Breakdown of Estimated Expenditures (1 Original Copy or 1 Electronic Copy)	Detailed Engineering Division
11.	Approved Budget for the Contract (1 Original Copy or 1 Electronic Copy)	Detailed Engineering Division
12.	Bill of Quantities (1 Original Copy or 1 Electronic Copy)	Detailed Engineering Division
13.	Construction Schedule and Cash-Flow (1 Original Copy or 1 Electronic Copy)	Detailed Engineering Division
14.	Detailed Cost Estimates	Detailed Engineering Division

(1 Original Copy or 1 Electronic Copy)					
15. Labour Rates and Equipment using the latest edition of ACEL (1 Original Copy or 1 Electronic Copy)		Detailed Engineering Division			
16. Unit Price of Materials (1 Original Copy or 1 Electronic Copy)		Detailed Engineering Division			
17. Summary of Canvassed Price of Materials (1 Original Copy or 1 Electronic Copy)		Detailed Engineering Division			
18. Summary of Construction Materials (1 Original Copy or 1 Electronic Copy)		Detailed Engineering Division			
19. Design Calculation (1 Original Copy or 1 Electronic Copy)		Detailed Engineering Division			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
<p>1. Submits POW for evaluation, with complete supporting documents, for the approval and funding of the AGME.</p> <p><b>Note:</b> <i>If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically.</i></p> <p><i>The request should be officially sent to the ASD's e-mail address: <a href="mailto:horecords@ppa.com.ph">horecords@ppa.com.ph</a>, for transmittal to PPDD.</i></p>	1.1 Upon receipt of the letter-request from the OAGME with instructions, the PPDD Secretary records the submitted POW with complete supporting documents.	None	5 minutes	PPDD Secretary	
	1.2 The PPDD Manager forwards the POW to different divisions (PIAD, PPD and DED) depending on the status of the submitted POW.	None	10 minutes (1.2 & 1.3)	PPDD Manager/ Secretary	
	1.3 If the submitted proposed project is not included in the MTPIP, POW will be forwarded to PIAD and PPD.	None		PPDD Manager/ Secretary	
<p><b>Note:</b> <i>PPDD identifies if the submitted project proposal is included in the MTPIP.</i></p> <p><b>Note:</b> <i>POW is forwarded to PIAD.</i></p>					

	<p>1.3.1 The PIAD Secretary then receives/logs the submitted POW and supporting documents.</p>	None	30 minutes	PIAD Secretary
	<p>1.3.2 The PIAD Manager instructs the assigned Section Chief to facilitate the review, assessment and validation of the proposed project necessity.</p>	None	30 minutes	PIAD Manager
	<p><b>Note:</b> PIAD identifies if the proposed project is already evaluated by the Head Office.</p>			
	<p>1.3.3 If the proposed project is already evaluated by the Head Office, then the Section Chief assigns the Technical Staff to review, assess and validate the necessity of the proposed project.</p>	None	30 minutes	Section Chief (Principal Engineer A)
	<p>1.3.3a The Technical Staff validates the necessity of the proposed project based on the following documents submitted by the PMO and the prepared Head Office evaluation:</p> <ul style="list-style-type: none"> <li>• Assessment of existing port facilities.</li> </ul>	None	1 day	<p>Technical Staff with the Section Chief</p> <p>Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port Draftsman, Financial</p>

	<ul style="list-style-type: none"> <li>Analysis of the past and present port traffic analysis, including berth occupancy rate, and traffic forecast.</li> <li>Calculation of actual facility requirements.</li> </ul>			<p>Planning Analyst, and Assistant Port Engineers</p>
	<p>1.3.3b The Technical Staff presents and discusses the final result of the review, assessment and validation of the necessity of the proposed project with the assigned Section Chief.</p> <p><b>Note:</b> <i>The PIAD identifies if the proposed project is necessary or not based on PIAD review, assessment and validation.</i></p>	None	3 hours	<p>Technical Staff with the Section Chief</p> <p>Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port Draftsman, Financial Planning Analyst, and Assistant Port Engineers</p>
	<p>1.3.3.1 If the proposed project is necessary based on the result, the PIAD Manager reviews the final report of the reviewed, assessed and validated proposed project to be referred to PPD for re-validation.</p>	None	3 hours	PIAD Manager

	<p>1.3.3.2 If the proposed project is not necessary based on PIAD review, assessment and validation, the Technical Staff discusses with the assigned Section Chief the preparation of draft memo with attached documents and justifications to return the POW to PMO.</p>	None	3 hours	<p>Technical Staff with the Section Chief</p> <p>Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port Draftsman, Financial Planning Analyst, and Assistant Port Engineers</p>
	<p>1.3.3.2a The PIAD Manager reviews the draft memo, supporting documents/ justifications.</p>	None	30 minutes	PIAD Manager
	<p>1.3.4 If the proposed project is not yet evaluated by the Head Office, the PIAD Secretary receives/logs the submitted POW and supporting documents.</p>	None	30 minutes	PIAD Secretary
	<p>1.3.4a The PIAD Manager instructs the Section Chief for the review and</p>	None	30 minutes	PIAD Manager

	evaluation of the submitted POW.			
	1.3.4b The Section Chief instructs the Technical Staff to evaluate the proposed project.	None	30 minutes	Section Chief (Principal Engineer A)
	1.3.4c The Technical Staff evaluates the necessity of the proposed project through project evaluation.	None		
	The following steps will be used in evaluating the necessity of the proposed project:			
	<ul style="list-style-type: none"> <li>Assessment of the existing port facilities.</li> <li>Analysis of past and present port traffic, including berth occupancy rate, and undertake traffic forecast.</li> <li>Calculation of actual facility requirements.</li> </ul>		4 hours	Principal Port Draftsman
			1 day	Financial Planning Analyst
			4 hours	Principal Engineer C/ Supervising Engineer A and Assistant Port Engineers
	1.3.4.1 If the proposed project is necessary, based on PIAD Evaluation, the Technical Staff discusses with Section	None	3 hours	Technical Staff with the Section Chief  Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port

	Chief the recommendation of the proposed project.			Draftsman, Financial Planning Analyst, and Assistant Port Engineers
1.3.4.1a	The PIAD Manager reviews the recommended proposed project to be referred to PPD for further evaluation.	None	2 hours	PIAD Manager
1.3.4.2	If the proposed project is not necessary based on PIAD Evaluation, the Technical Staff discusses with Section Chief the preparation of draft memo, including the complete evaluation and other supporting documents, returning the POW to PMO.	None	3 hours	Technical Staff with the Section Chief  Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port Draftsman, Financial Planning Analyst, and Assistant Port Engineers
1.3.4.2a	The PIAD Manager reviews the draft memo returning the POW to PMO	None	2 hours	PIAD Manager
1.4	The PPD Secretary receives/logs the submitted POW and supporting documents.	None	30 minutes	PPD Secretary



	1.4.1	The PPD Manager instructs the Section Chief to evaluate/validate the proposed project.	None	1 hour	PPD Manager
	1.4.2	The Section Chief assigns the Technical Staff to review, evaluate and validate the proposed project if in accordance with the Master Plan.	None	30 minutes	Section Chief (Principal Engineer A)
	1.4.3	The Technical Staff reviews, evaluates, validates the proposed projects based on the following port development parameters: <ul style="list-style-type: none"> <li>• Orientation, scale, character, direction and location of the proposed development project in relation to the Master Plan of the subject port.</li> <li>• Proposed development configuration if within the scope of the development plan and aligned with the Master</li> </ul>	None	1 day  1 day	Technical Staff  Principal Port Draftsman  Principal Engineer C/ Supervising Engineer A

	Plan of the port.			
1.4.4	<p>The Technical Staff presents and discusses the final result of the review, evaluation and validation of the submitted project proposal with the Section Chief. (Presentation of Project Evaluation Report Form)</p> <p><b>Note:</b> PPD identifies if the proposed project is in accordance with the Master Plan.</p>	None	3 hours	Technical Staff with Section Chief
1.4.5	<p>If the proposed project is in accordance with the Master Plan, the PPD Manager reviews the final report/result of the reviewed, evaluated and validated proposed project to be referred to DED for POW evaluation.</p>	None	30 minutes	PPD Manager
1.4.6	<p>If the proposed project is not in accordance with the Master Plan, the Technical Staff discusses with the Section Chief for the preparation of draft memo with</p>	None	30 minutes	Technical Staff with Section Chief

	attached supporting documents/justifications and/or recommended/revised suggested plans to return the POW to PMO.			
	1.4.6a The PPD Manager reviews the draft memo, supporting documents/justifications, suggestions and recommendations of the PPD.	None	30 minutes	PPD Manager
	1.5 If the submitted proposed project is in accordance with the Master Plan, forward to DED, and the DED Secretary receives/logs the submitted POW and supporting documents.	None	30 minutes	DED Secretary
	1.5.1 The DED Manager instructs the Technical Staff to study the POW, and after that review and evaluate it through log and route of the Secretary.	None	30 minutes	DED Manager
	1.5.2 The DED Secretary to log/route POW to Technical Staff based on handwritten	None	5 minutes	DED Secretary

	<p>instructions from the DED Manager.</p> <p>1.5.3 The Technical Staff (Design, Estimate, Architect and Electrical) submits the evaluation reports. POW returns to the DED Manager with evaluation reports from the Technical Staff.</p> <ul style="list-style-type: none"> <li>• The Structural Engineer/ Principal Engineer reviews and evaluates the design and detail drawings of the submitted POW (including related documents).</li> <li>• The Estimating Engineer/ Principal Engineer reviews and evaluates the Quantity take off and Detailed Cost Estimates of the submitted POW (including related documents).</li> <li>• The Architect/ Principal</li> </ul>	None		<p>Technical Staff</p> <p>3 days</p> <p>3 days</p> <p>3 days</p>	<p>Structural Engineer/ Principal Engineer</p> <p>Estimating Engineer/ Principal Engineer</p> <p>Architect/</p>
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	<p>Architect reviews and evaluates the architectural designs and drawings as needed.</p> <ul style="list-style-type: none"> <li>The Electrical Engineer/ Principal Engineer reviews and evaluates electrical plans and drawings as needed.</li> </ul>		2 days	<p>Principal Architect</p> <p>Electrical Engineer/ Principal Engineer</p>
1.5.4	<p>The DED Manager returns POW to PPDD Manager with attached memo for signature.</p> <p><b>Note:</b> DED identifies if the POW is in order.</p>	None	30 minutes	DED Manager
1.5.5	<p>If POW found to be in order (No Findings), the DED Manager submits memo to be signed by the PPDD Manager endorsing the POW to AGME for funding.</p>	None	30 minutes	DED Manager
1.5.5a	<p>The PPDD Manager reviews and signs the memo attached to POW.</p>	None	5 minutes	PPDD Manager
1.5.6	<p>If POW found not to be in order or have findings (have one or more findings), the DED Manager submits</p>	None	30 minutes	DED Manager

	<p>memo to be signed by PPDD Manager returning the said POW to PMO for revision based on the attached evaluation reports.</p> <p>1.5.6a The PPDD Manager reviews and signs the memo attached to POW.</p> <p><b>Note:</b> <i>PPDD forwards to OAGME the signed memo for AGME's approval and signature.</i></p>	None	5 minutes	PPDD Manager
<b>TOTAL:</b>		<b>None</b>	<b>20 working days</b>	

## 5. Request of PMOs for Funds on ECC Application

Port Management Offices (PMOs) submit Program of Work (POW) for Environmental Compliance Certificate (ECC) Application for approval and funding of the Assistant General Manager for Engineering (AGME).

Port Planning and Design Department prepares recommendation/s for AGME's approval/disapproval based on the result/s of the evaluation of the submitted POWs.

<b>Office/Division:</b>	Port Planning and Design Department (PPDD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Port Management Offices (PMOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memorandum requesting for Evaluation of POW (1 Original Copy or 1 Electronic Copy)		Provided by the PMO		
2. POW (1 Original Copy or 1 Electronic Copy)		Provided by the PMO		
3. Terms of Reference, if needed (1 Original Copy or 1 Electronic Copy)		Provided by the PMO		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits POW for ECC application, with complete supporting documents, for the approval and funding of the AGME.  <i>Note: If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically.</i>  <i>The request should be officially sent to the ASD's e-mail</i>	1.1 The PPPD Secretary records receipt of the submitted POW with complete supporting documents and routes it to the PPDD Manager thereafter.	None	20 minutes	PPDD Secretary
	1.2 The PPDD Manager reviews the request and instructs the PPD Manager to evaluate the POW for ECC application.	None	1 day	PPDD Manager
	1.3 The PPDD Secretary routes the request and POW, with the instructions from the PPDD Manager, to the PPD Manager.	None	5 minutes	PPDD Secretary

<p>address: <u>horecords@ppa.com.ph</u>, for transmittal to PPDD.</p>	<p>1.4 Upon receipt of the request and POW from the PPDD Manager with instructions, the PPD Secretary records the same and routes it to the PPD Manager thereafter.</p>	None	20 minutes	PPD Secretary
	<p>1.5 The PPD Manager reviews the request and instructs the Section Chief to undertake appropriate action/s.</p>	None	2 hours	PPD Manager
	<p>1.6 The PPD Secretary routes the request and POW, with instructions from the PPD Manager, to the Section Chief.</p>	None	5 minutes	PPD Secretary
	<p>1.7 The Section Chief assigns the PPD Staff to evaluate the POW.</p>	None	2 hours	Section Chief
	<p>1.8 The PPD Staff undertakes the following:</p> <ul style="list-style-type: none"> <li>a. Evaluates the POW with complete supporting documents covering the amount of funds necessary for ECC application; and</li> <li>b. Prepares appropriate action papers</li> </ul>	None	3 days and 4 hours	PPD Staff
		None	1 day	PPD Staff



	<p>for review and approval of the PPDD Manager.</p> <p><b>Note:</b> If POW is not in order, it will be returned to PMO for revision and the PPD Staff prepares memo to PMO returning said POW (Processing Time ends upon release of memo to PMO).</p>			
	<p>1.9 The PPD Staff discusses with the Section Chief the recommended action and drafts a memorandum to the AGME for approval and funding (or memo returning the POW to PMO for revision).</p>	None	3 hours	Section Chief with PPD Staff
	<p>1.10 The PPD Manager reviews the draft memorandum.</p>	None	2 hours	PPD Manager
	<p>1.11 The PPDD Manager reviews and instructs to finalize the memorandum.</p>	None	2 hours	PPDD Manager
	<p>1.12 The PPDD Secretary routes the memorandum with the POW to the OAGME.</p> <p><b>Note:</b> PPDD forwards to OAGME the signed memo for AGME's approval and signature.</p>	None	10 minutes	PPDD Secretary
	<b>TOTAL:</b>	None	<b>7 working days</b>	

## 6. Request for Technical Assistance (Internal Services)

Provide technical assistance to other Departments at PPA Head Office (HO) and Port Management Offices (PMOs) for Programmed Projects included in the Medium-Term Public Investment Program (MTPIP) or Annual Procurement Plan (APP).

<b>Office/Division:</b>	Port Planning and Design Department (PPDD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Other Departments at PPA Head Office, Port Management Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memorandum requesting for Technical Assistance (1 Original Copy or 1 Electronic Copy)		Provided by the HO Department or PMO		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits memo/request for technical assistance addressed to the AGME.  <i>Note: If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically.</i>  <i>The request should be officially sent to the ASD's e-mail address: <a href="mailto:horecords@ppa.com.ph">horecords@ppa.com.ph</a>, for transmittal to PPDD.</i>	1.1 Upon receipt of the memo/request from the OAGME with instructions, the PPDD Secretary records the Client's request for technical assistance.	None	15 minutes	PPDD Secretary
	1.2 The PPDD Manager reviews the request and instructs the concerned Division Manager (PIAD, PPD or DED) to facilitate the same.	None	1 hour	PPDD Manager
	1.3 The request is forwarded to the concerned Division (PIAD, PPD or DED) for appropriate action/s.	None	15 minutes	PPDD Secretary

	<p><b>PIAD evaluates the facility requirements of the port.</b></p>			
	<p>1.3.1a The PIAD Manager instructs the Technical Staff to prepare the evaluation report of the facility requirements.</p>	None	30 minutes	PIAD Manager
	<p>1.3.1b The Technical Staff prepares the evaluation report of the facility requirements.</p>	None	3 days	Technical Staff
	<p>1.3.1c The PIAD Manager reviews the submitted evaluation report of the facility requirements.</p>	None	1 hour	PIAD Manager
	<p>1.3.1d The PIAD Manager submits the evaluation report to the PPDD Manager.</p>	None	30 minutes	PIAD Manager /Staff
	<p><b>PPD facilitates the project evaluation.</b></p>			
	<p>1.3.2a The PPD Manager instructs the Technical Staff to conduct and prepare project evaluation.</p>	None	30 minutes	PPD Manager
	<p>1.3.2b The Technical Staff conducts and prepares project evaluation.</p>	None	3 days	Technical Staff
	<p>1.3.2c The PPD Manager reviews and submits the</p>	None	1 hour	PPDD Manager

	<p>project evaluation summary report to the PPDD Manager for review/ consideration.</p> <p><b>DED evaluates the design plans and prepares evaluation report.</b></p> <p>1.3.3a The DED Manager reviews the request and instructs the concerned Technical Staff (Designer, Estimator, Architect and Electrical Engineer) to conduct and prepare evaluation report.</p> <ul style="list-style-type: none"> <li>• Design/ Structural</li> <li>• Architectural</li> <li>• Electrical</li> <li>• Estimating</li> <li>• Duration for the need to request/ coordinate additional data from client.</li> <li>• Duration for the need to conduct joint site inspection.</li> </ul> <p>1.3.3b The DED Manager reviews</p>	<p>None</p> <p>None</p>	<p>30 minutes</p> <p>2 days</p> <p>2 days</p> <p>2 days</p> <p>2 days</p> <p>2 days</p> <p>2 days</p> <p>1 hour</p>	<p>DED Manager</p> <p>Civil/Structural Engineer</p> <p>Architect</p> <p>Electrical Engineer</p> <p>Civil Engineer/ Estimator</p> <p>Technical Staff/Client</p> <p>Technical Staff/Client</p> <p>DED Manager/ Staff</p>
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	<p>and submits the evaluation report summary to the PPDD Manager for review/ consideration.</p> <p>1.4 The PPDD Manager receives the results of the evaluation from the concerned Division (PIAD, PPD or DED), and instructs to finalize the report.</p> <p>1.5 PPDD submits the evaluation report with draft reply/ memo to the AGME for consideration.</p>		<p>1 hour</p> <p>1 day</p>	<p>PPDD Manager</p> <p>PPDD Manager/ Secretary</p>
2. Receives the results of the evaluation report.	<p>2. PPDD releases the results of the evaluation report.</p> <p><b>Note:</b> <i>If in any case face-to-face transaction is not possible, PPDD Shall forward the results of the evaluation report to the ASD's e-mail address for official transmittal of the same to the Client.</i></p>	None	30 minutes	PPDD Manager/ Staff
<b>TOTAL:</b>		<b>None</b>	<b>20 working days</b>	

# **CONTROLLERSHIP DEPARTMENT (CD)**

## **Internal Services**

## 1. Processing of Disbursement Vouchers for Payment of Cash Advances

<b>Office/Division</b>	Controllership Department/Accounting Division
<b>Classification</b>	High Technical
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail</b>	PPA Officials and Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. Local Travel</b>	
Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned
Office Order/Travel Order approved in accordance with Section 3 of EO No. 298	Responsibility Centers (RCs) Concerned
Duly approved itinerary of travel	Responsibility Centers (RCs) Concerned
Office/Division:	Accounting Division, Controllership Department
Authority to Deduct from salary in case of failure to liquidate cash advance	Employee Concerned
<b>B. Foreign Travel</b>	
Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned
Office Order/Travel Order approved in accordance with the provisions of Sections 1 and 2 of EO No. 459 dated September 1, 2005	Department of Transportation/Office of the President
Duly approved itinerary of travel	Responsibility Centers (RCs) Concerned
Letter of invitation of host/sponsoring country/agency/organization	Host/sponsoring country/ agency/ organization
For plane fare quotations of three travel agencies or its equivalent	Travel agencies

Flight itinerary issued by the airline/ticketing office/travel agency	Travel agency			
Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed	UNDP website			
Document (BSP Reference Rate) to show the dollar to peso exchange rate at the date of grant of cash advance	BSP Exchange Rate Bulletin			
Where applicable, authority from the Office of the President (OP) to claim representation expenses	Office of the President			
In case of seminars/trainings (1) Letter of invitation by the sponsor/foreign country addressed to the Head of the Agency inviting the participants, (2) Acceptance of the nominees as participants (issued by the foreign country), and (3) Programme Agenda and Logistics Information	Host/sponsoring country/ agency/ organization			
Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books	Accounting Division			
<b>C. Other Cash Advances - Field/Activity Current Operating Expenses (COE)</b>				
Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned			
Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned			
Special Order as Special Disbursing Officer	Human Resource Management Dept.			
Approved Budget for COE of the agency field office or agency activity in the field	Budget Section, Controllership Department			
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the complete required documents	1.1 Receives the Disbursement Voucher/s (DV) together with the supporting documents.	None	1 hour	Secretary



	<p>Attaches <b>Routing Slip</b> to each DV/s; then forwards to the Department Manager (Controller). <i>(Note: Unless extremely urgent and important, DVs are processed/ queued on a "first come, first served basis", and forwarded to the next step per batch of 5 DVs (minimum) to 20 DVs (maximum)).</i></p>			
	<p>1.2 Evaluates the DV/s and supporting documents; writes/ notes in the <b>Routing Slip/s</b> then returns the DVs to the Secretary. (Or the Secretary retrieves all the evaluated DV/s from the Controller.)</p>	None	2 hours	Controller
	<p>1.3 Assigns <b>Control Number (CN)</b> for each DV/s. Stamps in the lower left portion of the DV the date of receipt and the CN.</p>	None	1 hour	Secretary

	<p>Records/ logs the DV transaction/s in Excel File with the following information:  <i>Date Received, Control Number, DV Number, Particulars/Description, Amount, RC Origin, Date of Release of DV, Check Number, Check Date, Date of Release of Check.</i>          Forwards the DV/s and supporting documents to the Supervising Fiscal Examiner (SFE/ Fiscal Examiners (FE) for pre-audit/ fiscalization.</p>			
	<p>1.4 Evaluates the completeness of the supporting documents and accuracy of amount requested for cash advance          .          Checks if previously issued cash advance is liquidated. If yes, prepares a Certification that the</p>	None	3 days	Supervising Fiscal Examiner/ Fiscal Examiner

	<p>claimant has no unliquidated cash advance for signature of the Manager, Accounting Division and to be included as additional supporting document. Affixes initials on the Certification.</p> <p>If claim is found to be complete and correct, stamps <b>“Fiscalized By”</b> and affixes initials. Forwards the fiscalized documents to the Sr. Corporate Accountant/ Sr. Corporate Accounts Analyst.</p>			
	<p>1.5 Creates transaction entries thru the AFMS Oracle System - <b>Accounts Payable (AP) Invoice</b> Module. Validates the AP Invoice, prints the Journal Entry Sheet (JES) and affixes initials.</p>	None	2 days	Sr. Corporate Accountant / Sr. Corporate Accounts Analyst

	<p>1.6 Checks the completeness of supporting documents.</p> <p>Reviews all the entries made in the AFMS AP Invoice Module and JES. If entries are correct, posts the accounting transaction in the AFMS; affixes initials in the JES and in the DV.</p>	None	2 days	Corporate Finance Services Chief
	<p>1.7 Checks the (a) validity or legality of the claims, (b) accuracy and completeness of supporting documents; (c) propriety and accuracy of amount claimed, (d) correctness of source of funding and accounting entries.</p> <p>Signs the Certification that the claimant has no unliquidated cash advances. Certifies that cash is available and amount claimed is proper.</p>	None	1 day	Accounting Division Manager

	<p>Affixes signature on the JES and the DV.</p> <p>Forwards the signed DV/s to the Secretary.</p>			
	<p>1.8 Secretary forwards the signed DVs to the Controller for approval of payment.</p>		1 hour	Secretary
	<p>1.9 Approves the payment and affixes signature in the DV/s.</p> <p>Forwards the approved DVs to the Secretary. (Or the Secretary takes the approved DVs.)</p>		1 day	Controller
	<p>1.10 Logs/records the approved DVs in the excel file and designated logbook. Instructs the Utility Worker to forward the approved DVs and the supporting documents to Treasury Department for check preparation.</p>	None	2 hours	Secretary

	1.11 Routes the approved DV/s and supporting documents to the Treasury Dept. for check preparation	None	1 hour	Utility Worker
	<b>TOTAL</b>		<b>10 working days</b>	

**NOTES:**

*Processing Time for all Persons Responsible except the Controller, Accounting Division Manager and the Supervising/Fiscal Examiner are computed based on the total time consumed in the processing of 10 DVs,*

*\* Time allotted varies depending on (1) the immediate presence/availability of the Persons Responsible – Controller and Accounting Division Manager and other signatories based on RDA; and (2) the complexity of the fiscalized claims for payment.*

*\*\*The time allotted for the Supervising Fiscal Examiner/ Fiscal Examiner is the minimum time required to fiscalize the most complex transaction within this category.*

## 2. Processing of Disbursement Vouchers for Reimbursement of Expenses Incurred by Authorized PPA Personnel

<b>Office/Division:</b>	Controllership Department/Accounting Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Authorized PPA Officials and Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. Purchase of Supplies, Materials and Semi-expendables</b>	
Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
Disbursement Voucher (DV)	
Purchase Request	
Purchase Order	
BAC Resolution	Bid and Awards Committee
Inspection and Acceptance Report	Responsibility Centers (RCs) Concerned
Billing Statement/Delivery Receipt/Invoice Receipt	Supplier
Abstract of Canvass/Price Quotation	Supplier
Store Requisition Slip for Supplies/Inventory Custodian Slip	Administrative Services Department
Certification of Unavailability of Item	Administrative Services Department
Other additional documents as needed	
<b>B. Representation (Meals)</b>	
Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
Disbursement Voucher	
Purchase Request	

Inspection and Acceptance Report	
Official Receipt/Invoices	Suppliers
Attendance Sheet/Guest's List	Responsibility Centers (RCs) Concerned
<b>C. Gasoline</b>	
Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
Disbursement Voucher (DV)	
Purchase Request	
Statement of Account/Billing Statement/Official Receipts/Invoices	Suppliers
Travel Order (as needed)	Responsibility Centers (RCs) Concerned
Vehicle Trip Ticket	
<b>D. Repairs and Maintenance - Motor Vehicles and Equipment</b>	
Budget Utilization Request (BUR)	Administrative Services Department
Disbursement Voucher (DV)	
Purchase Request	
Request for Pre-Inspection	
Report of Waste Materials	
Request for Quotation	
Canvass from 3 suppliers	Administrative Services Department/ Responsibility Centers (RCs) Concerned
Abstract of Price Quotation	Administrative Services Department
Charge Invoice/Billing Statement	Supplier
Inspection and Acceptance Report	Administrative Services Department/ Responsibility Centers (RCs) Concerned
Certificate of Emergency Repair	Administrative Services Department
<b>E. Travel Expenses</b>	



Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned
<i>E.1. Local Travel</i>	
Liquidation Report (if previously issued a cash advance)	Personnel Concerned
Office Order/Travel Order	Responsibility Centers (RCs) Concerned
Original Itinerary of Travel	Personnel Concerned
Actual Itinerary of Travel	
Certificate of Travel Completed	
Certificate of Appearance/Attendance	Host/ Sponsoring Agency/Office
Certificate of expenses not requiring receipts or Official Receipt	Personnel Concerned
Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee ticket	Airline Company, Bus Company, Shipping Company
Official Receipt (OR) in case of refund of excess cash advance	Treasury Department
Revised or supplemental Office Order or any proof supporting the change of schedule	Responsibility Centers (RCs) Concerned
Other additional documents as needed	
<i>E.2. Foreign Travel</i>	
Liquidation Report (if previously issued a cash advance)	Personnel Concerned
Office Order/Travel Order	Responsibility Centers (RCs) Concerned
Actual Itinerary of Travel	Personnel Concerned
Certificate of Travel Completed	
Passport/Visa (Photocopy)	

Certificate of Appearance/Attendance	Host/Sponsoring Agency
UNDP Rate (DSA)	UNDP website
Document to show the dollar to peso exchange rate at the date of grant of cash advance	BSP Exchange Rate Bulletin
Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee	Airline Company, Bus Company, Shipping Company
Official Receipt (OR) in case of refund of excess cash advance	Treasury Department
Narrative report on trip undertaken/Report on Participation	Personnel Concerned
Revised itinerary of Travel, if applicable	Responsibility Centers (RCs) Concerned
Other additional documents (as needed)	
<b>F. Communication – Mobile</b>	
Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
Disbursement Voucher (DV)	
Certification that personnel is not an authorized claimant of prepaid cellular phone cards	Property Division, Administrative Services Department
Statement of Account/Billing Statement	Service Provider
Official Receipt	Personnel Concerned
<b>G. BAC Honoraria</b>	
Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
Disbursement Voucher (DV)	
Office Order creating and designating the BAC composition and authorizing the members to collect honoraria	Bids and Awards Committee
Minutes of BAC Meeting	

Notice of award to the winning bidder of procurement activity being claimed		Bids and Awards Committee		
Certification that the procurement involves competitive bidding				
Attendance Sheet listing names of attendees to the BAC meeting				
<b>H. PPA Lawyers' Legal Services (Appearance Fees)</b>				
Budget Utilization Request (BUR)		Legal Services Department		
Disbursement Voucher (DV)				
Certificate of Appearance issued by the Office of the Clerk of Court				
Certification by the Agency Accountant that the amount being claimed is within the limitation under the GAA		Accounting Division, Controllership Department		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits the complete required documents	<p>1.1 Receives the Disbursement Voucher/s (DV) together with the supporting documents.</p> <p>Attaches Routing Slip to each DV/s; then forwards to the Department Manager (Controller).</p> <p><i>(Note: Unless extremely urgent and important, DVs are processed/queued on a "first come, first served basis", and forwarded to the next step per batch of 5 DVs (minimum) to 20 DVs (maximum).</i></p>	None	1 hour	Secretary

	<p>1.2 Evaluates the DV/s and supporting documents; writes/ notes in the Routing Slip/s then returns the documents to the Secretary. (Or the Secretary retrieves all the evaluated DV/s from the Controller's Office.)</p>	None	2 hours	Controller
	<p>1.3 Assigns Control Number (CN) for each DV/s.</p> <p>Stamps in the lower left portion of the DV the date of receipt and the CN.</p> <p>Records/ logs the DV transaction/s in Excel File with the following information: Date Received, Control Number, DV Number, Particulars/ Description, Amount, RC Origin, Date of Release of DV, Check Number, Check Date, Date of Release of Check.</p> <p>Forwards the batch of DV/s and supporting documents to the Supervising Fiscal Examiner (SFE/ Fiscal Examiners (FE) for pre-audit/ fiscalization.</p>	None	1 hour	Secretary
	<p>1.4 Evaluates the completeness of the supporting</p>	None	3 days	Supervising Fiscal Examiner/

	<p>documents and accuracy of amount for payment of the reimbursement on all claims enumerated.</p> <p>If claims are found to be valid and correct, stamps “Fiscalized By” and affixes initials.</p> <p>Forwards the fiscalized documents to the Sr. Corporate Accountant/Sr. Corporate Accounts Analyst.</p> <p><b><u>For additional expenses incurred relative to the previously issued cash advance on travel:</u></b></p> <p>Checks the claimant’s previously issued cash advance and determine if claim for reimbursement of additional expenses is valid. Fiscalizes the reimbursement/ liquidation report.</p> <p><i>(NOTE: The cash advance should have been liquidated/ accounted for in the books at least two days from receipt of the Liquidation Report.)</i></p>			Fiscal Examiner
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	<p>1.5 Creates transaction entries thru the AFMS Oracle System - Accounts Payable (AP) Invoice Module.</p> <p>Validates the AP Invoice, prints the Journal Entry Sheet (JES) and affixes initials.</p>	None	2 days	Sr. Corporate Accountant/Sr. Corporate Accounts Analyst
	<p>1.6 Checks the completeness of supporting documents.</p> <p>Reviews all the entries made in the AFMS AP Invoice Module and JES. If entries are correct, posts the accounting transaction in the AFMS; affixes initials in the JES and in the DV.</p>	None	2 days	Corporate Finance Services Chief



	1.9 Approves the payment and affixes signature in the DV/s  1.10 Forwards the approved DVs to the Secretary.	None	1 day	Signatories are in accordance with approved RDA
	1.11 Logs/records the approved DVs in the excel file and logbook.	None	2 hours	Secretary
	1.12 Routes the approved DV/s and supporting documents to the Treasury Dept. for check preparation.	None	1 hour	Utility Worker
	<b>TOTAL</b>		<b>10 working days</b>	

**NOTES:**

*Processing Time for all Persons Responsible except the Controller, Accounting Division Manager and the Supervising/Fiscal Examiner are computed based on the total time consumed in the processing of 10 DVs,*

*\* Time allotted varies depending on (1) the immediate presence/availability of the Persons Responsible – Controller and Accounting Division Manager and other signatories based on RDA; and (2) the complexity of the fiscalized claims for payment.*

*\*\*The time allotted for the Supervising Fiscal Examiner/ Fiscal Examiner is the minimum time required to fiscalize the most complex transaction within this category.*



### 3. Processing of Notice of Approved Operating Budget (NAOB) – Simple

<b>Office/Division:</b>	Controllership Department/FCMSD
<b>Classification:</b>	<b>Simple</b>
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Head Office – Responsibility Centers (RCs) and Port Management Offices (PMOs)
<b>A. Request of funds for Personnel Services</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Memorandum Request by RCs and PMOs	Respective Operating Units (RCs and PMOs) Concerned
2. Payroll	Respective Operating Units (RCs and PMOs) Concerned
3. Special Order	Port Management Office or Human Resource Management Department
4. Budget Proposal (BP) Form Submitted	Respective Operating Units (RCs and PMOs) Concerned
<b>B. Request of Funds for Maintenance and Other Operating Expenses (MOOE)</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Memorandum Request by RCs and PMOs	Respective Operating Units (RCs and PMOs) or Controllership Department
2. Schedule of Monthly Expenses (Actual and Estimated Expenses)	Port Management Office (PMO) or Responsibility Center (RC)
3. Learning and Development Program and Budget	Human Resource Management Department
4. Cultural and Athletics Program	Human Resource Management Department
5. Security Guard Deployment Plan	Port Police Department
6. Actual Itinerary Travel	Port Management Office (PMO) or Responsibility Center (RC)
7. Special Order	Port Management Office (PMO) or Responsibility Center (RC) Concerned

8. Travel Order	Port Management Office (PMO) or Responsibility Center (RC) Concerned			
9. Billing Statement	Port Management Office (PMO) or Responsibility Center (RC)			
10. Official receipts, Invoices, and other proofs	Port Management Office (PMO) or Responsibility Center (RC)			
11. Recommendation/Endorsement by Concerned RCs	Concern Responsibility Center's – Office of the Assistant General Manager for Engineering, Human Resource Management Department, Administrative Services Department, Port Police Department, etc.			
<b>C. Request of Funds for Repair and Maintenance, Feasibility Study/Detailed Engineering (FS/DE), and Desilting and Dredging Expenses</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memorandum Request by RCs		Office of the Assistant General Manager for Engineering		
2. Medium Term Public Investment Program (MTPIP)		Office of Assistant General Manager for Engineering (AGME)		
3. Approved Dredging Program		Dredging and Survey Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the complete required documents	1.1 Receives the documents and records it in the logbook and forwards to the Department Manager	None	30 mins	Secretary
	1.2 Receives, reviews, and forwards the documents to the assigned division for appropriate action	None	30 mins	Department Manager

	1.3 Receives the documents from Department Manager and forwards to the designated division	None	30 mins	Secretary
	1.4 Verifies and forwards the same documents to Budget Analyst for appropriate action	None	30 mins	Division Manager
	1.5 Receives the documents and records it in the logbook	None	30 mins	Budget Analyst
	1.6 Evaluates the completeness of documents and accuracy of amount requested. If found incomplete, coordinate with respective Operating Units for submission of the required documents.	None	12 hrs.	Budget Analyst
	1.7 If found complete, evaluate, and prepares the necessary Executive Brief (EB) and Notice of Approved Operating	None	4 hrs.	Budget Analyst

	Budget (NAOB) in Budget Module System (Oracle)			
	1.8 Receives the NAOB, reviews and submits it to the Division Manager	None	2 hrs.	Corporate Finance Services Chief
	1.9 Verifies and recommends budget to the Department Manager	None	1 hr & 30 mins.	Division Manager
	1.10 Approves the recommended allocation of funds	None	1 hr	Department Manager
	1.11 Forwards the complete documents which includes the Executive Brief, NAOB, request and other supporting documents to the Office of the Assistant General Manager for Finance, Legal and Administration (AGM-FLA) for approval	None	1 hr	Secretary
	<b>TOTAL</b>	<b>None</b>	<b>3 days (working days)</b>	

Notes:

1. Request/Documents were log/recorded on a “first come first served basis” unless extremely urgent and important, and forwarded to the next step per batch of 5 (minimum) to 20 (maximum) NAOBs.
2. Time allotted varies depending on (1) the immediate presence/availability of the Persons Responsible – Controller and Financial Control and Management Services Division Manager and other signatories based on RDA; (2) submission of the required documents; (3) availability and stability of internet connection concerning the Oracle System; and (4) no pending incident report in the Budget Module System (BMS).

#### 4. Processing of Notice of Approved Operating Budget (NAOB) – Complex

<b>Office/Division:</b>	Controllership Department/FCMSD
<b>Classification:</b>	<b>Complex</b>
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Head Office – Responsibility Centers (RCs) and Port Management Offices (PMOs)
<b>A. Request for Overtime Pay and Night Shift Differential Pay</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Memorandum Request by RCs and PMOs	Respective Operating Units (RCs and PMOs) or Controllership Department
Manning Schedule	Port Management Office (PMO) or Respective Responsibility Center
Schedule of Actual Expenses (Payroll)	Port Management Office (PMO) or Responsibility Center
<b>B. Request of Funds for Outsourced Personnel – Other Professional Services, Other General Services, and Janitorial Services</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Memorandum Request by RCs and PMOs	Respective Operating Units (RCs and PMOs) or Controllership Department
Approved Authority to Outsource (ATO)	Human Resource Management Department
Contract Agreement	Port Management Office (PMO) or Human Resource Management Department
Statement of Account	Port Management Office (PMO) or Human Resource Management Department
Schedule of Existing Personnel	Port Management Office (PMO) or Human Resource Management Department
<b>C. Request of Funds for Security Services</b>	

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum Request by RCs and PMOs		Respective Operating Units (RCs and PMOs) or Controllership Department		
Security Guard Deployment Plan		Port Police Department		
Billing Summary/Statement of Account		Port Management Office (PMO) or Port Police Dept		
Contract Agreement		Port Management Office (PMO) or Port Police Dept		
Supplemental Agreement to the Contract for Security Services		Port Management Office (PMO) or Port Police Dept		
Wage Order and Summary of Salary Adjustment		Port Management Office (PMO) or Port Police Dept		
<b>D. Request for Repair and Maintenance – Building and Other Structures (Maintenance of Physical Faci, Capital Outlays - Construction in Progress, Office Equipment, Office Furniture, Fixture, and Equipment</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum Request by RCs and PMOs		Respective Operating Units (RCs and PMOs)		
Medium Term Public Investment Program (MTPIP)/ Annual Program of Projects (APP)		Office of the Assistant of General Manager for Engineering (AGME)		
Annual Procurement Plan (APP)		Administrative Services Department		
Letter of Contractor and Proof of Payment		Port Construction and Maintenance Department (PCMD)		
Recommending memorandum request of Administrative Services if request for Capital Outlay concerned was PMO		Administrative Services Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

2. Submits the complete required documents	1.12 Receives the documents and records it in the logbook and forwards to the Department Manager	None	30 mins	Secretary
	1.13 Receives, reviews, and forwards the documents to the assigned division for appropriate action	None	30 mins	Department Manager
	1.14 Receives the documents from Dept. Manager and forwards to the designated division	None	30 mins	Secretary
	1.15 Verifies and forwards the same documents to Budget Analyst for appropriate action	None	1 hr	Division Manager
	1.16 Receives the documents and records it in the logbook	None	30 mins	Budget Analyst
	1.17 Evaluates the completeness of documents and accuracy of amount requested. If found incomplete, coordinate with	None	36 hrs	Budget Analyst



	respective Operating Units for submission of the required documents.			
	1.18 If found complete, evaluate, and prepares the necessary Executive Brief (EB) and Notice of Approved Operating Budget (NAOB) in Budget Module System (Oracle)	None	8 hrs	Budget Analyst
	1.19 Receives the NAOB, reviews and submits it to the Division Manager	None	8 hrs	Corporate Finance Services Chief
	1.20 Verifies and recommends budget to the Department Manager	None	3 hrs	Division Manager
	1.21 Approves the recommended allocation of funds	None	1 hr	Department Manager
	1.22 Forwards the complete documents which includes the Executive Brief, NAOB, request and other supporting documents to the	None	1 hr	Secretary

	Office of the Assistant General Manager for Finance, Legal and Administration (AGM-FLA) for approval			
	<b>TOTAL</b>	<b>None</b>	<b>7 days (working days)</b>	

Notes:

1. Request/Documents were log/recorded on a “first come first served basis” unless extremely urgent and important, and forwarded to the next step per batch of 5 (minimum) to 20 (maximum) NAOBs.
2. Time allotted varies depending on (1) the immediate presence/availability of the Persons Responsible – Controller and Financial Control and Management Services Division Manager and other signatories based on RDA; (2) submission of the required documents; (3) availability and stability of internet connection concerning the Oracle System; and (4) no pending incident report in the Budget Module System (BMS)

## 5. Processing of Notice of Budget Allocation (NBA) with Approved Notice of Approved Operating Budget (NAOB)

<b>Office/Division:</b>		Controllership Department/FCMSD		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Head Office – Responsibility Centers (RCs) and Port Management Offices (PMOs)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum Request by RCs and PMOs		Respective Operating Units (RCs and PMOs) or Controllership Department		
Fund requirement or Funds Flow		Respective Operating Units (PMOS and HORCs)		
Approved Notice of Budget Allocation (NAOB)		Controllership Department - FCMSD		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Receives the Approved NAOB from Office of the Assistant General Manager for Finance, Legal and Administration	1.1 Receives the documents and records it in the logbook.	None	30 mins	Secretary
	1.2 Forwards the documents to the assigned division for appropriate action	None	30 mins	Department Manager
	1.3 Receives the documents from the Department Manager and forwards to the	None	30 mins	Secretary

	designated division			
	1.4 Verifies and forwards the same documents to Budget Analyst for action	None	30 mins	Division Manager
	1.5 Receives the documents and forwards to Budget Approver	None	1 hr.	Budget Analyst
	1.6 Approves the Notice of Approved Operating Budget (NAOB) in Budget Module System	None	1 hr.	Corporate Finance Services Chief
	1.7 Prepares the necessary Notice of Budget Allocation (NBA) in Budget Module System (Oracle)	None	4 hrs.	Budget Analyst
	1.8 Prints the generated Notice of Budget Allocation (NBA) and forwards the same to Finance Services Chief	None	1 hr.	Budget Analyst
	1.9 Receives the NBA, evaluates, recommends for release of funds and forwards the same to Division Manager	None	2 hrs.	Corporate Finance Services Chief

	1.10 Verifies and approves the recommendation and forwards the same to the Dept. Manager for approval	None	2 hrs.	Division Manager
	1.11 Approves and signs the generated NBA and returns to the Secretary	None	1 hr.	Department Manager
	1.12 Forwards the signed NBA to Budget Section for appropriate action	None	1 hr.	Secretary
	1.13 Receives and forwards the approved NBA to Section Chief for approval in the Budget Module System	None	1 hr.	Budget Analyst
	1.14 Receives the NBA and approves it to Budget Module System and returns to Budget Analyst	None	1 hr.	Corporate Finance Services Chief
	1.15 Scanned the approved NBA and forwards to the secretary for dissemination to respective Operating Units.	None	7 hrs.	Budget Analyst
	<b>TOTAL</b>		<b>3 days (working days)</b>	

Notes:

1. Request/Documents were log/recorded on a “first come first served basis” unless extremely urgent and important, and forwarded to the next step per batch of 5 (minimum) to 20 (maximum) NAOBs.
2. Time allotted varies depending on (1) the immediate presence/availability of the Persons Responsible – Controller and Financial Control and Management Services Division Manager and other signatories based on RDA; (2) submission of the required documents; (3) availability and stability of internet connection concerning the Oracle System; and (4) no pending incident report in the Budget Module System (BMS).

## 6. Processing of Notice of Budget Allocation (NBA) with Request from Operating Units (Head Office Responsibility Centers and Port Management Offices)

<b>Office/Division:</b>		Controllership Department/FCMSD		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Head Office – Responsibility Centers (RCs) and Port Management Offices (PMOs)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum Request by RCs and PMOs		Respective Operating Units (RCs and PMOs) or Controllership Department		
Fund requirement or Funds Flow		Respective Operating Units		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
2. Receives the request for the release of funds	1.16 Receives the documents and records it in the logbook.	None	30 mins	Secretary
	1.17 Forwards the documents to the assigned division for appropriate action	None	30 mins	Department Manager
	1.18 Receives the documents from the Department Manager and forwards to the designated division	None	30 mins	Secretary
	1.19 Verifies and forwards the same documents to	None	30 mins	Division Manager

	Budget Analyst for action			
	1.20 Receives the documents and records it in the logbook	None	1 hr.	Budget Analyst
	1.21 Evaluates the completeness of documents and accuracy of amount requested. If found incomplete, coordinate with respective Operating Units to submit the required documents.	None	3 hrs.	Budget Analyst
	1.22 If found complete, evaluates, and prepares the necessary Notice of Budget Allocation (NBA) in Budget Module System (Oracle)	None	2 hrs.	Budget Analyst
	1.23 Prints the generated Notice of Budget Allocation (NBA) and forwards the same to Finance Services Chief	None	1 hr.	Budget Analyst
	1.24 Receives the NBA, evaluates, recommends for release of funds and forwards the	None	2 hrs.	Corporate Finance Services Chief



	same to Division Manager			
	1.25 Verifies and approves the recommendation and forwards the same to the Department Manager for approval	None	2 hrs.	Division Manager
	1.26 Approves and signs the generated NBA and returns to the Secretary	None	1 hr.	Department Manager
	1.27 Forwards the signed NBA to Budget Section for appropriate action	None	1 hr.	Secretary
	1.28 Receives and forwards the approved NBA to Section Chief for approval in the Budget Module System	None	1 hr.	Budget Analyst
	1.29 Receives the NBA and approves it to Budget Module System and returns to Budget Analyst	None	1 hr.	Corporate Finance Services Chief
	1.30 Scanned the approved NBA and forwards to the secretary for dissemination to respective Operating Units.	None	7 hrs.	Budget Analyst

	<b>TOTAL</b>		<b>3 days (working days)</b>	
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Notes:

1. Request/Documents were log/recorded on a “first come first served basis” unless extremely urgent and important, and forwarded to the next step per batch of 5 (minimum) to 20 (maximum) NAOBs.
2. Time allotted varies depending on (1) the immediate presence/availability of the Persons Responsible – Controller and Financial Control and Management Services Division Manager and other signatories based on RDA; (2) submission of the required documents; (3) availability and stability of internet connection concerning the Oracle System; and (4) no pending incident report in the Budget Module System (BMS).

## 7. Issuance of Certificate of Availability of Funds (CAF)

<b>Office/Division:</b>		Controllership Department/FCMSD		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Head Office – Responsibility Centers (RCs)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum Request by RCs		Respective Responsibility Centers (RCs) or Controllership Department		
Annual Procurement Program		Administrative Services Department		
Medium Term Public Investment Program (MTPIP)/ Annual Program of Projects (APP)		Office of the Assistant of General Manager for Engineering (AGME)		
Approved Dredging Program		Dredging and Survey Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
3. Receives the request for issuance of Certificate of Availability of Funds (CAF)	1.31 Receives the documents and records it in the logbook.	None	30 mins	Secretary
	1.32 Forwards the documents to the assigned division for appropriate action	None	30 mins	Department Manager
	1.33 Receives the documents from the Department Manager and forwards to the designated division	None	30 mins	Secretary

	1.34 Verifies and forwards the same documents to Budget Analyst for action	None	30 mins	Division Manager
	1.35 Receives the documents and records it in the logbook	None	30 mins	Budget Analyst
	1.36 Evaluates the completeness of documents and accuracy of amount requested. If found incomplete, coordinate with respective Operating Units to submit the required documents.	None	8 hrs.	Budget Analyst
	1.37 If found complete, evaluates, and prepares the Certificate of Availability of Funds (CAF)	None	2 hrs. & 30 mins.	Budget Analyst
	1.38 Prints the Certificate of Availability of Funds (CAF) and forwards the same to Finance Services Chief	None	1 hr.	Budget Analyst
	1.39 Receives the CAF, evaluates, recommends for approval, and	None	1 hr. and 30 mins.	Corporate Finance Services Chief

	forwards the same to Division Manager			
	1.40 Verifies and approves the recommendation and forwards the same to the Department Manager for approval	None	1 hr. and 30 mins.	Division Manager
	1.41 Approves and signs the CAF and returns to the Secretary	None	1 hr.	Department Manager
	1.42 Scanned the approved CAF and disseminates to respective RCs.	None	4 hr.	Secretary
	<b>TOTAL</b>		<b>3 days (working days)</b>	

Notes:

1. Request/Documents were log/recorded on a “first come first served basis” unless extremely urgent and important, and forwarded to the next step per batch of 5 (minimum) to 20 (maximum) CAFs.
2. Time allotted varies depending on (1) the immediate presence/availability of the Persons Responsible – Controller and Financial Control and Management Services Division Manager and other signatories based on RDA; (2) submission of the required documents;

## 10. Processing of Purchase Order (PO)

<b>Office/Division:</b>		Controllership Department/FCMSD		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Head Office – Responsibility Centers (RCs)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Order		Administrative Services Department		
Abstract of Quotation or Price Quotation		Administrative Services Department		
Sales Invoice or Official Receipt		Administrative Services Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
4. Receives the request for issuance of Certificate of Availability of Funds (CAF)	1.43 Receives the documents and records it in the logbook.	None	1 hr	Secretary
	1.44 Forwards the documents to the assigned division for appropriate action	None	1 hr	Department Manager
	1.45 Receives the documents from the Department Manager and forwards to the designated division	None	1 hr	Secretary

	1.46 Verifies and forwards the same documents to Budget Analyst for action	None	1 hr.	Division Manager
	1.47 Receives the documents and records it in the logbook	None	1 hr	Budget Analyst
	1.48 Evaluates the Purchase Order (PO) for funding and charge to appropriate account	None	8 hrs.	Budget Analyst
	1.49 If confirm that PO was funded, forwards the same to Finance Services Chief	None	4 hrs.	Budget Analyst
	1.50 Receives the PO, evaluates, recommends for approval, and forwards the same to Division Manager	None	3 hrs.	Corporate Finance Services Chief
	1.51 Verifies and approves the Purchase Order in Oracle System, and forwards the same to Budget Analyst	None	3 hrs.	Division Manager
	1.52 Receives the approve PO and forwards the same to	None	1 hr.	Budget Analyst

	Administrative Services Department (ASD)			
	<b>TOTAL</b>		<b>3 days or 24hrs (working days)</b>	

Notes:

1. Request/Documents were log/recorded on a “first come first served basis” unless extremely urgent and important, and forwarded to the next step per batch of 5 (minimum) to 20 (maximum) Purchase Orders.
2. Time allotted varies depending on (1) the immediate presence/availability of the Persons Responsible – Controller and Financial Control and Management Services Division Manager and other signatories based on RDA; (2) submission of the required documents.



# **TREASURY DEPARTMENT (TD)**

## **External Services**

## 1. Application for Centralized Revolving Fund

To respond to the port client's request to centralize their payment for all their shipments transactions PPA-wide to facilitate the clearance of cargoes and vessel and to avoid incurrence of late charges and/or penalties.

<b>Office/Division:</b>	Treasury Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Oil Companies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter request			Oil Company	
2. Customer Registration Form (CRF)			PPA Website ( <a href="http://www.ppa.com.ph">www.ppa.com.ph</a> ) Download Form	
3. Set the minimum maintaining Revolving Fund			PMOs	
4. Initial Deposit – RF Account			RF Account	
5. PPA Non-VAT Official Acknowledgement Receipt			PPA Treasury Department	
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the letter request for the application of Revolving Fund	1. Acknowledged receipt of the letter request.	None	5 mins	PPA TD Secretary Receiving Clerk
2. Accomplishes the Customer Registration Form (CRF)	2. Customer Registration Form (CRF)	None	15 mins	RF Customer
3. Submits the duly accomplished CRF to Treasury Department	3.1 Checks the CRF to be approved by HO-Treasury Department	None	10 mins	Treasury Management Specialist
	3.2 Submission of CRF to ICTD for enrollment in the system	None	15 mins	TD, RF Administrator and ICTD Help Desk personnel
	3.3 TD sends memo to all servicing PMOs for the submission of the	None	30 mins.	Treasury Management Specialist and PMOs Finance Officer

	Summary List of Clients transactions	None	3 days	Treasury Management Specialist
	3.4 TD determines and set-up the minimum amount of RF/Cash Guarantee to be maintained by oil companies.	None	1 day	Corp.Finance Services Chief A Treasury Management Specialist A
	3.5 Inform the RF customer of the required amount of initial Deposit	None	1 day	
4. Pay the required Initial Deposit to PPA	4. Issuance of PPA Non-VAT Official Acknowledgment Receipt	None	5 mins upon receipt of payment	PPA Treasury Department Cashier
<b>TOTAL:</b>		<b>None</b>	<b>5 days and 20 mins (working days)</b>	

## 2. Application for Certification of No Outstanding Account

Certification is issued to the Port Service Providers/cargo Handling Operators with No Outstanding account with PPA, as primarily requirement for the renewal of their Accreditation with PPA.

<b>Office/Division:</b>	Treasury Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Port Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Request of Walk-in port user</b> 1. Letter Request		Requesting Party/Port Customer		
<b>Request through Port Operations Services Department</b> 1. Memo from Port Operation Services Department		POSD		
<b>Online Confirmation</b> 1. Request sent thru PPA website		Requesting Party/Port Customer		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the Original copy of Letter Request/ submits the request thru PPA website.	1.1 Acknowledged receipt of the letter request	None	1 min	PPA TD Secretary/ Clerk Processor
	1.2 Verify said account from the Accounts Receivable (A/R) Database	None	2 mins	Treasury Management Specialist
	1.3 Prepare the Certificate of No Outstanding Account	None	3 mins	Treasury Management Specialist
	1.4 Review the Certificate of No Outstanding Account	None	2 mins	TMSD Manager/ SCS Chief
	1.5 Signs the Certificate of No Outstanding Account	None	1 hr	TD Manager

2. Receive the Certificate of No of Outstanding Account	2. Release the Certificate to the requesting port user/customer	None	2 mins	Treasury Management Specialist/ Clerk Processor
<b>TOTAL:</b>		<b>None</b>	<b>1 hr and 10 mins.</b>	
<p>Note: For port customers/service providers <b>with outstanding Account</b>, they will coordinate with Treasury Department and PMO concerned for the settlement of their unpaid accounts.</p>				

### 3. Replenishment for Centralized Revolving Fund

The RF Customer shall replenish its Revolving Fund to ensure that their transaction are adequately covered by RF balance.

<b>Office/Division:</b>	Treasury Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Oil Companies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Summary of Wharfage Fees Report (1 copy) (Original Copy/Electronic Copy)		PPA Port Loading (Operations and Finance Division)		
2. SOA and Schedule of Revenues (1 copy) (Original Copy/Electronic Copy)		PPA Treasury Department		
3. Replenishment payment (direct deposit to LBP Account) (1 copy) (Original Copy/Electronic Copy)		RF Customer		
4. Form 2307 (EWT) (1 copy) (Original Copy)		RF Customer		
5. Official Receipt (1 copy) (Original Copy/Electronic Copy)		PPA Treasury Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. RF customer prepares the Summary of Wharfage Report (Loading/ Unloading) based on the Oil Shipment report submitted and validated by PMO-Finance and sends it to the Treasury Department	1.1 TD prepares/review Statement of Account (SOA) and Summary of Revenue Schedule based on the validated Oil Shipment report from RF customer.	None	2 days	Treasury Management Specialist A/ Corporate Finance Services Chief/ TMSD Manager
	1.2 TD sends the approved SOA for replenishment to the RF customer	None	5 mins	Treasury Management Specialist A PPA Port of Loading Operations

<p>2. Receives the SOA and prepares the check for the replenishment of revolving fund and submit thru email the WTC Form 2307.</p>	<p>2.1 Prepares, reviews, and uploads the NCP Templates based on the Summary of Revenue Schedule.</p>	<p>None</p>	<p>2 days</p>	<p>Treasury Management Specialist A/ Corporate Finance Services Chief/ TMSD Manager</p>
<p>3. Deposit check for the replenishment of revolving fund.</p>	<p>3.1 Follow-up check payments from Oil Companies for the replenishment of revolving fund.</p>	<p>None</p>	<p>2 days</p>	<p>Treasury Management Specialist A</p>
	<p>3.2 Validates payment in the PPA LBP Passbook Account</p>	<p>None</p>	<p>10 mins</p>	<p>Treasury Management Specialist A</p>
	<p>3.3 Generates the Statement of Account and submit it as attachment to the TD Cashier for the issuance of Official Receipt.</p>	<p>None</p>	<p>10 mins</p>	<p>Treasury Management Specialist A</p>
	<p>3.4 Issues the Official Receipt on the replenished amount</p>	<p>None</p>	<p>10 mins</p>	<p>TD Cashier</p>
	<p>3.5 Sends the Official Receipt to the RF customer</p>	<p>None</p>	<p>5 mins</p>	<p>Treasury Management Specialist A</p>
<p><b>TOTAL:</b></p>		<p>None</p>	<p><b>6 days and 40 mins (working days)</b></p>	

#### 4. Request for Restructuring of Unpaid Accounts

To settle all dormant unpaid accounts/assessments thru Restructuring Agreement.

<b>Office/Division:</b>	Treasury Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen			
<b>Who may avail:</b>	Port Users			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Port Users		
2. PMO Recommendation		Operations Unit (OU) (PMO)		
3. Updated Statement of Account		Operations Unit (PMO)		
4. Port User's Audited Financial Statement for the last three (3) years		Port Customer		
5. Post-dated checks equivalent to the no. of approved amortization period.		Port Customer		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. PMO Sends recommendation for the customer.	1.1a TD checks the submitted required documents and confirms the validity of the request. Review the submitted SOA. Coordinates with the PMO concerned. if accurate & complete, then proceed.	None	2 days	Treas. Mgmt. Specialist A/Corp. Finance Services A
	1.1b If not, return to the Operations Unit (OU). Process ends here.			
	1.2 Prepares, Initials and Reviews Restructuring Agreement (RA)	None	2 days	Corp. Finance Services A/ TMSD Manager/ TD Manager
	1.3 The unsigned Restructuring Agreement will be sent to the OU thru memo.	None	1 hr	Corp. Finance Services A



	<p>1.4 The OU will present the RA to the requesting party, and if they are amenable, then the requesting port user will sign the Agreement and PMO will send the signed RA to TD.</p>	None	14 days	Concerned PMO (OU)
	<p>1.5 Receives the signed copy of RA</p>	None	5 min	Receiving Clerk
	<p>1.6 Prepares, initials and signs the required executive brief and submits to the General Manager.</p>	None	2 hrs	Corp. Finance Services/ TMSD. Manager/TD Manager
	<p>1.7 Signs the RA</p>	None	1 day	General Manager
	<p>1.8 TD prepares transmittal memo and releases the signed Restructuring Agreement to the requesting PMO for conformity of the requesting port user.</p>	None	2 hrs	Treasury Management Specialist A
	<b>TOTAL:</b>	None	<b>19 days, 5 hrs. and 5 mins. (working days)</b>	

## 5. Claims for Refund

The refund of overpayment on charges and fees collected by the Authority shall be granted either as Cash Refund or thru the issuance of Credit Memo.

<b>Office/Division:</b>	Treasury Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen			
<b>Who may avail:</b>	Port Consumers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Port Customer		
2. Recommendation of AGM for Operations		PPA-Assistant Manager for Operations		
3. PMO's Recommendation		Operations Unit (OU) (PMO)		
4. Duly verified PPA Official Receipt		Operations Unit (PMO)		
5. Photocopies of Computations Sheets, Credit Memo, Certifications, Authorization, and other supporting documents that may be required during the evaluation of the request		Operations Unit (PMO)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Recommendation from AGM for Operations.	1.1a TD confirms the authenticity of Official Receipts and the validity of the Claim for refund, if complete, then proceed.	None	1 day	Treasury Management Specialist/ Corp. Finance Services A
	1.1b If not return to the Operating Unit (OU). <i>Process ends here.</i>			
	1.2 Process the claim for approval and submits to the General Manager.	None	2 days	Corp. Finance Services/ TMSD Manager/TD Manager
	1.3 Approves and signs the Claim for Refund.	None	1 day	General Manager

	1.4 Prepares/approves cash transfer/credit memo.	None	2 days	Corporate Accounts Analyst/ Corp. Finance Services A/TMSD Manager/TD Manager
	1.5 TD prepares approved claim and cash transfer or credit memo to the PMO where the claim was filed.	None	1 day	Treas. Mgmt. Specialist/ Corp. Finance Services A
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

## 6. Accreditation of Surety and Insurance Companies/Corporation

To provided safeguards and ensure that only reputable and financially qualified insurance and surety company, including its re-insurers, shall be authorized and allowed to do business with PPA.

<b>Office/Division:</b>	OGM and Treasury Department (TD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Surety and Insurance Companies/Corporation	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1.	Duly accomplished Application Form	PPA Head Office – Treasury Department or can be downloaded from the PPA website
2.	Company and Business Profile	Provided by Applicant
3.	Authenticated Certificate of Registration, Accreditation / License / Eligibility/ Franchise issued by DTI - Sole Proprietorship SEC - Corporations / Partnership CDA - Cooperatives  License/eligibility/Franchise - Application with Accreditation from other government agencies	Provided by Applicant
4.	Certified true copy of the most recent General Information Sheet duly filed with, and received by SEC/CDA	Provided by Applicant
5.	Certified true copy of the most recent Tax Clearance Certificate per Executive Order No. 398. series of 2005	Provided by Applicant
6.	Certified true copy of the Audited Financial Statement for the last three (3) years duly stamped received by BIR	Provided by Applicant
7.	Certified copy of Certificate of Accreditation issued by the Insurance Commission	Provided by Applicant
8.	Current Mayor's Permit / City Municipal Licenses	Provided by Applicant
9.	Tax Clearance Certificate for the current year	Provided by Applicant
10.	Duly accomplished and notarized Omnibus Sworn Statement stating that:	Provided by Applicant

<p>a) It is not blacklisted or barred from engaging in business with the government or any of its agencies, offices, corporations or LGUs including non-inclusion in the consolidated blacklisting report issued by the Office of the Insurance Commission (OIC);</p> <p>b) It has no unsettled money claims to any government office/agency or instrumentality, national or local, as well as any private entity;</p> <p>c) It is not facing any litigation in regular courts or any administrative bodies arising from non-compliance of its obligation under any issued bonds or insurance policy using prescribed form; and</p> <p>d) All documents submitted in satisfaction of the accreditation requirements are authentic or a true and faithful reproduction of the original copy, and that all statements and information provided therein are true and correct.</p>	
<p>11. Board Resolution, in case of a corporation, or Special Power of Attorney, in case of single proprietorship, authorizing PPA to verify any or all documents submitted for accreditation.</p>	<p>Provided by Applicant</p>
<p>12. Amount of exposure of the Applicant Surety or Insurance Company and its re-insurer, supported by details at the time of the application for registration</p>	<p>Provided by Applicant</p>
<p>13. Other Documentary Requirements:</p> <p>a. Duly notarized Certification stating that:</p> <p>1. The company/corporation does not have an owner, incorporator, organizer, stockholder, member of the board of director, trustee, officer, consultant, counsel, broker, agent, trustee or nominee who is an</p>	<p>Provided by Applicant</p>

<p>employee or official of PPA, including those separated from PPA within one (1) year from separation.</p> <p>2. The company/corporation does not have any owner, incorporator, organizer, stockholder, member of the board of director, trustee, officer, consultant, counsel, broker, agent, trustee, nominee or personnel with a case filed by or against PPA.</p> <p>b. Certificate of no outstanding account with PPA</p> <p>c. Articles of Incorporation/Partnership and By-laws for Corporations Articles of Cooperation for Cooperatives</p> <p>d. Certified true copy of the Bureau of Internal Revenue Certificate of Registration</p>	<p>Issued by Treasury Department upon request of the Applicant</p> <p>Provided by the Applicant</p> <p>Provided by the Applicant</p>			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
<p>1. Applicant submits application letter and documentary requirements for accreditation to the Office of the General Manager in hard copy or digital copy (new Application)</p>	<p>1.1 The Office of the General Manager forwards the application letter and documentary requirements to Treasury Department</p> <p>1.2 TD performs completeness check after receipt of the documentary requirements</p> <p>1.2a If incomplete, TD informs the applicant for the lacking documentary requirements thru email and phone call. Procedure ends here.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>3 days</p> <p>30 mins</p> <p>30 mins.</p>	<p>OGM – Clerk Processor</p> <p>Senior Insurance / Risk Analyst A (SI/RAA)/Sr. Insurance Risk Officer (SIRO)</p>

	1.2b If complete, TD evaluates the submitted documents for accreditation.	None	3 days	(SI/RAA)/(SI/RO)
	1.3 TD reviews the evaluation.	None	3 days	Corporate Finance Services Chief (CFSC)/TMS Division Manager
	1.4 TD recommends approval of the Certificate of Accreditation to the OGM thru OAGMFA	None	1 day	TD Department Manager
	1.5 OAGMFA forwards the Certificate of Accreditation to OGM.	None	1 day	OAGMFA Clerk Processor
	1.6 OGM approves and signs the Certificate of Accreditation.	None	3 days	General Manager
	1.7 OGM forwards the signed Certificate of Accreditation to OAGMFA	None	1 day	OGM Clerk Processor
	1.8 OAGMFA forwards the approved Certificate of Accreditation to OCBS for the affixing of PPA Dry Seal	None	2 days	OAGMFA Clerk Processor
	1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD	None	1 day	OCBS – Clerk Processor
	1.10			

	TD informs the applicant the status of the application.	None	1 day	SI/RAA / CFSC/SI/RO
2. Applicant will secure Order of Payment at Treasury Department	2. TD issues Order of Payment for the accreditation fee to the applicant.	None	10 mins	SI/RAA / CFSC/SI/RO
3. Applicant will proceed to Cashier's Window for payment	3. Receives payment and issues PPA Official Receipt.	Php 5,000.00	10 mins	Supervising Cashier / Senior Cashier
4. Applicant will present the proof of payment for the releasing of Certificate of Accreditation	4. Validates proof of payment and releases the Certificate of Accreditation.	None	10 mins	SI/RAA / CFSC/SI/RO
<b>TOTAL:</b>		<b>Php 5000.00</b>	<b>19 days, 1 hr &amp; 30 mins. (working days)</b>	



# **TREASURY DEPARTMENT (TD)**

## **Internal Services**

## 7. Payment to PPA Employees

To release check for payments to PPA Employees.

<b>Office/Division:</b>	Port Management Offices / Head Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Payees that have collectibles or claims from PPA			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification (ID) Card with picture and signature		To be provided by client		
2. Valid authorization or Special Power of Attorney (SPA) if necessary		To be provided by client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Presents Valid ID (with picture and signature) to Cashier Window 1  * Claimant may email or call the Cashier to verify if they have a check for pick-up.	1. Verifies if claimant has duly signed check for release.  1.1 If no signed check is found, client is informed of the status. Process ends here.	None	7 mins.	Cashier A/ Cashier B
2. Receives check, signs acknowledgment portion of voucher and abstract	2. Releases the check and requests the claimant to sign the acknowledgment portion of voucher and abstract.	None	2 mins.	Cashier A/ Cashier B
<b>TOTAL:</b>		<b>None</b>	<b>9 mins.</b>	

**HUMAN RESOURCE MANAGEMENT  
DEPARTMENT (HRMD)  
External Services**

## 1. Status of Employment Applications

Replies to applicant's status or inquiries regarding their employment application/s.

<b>Office/Division:</b>	PPA, HRMD, HRSD, HRSS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Name: Position Applied for (w/Item No.): Department/PMO:		Client – Text/Phone Call/Email		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Applicant sends inquiries regarding the status of their application thru Text message/ Telephone call/Email	1.1 Acknowledges receipt of the inquiry and checks appropriate response depending on the applicants' case  1.2 Informs the applicant on the procedures of PPA Recruitment process	None	1 day	HRMPSB Secretariat
<b>TOTAL:</b>		<b>None</b>	<b>1 day (working day)</b>	

## 2. Assistance to Online Recruitment Portal

Replies to applicant's inquiries regarding registration, application through ORP, technical assistance and troubleshooting.

<b>Office/Division:</b>	PPA, HRMD, HRSD, HRSS			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Name: Specific Issue/s Encountered:		Client – Text/Phone Call/Email		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Applicant sends inquiries regarding the registration and application in ORP thru Text message/ Telephone call/Email	1.1 Acknowledges receipt of the inquiry and checks appropriate response depending on the applicants' case  1.2 Informs the applicants of the steps to register to ORP  1.3 Performs troubleshoot when the applicant experience technical problem	None	3 days	HRMPSB Secretariat  HRIS Team
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	

### 3. APPLICATION FOR ON-THE-JOB TRAINING PROGRAM (OJT)

To respond to the student client's request to undergo On-The-Job Training in PPA to enable student trainee.

<b>Office/Division:</b>	PPA-HRMD-CDD-CPMS			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Student Trainee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. School Endorsement Letter (1 original copy)</li> <li>2. Certificate of Registration (COR) (1 – photocopy)</li> <li>3. Certificate of Good Moral Character (1 original copy)</li> <li>4. Resume with Photo (duly signed) (1 original copy)</li> <li>5. Copy of School ID</li> <li>6. Deed of Undertaking</li> </ol>		HRMD, Requesting Party		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Client submits the complete requirements.	1.1 Receives and reviews submitted documentary requirements re: OJT program.	None	15 mins.	HRMO or Personnel-In-Charge
	1.2 Coordinates with RC concerned re acceptance of student trainee.	None	10 mins.	HRMO or Personnel In-charge
	1.3 Prepares OJT Form, Deed of Undertaking and memo endorsement to receiving RC for HRMD Manager's approval.	None	3 days	HRMO or Personnel In-charge; HRMD Manager
	1.4 Transmits signed memo endorsement to RC concerned.	None	10 mins.	HRMO or Personnel In-charge

2. Receives the Deed of Undertaking and Copy of Memo Endorsement.	2. Release the Deed of Undertaking and Copy of Memo Endorsement to the requesting client.	None	10 mins.	HRMO or Personnel In-charge; Client
<b>TOTAL:</b>		<b>None</b>	<b>3 days and 45 mins (working days)</b>	

**HUMAN RESOURCE MANAGEMENT  
DEPARTMENT (HRMD)  
Internal Services**



#### 4. Request for PPA Online exam

Replies to HO/PMO HRMPSB secretariat regarding online examination requests

<b>Office/Division:</b>	PPA, HRMD, HRSD, HRSS			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	HO/PMO HRMPSB Secretariat			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of examinees (excel file)		Client - Email		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. HRMPSB Secretariat sends a Request for Online exam through Email	1.1 Acknowledges receipt of the request and checks the available schedule for exam  1.2 Informs the secretariat of the set schedule	None	5 days	Task Force Online Exam (TFOE)
<b>TOTAL:</b>		<b>None</b>	<b>5 days (working days)</b>	

## 5. Request for PPA Special Order for Recall/ Reassignments/ Designations

Responsibility Center (RC) Heads requests HRMD for the preparation/issuance of Special Orders for personnel movements

<b>Office/Division:</b>	PPA, HRMD, HRSD, HRSS			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	RC concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum request; or		RC Head		
Letter Request		PPA Plantilla Personnel		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. RC heads sends memo or letter of request for issuance or renewal of special order for reassignment/ designation	1.1 Acknowledges receipt of the request and prepares special order to be approve by the General Manager	None	7 days	HRSS, HRMD
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

## 6. Request for PPA Special Order Designations-Special Collecting Officers (SCO), Special Disbursing Officer (SDO) & Petty Cash Fund Custodian (PCFC)

Responsibility Center (RC) Heads requests HRMD for the preparation/issuance of Special Orders for personnel movements

<b>Office/Division:</b>	PPA, HRMD, HRSD-HRSS			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	RC Heads			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memo from requesting RC Head.		Requesting PMO and HO-RC Heads		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. RC Head sends memo request to HRMD for the issuance of a Special Order.	1.1 Evaluates the completeness of documents.	None	1 day	HRSS Personnel
	1.2a Informs the requesting RC if lacks document.	None	5 days	HRSS Personnel
	1.2b If complete, prepares the Special Order, subject to the GM's approval.	None		
	1.3. The signed Special Order will be sent to ASD for numbering and dissemination.	None	1 day	HRMD staff
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

## 7. CERTIFICATES (Certificate of Employment with or without Compensation, Service Record, Pendency and Non- Pendency)

Personnel Concerned requests HRMD for Certificate of Employment with or without Compensation, Service Record, Pendency and Non-Pendency for personal and official use.

<b>Office/Division:</b>	PPA, HRMD, HRSD, CBS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	PPA Employees, Retirees, Separated from the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request form.		HRMD-CBS		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Client requests for Certificate of employment.	1.1 Receives request and prepares requested certificate.	None	1 day	Personnel Specialist/ HRMO, HRMO II
	1.2 Forwards certificate to Secretary for signature of HRS Division Manager.	None	4 hrs	HRMO, HRS Division Manager
	1.3 Forwards certificate to other signatories.	None	1 day	Secretary
	1.4 Returns signed certificate to HRMO.	None	2 hrs	Secretary
	1.5 Informs client that the cert is ready for pick-up.	None	1 hr and 50 mins	Personnel Specialist/ HRMO, HRMO II
2. Goes to the receiving area to claim the requested certificate.	2. Releases certificate to client.	None	10 mins	HRMO, HRMO II
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	

## 8. APPLICATION FOR CLEARANCE (RETIREMENT) Regular Process and cleared from Legal Services Department of No Pending Cases - HEAD OFFICE

Personnel concerned requests for application for clearance and No-Pendency Cases for retirement purposes.

<b>Office/Division:</b>	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	PPA Employees, Retirees, Separated from the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of intent to retire. (4 – original copy)		From client		
2. Ombudsman Clearance (1 – original copy, 3 photocopy)		HRMD-HRSD-CBS		
3. HO Clearance and Deed of Undertaking (4 – original copy, 1 photocopy)		HRMD-HRSD-CBS		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Client submits letter of intent.	<p>1.1 Upon receipt of letter of intent from Head Office retirees, HRMD prepares HO Clearance, Deed of Undertaking. Provides retiree the application for Ombudsman Clearance Form to be filled-up.</p> <p>1.2 HRMD sends the HO clearance and Deed of Undertaking for the retiree's signature and his/her immediate supervisor and Department</p>	None	2 days	HRMO

	<p>Manager. Other pertinent documents are also provided to be filled-up by the retiree.</p> <p>1.3 HRMD provides for the retiree's service record, Certificate of last day of actual service, and certificate of no pending administrative case.</p>			
2. Fills-up the application for Ombudsman Clearance & submits to HRMD with the corresponding clearance fee to be paid during the filing.	2.1 Receives the Ombudsman Clearance Form and prepares letter to Office of the Ombudsman to secure Ombudsman Clearance, for signature of the HRMD Manager.	₱150.00	1 day	HRMO
	2.2 Pays the corresponding fees at the Post Office and secure receipt as proof of payment to the client.	None	4 hrs	Liaison Officer
3. Retiree forwards the accomplished HO Clearance and the Deed of Undertaking to HRMD.	3.1 Receives Clearance and routes to other signatories.	None	10 days	HRMO
	3.2 Upon completion of signatories for the clearance and deed of undertaking and submission of complete retirement documents, HRMD evaluates and	None	1 days	HRMO

	prepares other documents.			
	3.3 HRMO prepares EB and attached complete retirement documents for the GM's signature.	None	5 days	HRMO
	3.4 Once the GM signed the clearance and other retirement documents, OGM returns the documents to HRMD.	None	2 hrs	OGM Staff
	3.5 HRMD prepares endorsement letter to GSIS for submission of pertinent documents. Retains copy for 201 file.		2 hrs	HRMO/Liaison Officer
<b>TOTAL:</b>		<b>P150.00</b>	<b>20 days (working days)</b>	

Note: Due to pandemic, Ombudsman Clearance Application is thru postal money order and registered mail, thus, additional payment of Php 183.

## 9. APPLICATION FOR CLEARANCE (RETIREMENT) Regular Process and cleared from Legal Services Department of No Pending Cases - PMOs

Description of Service: Personnel concerned requests for application for clearance and No-Pendency Cases for retirement purposes.

<b>Office/Division:</b>	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	PPA Employees, Retirees, Separated from the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of intent to retire. (4 original copy)		PMO		
2. PMO Clearance (4 original copy)		PMO		
3. Ombudsman Clearance (1 original copy, 3 photocopy)		PMO		
4. HO Clearance (4 – original copy)		HRMD-CBS		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. PMO endorses intent letter and retirement documents.	1.1 Upon receipt and evaluation of the complete documentary requirements from PMO, HRMD prepares HO Clearance.	None	1 day	Personnel Specialist/ HRMO, HRMO II
	1.2 Clearance routed for signatories.	None	12 days	Personnel Specialist/ HRMO, HRMO II
	1.3 Upon receipt of accomplished/ signed clearance, HRMO evaluates and prepares other documents.	None	2 days	Personnel Specialist/ HRMO, HRMO II



	1.4 HRMO prepares EB and attached complete retirement documents for the GM's signature.	None	5 days	Personnel Specialist/ HRMO, HRMO II
	1.5 Once the GM signed the clearance and other retirement documents, OGM returns the documents to HRMD.	None	4 hrs	OGM Staff
	1.6 HRMD prepares endorsement letter of the approved retirement documents to the PMO and retains copy for 201 file.	None	4 hrs	HRMD Staff
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

## 10. APPLICATION FOR CLEARANCE (RETIREMENT) If with Issues/ Problems - HEAD OFFICE

Head Office and PMO Personnel requesting for Application for clearance with issues and/or problems applying for retirement.

<b>Office/Division:</b>	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	PPA Employees, Retirees, Separated from the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of intent to retire. (4 – original copy)		HRMD-CBS		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Client submits letter of intent.	1.1 Upon receipt of letter of intent from Head Office retirees, HRMD prepares HO Clearance, Deed of Undertaking. Provides retiree the application for Ombudsman Clearance Form to be filled-up.	None	2 days	HRMO
	1.2 HRMD sends the HO clearance and Deed of Undertaking for the retiree's signature and his/her immediate supervisor and Department Manager. Other pertinent documents are also provided to	None		

	<p>be filled-up by the retiree.</p> <p>1.3 HRMD provides for the retiree's service record, Certificate of last day of actual service, and certificate of no pending administrative case.</p>			
<p>2. Fills-up the application for Ombudsman Clearance and submit to HRMD with the corresponding clearance fee to be paid during the filing.</p>	<p>2.1 Receives the Ombudsman Clearance Form and prepares letter to Office of the Ombudsman to secure Ombudsman Clearance, for signature of the HRMD Manager.</p>	<p>₱150.00</p>	<p>1 day</p>	<p>HRMO</p>
	<p>2.2 Pays the corresponding fees at the Post Office and secure receipt as proof of payment to the client.</p>	<p>None</p>	<p>4 hrs</p>	<p>Liaison Officer</p>
<p>3. Retiree forwards the accomplished HO Clearance and the Deed of Undertaking to HRMD.</p>	<p>3.1 Receives Clearance and routes to other signatories.</p>	<p>None</p>	<p>9 days</p>	<p>HRMO</p>
	<p>3.2 In case of issue on accountability or pending administrative case, the</p>			<p>CD/ LSD Staff</p>

	<p>Controllership Department or Legal Services Department returns the unsigned Clearance to HRMD informing the accountability/ case of the retiree.</p> <p>3.3 HRMD informs client on the status of the clearance.</p>			HRMO
4. Retiree responds to the issue/problems seen during the routing of the clearance. Retiree informs HRMD that the issue was already settled.	4.1 Receives information and returns the clearance to CD with attached Official receipt. For LSD, copy of the resolution/decision of the case will be attached to the clearance.		1 day	HRMO
	4.2 Upon completion of signatories for the clearance and deed of undertaking and submission of complete retirement documents, HRMO evaluates and prepares other documents.	None	1 days	HRMO
		None	5 days	HRMO

	<p>4.3 HRMO prepares EB and attached complete retirement documents for the GM's signature.</p>	None	2 hrs	OGM Staff
	<p>4.4 Once the GM signed the clearance and other retirement documents, OGM returns the documents to HRMD.</p>	None	2 hrs	HRMO/Liaison Officer
	<p>4.5 HRMD prepares endorsement letter to GSIS for submission of pertinent documents. Retains copy for 201 file.</p>			
<b>TOTAL:</b>		None	<b>20 days (working days)</b>	

## 11. APPLICATION FOR CLEARANCE (RETIREMENT) If with Issues /Problems - PMOs

Head Office and PMO Personnel requesting for Application for clearance with issues and/or problems applying for retirement.

<b>Office/Division:</b>	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	PPA Employees, Retirees, Separated from the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
a. Letter of intent to retire. (4 – original copy)		HRMD-CBS		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. PMO submits complete documentary requirement on behalf of the retiree.	1.1 Upon receipt and evaluation of the complete documentary requirements from PMO, HRMD prepares HO Clearance.	None	12 days	Personnel Specialist/ HRMO, HRMO II
	1.2 Clearance routed for signatories.	None		HRMO
	1.3 In case of issue on accountability or pending administrative case, the Controllership Department or Legal Services Department returns the unsigned Clearance to HRMD informing	None		CD/ LSD Staff

	the accountability/ case of the retiree.	None		HRMO
	1.4 HRMD informs client on the status of the clearance.	None		HRMO
2. Retiree responds to the issue/problems seen during the routing of the clearance. Retiree informs HRMD that the issue was already settled.	2.1 Receives information and returns the clearance to CD with attached Official receipt. For LSD, copy of the resolution/decision of the case will be attached to the clearance.	None	1 day	HRMO
	2.2 Upon receipt of accomplished/ signed clearance, HRMO evaluates and prepares other documents.	None	1 days	Personnel Specialist/ HRMO, HRMO II
	2.3 HRMO prepares EB and attached complete retirement documents for the GM's signature.	None	5 days	Personnel Specialist/ HRMO, HRMO II
	2.4 Once the GM signed the clearance and other retirement documents. OGM returns the documents to HRMD.	None	4 hrs	OGM Staff

	2.5 HRMD prepares endorsement letter of the approved retirement documents to the PMO and retains copy for 201 file.	None	4 hrs	HRMD Staff
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	



## 12. APPLICATION FOR CLEARANCE (TRAVEL ABROAD) - HEAD OFFICE

Head Office and PMO personnel applying for clearance and issuance of travel authority for travel abroad.

<b>Office/Division:</b>	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	PPA Employees, Retirees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
a. Letter of intent to travel abroad (1 original copy)	From Client			
b. Authorization/Deed of Undertaking (1 original copy)	HRMD (HO)			
c. Duly Approve Leave Application Form (1 original copy)	From Client			
d. Certification of personnel who will assume the duties and responsibilities (1 original copy)	From Client			
e. Certification of No Pending Administrative Case (1 original copy)	HRMD (HO)			
f. Indorsement from the RC Head (for PMO) (1 original copy)	From Client			
g. HO/PMO Clearance (1 original copy)	HRMD (HO)			
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the following (2 copies): * duly approved Application for Leave Form * Certificate to Take Over Duties and Responsibilities (with signature of concerned personnel noted by the RC Head * Authorization/Deed of Undertaking	1.1 Receives the request and evaluates the documents.	None	2 days	Personnel Specialist/ HRMO, HRMO II
	1.2 Prepares HO Clearance, Deed of Undertaking for personal travel abroad.		15 days	
	1.3 Clearance routed to signatories.		1 day	

<ul style="list-style-type: none"> <li>* Certification of No pending Admin Case</li> <li>* Clearance</li> <li>* Letter request for Authority to Travel Abroad</li> <li>* Indorsement form RC Head (for PMOs)</li> </ul>	<p>1.4 Upon completion of signatories for the clearance and deed of undertaking and submission of complete documents, HRMO evaluates other documents.</p>		1 day	HRMO
	<p>1.5 HRMO prepares EB and attached complete required documents for the GM's signature.</p>		4 hrs	OGM Staff
	<p>1.6 After the GM signed and approved the clearance, OGM returns the documents to HRMD.</p>		4 hrs	HRMO
	<p>1.7 HRMD records and retains copy of documents for 201 File. Forwards the approved documents to the requesting client.</p>			
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

### 13. ISSUANCE OF TRAVEL AUTHORITY – Head Office/PMO

Issuance of Travel Authority to Head Office and PMO Personnel for Travel Abroad

<b>Office/Division:</b>	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	PPA Employees, Retirees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
a. Letter of intent to travel abroad (1 original copy)		From Client		
b. Authorization/Deed of Undertaking (1 original copy)		HRMD (HO)		
c. Duly Approve Leave Application Form (1 original copy)		From Client		
d. Certification of personnel who will assume the duties and responsibilities (1 original copy)		From Client		
e. Certification of No Pending Administrative Case (1 original copy)		HRMD (HO)		
f. Indorsement from the RC Head (for PMO) (1 original copy)		From Client		
g. HO/PMO Clearance (1 original copy)		HRMD (HO)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the ff: * duly approved Application for Leave Form * Certificate to Take Over Duties and Responsibilities (with signature of concerned personnel noted by the RC Head * Authorization/Deed of Undertaking	1.1 Receives and evaluates required documents.	None	1 day	Personnel Specialist/ HRMO, HRMO II
	1.2 HRMO prepares EB and Travel Authority and attached complete required documents for the GM's signature.	None	5 days	HRMO II
	1.3 Once signed, the documents will be	None	4 hrs	OGM Staff

<ul style="list-style-type: none"> <li>* Certification of No pending Admin Case</li> <li>* Clearance</li> <li>* Letter request for Authority to Travel Abroad</li> <li>* Indorsement form RC Head (for PMOs)</li> </ul>	<p>returned to HRMD.</p> <p>1.4 HRMD indorses the Approved Travel Authority to concerned PMO/HO personnel.</p>	None	10 mins	HRMO/ Personnel Specialist
<b>TOTAL:</b>		None	<b>6 days 4 hrs. and 10 mins. (working days)</b>	

#### 14. APPLICATION FOR LEAVE MONETIZATION (50% of Leave Credit and more than 30 days)

Application for leave monetization using 50% of personnel's leave credits and more than 30 days.

<b>Office/Division:</b>	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	PPA Employees, Retirees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
a. Application for leave (1 original copy)		HRMD-CBS		
b. Justification (Purpose of the Monetization) (1 original copy)		Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the duly accomplished Application for Leave Form (signed by RC Head) to HRMD.	1.1 Receives and evaluates application for leave monetization.	None	1 day	Personnel Specialist/ HRMO, HRMO II
	1.2 Consolidates all application for leave monetization.	None	10 days	HRMO/ Personnel Specialist
	1.3 Computes for leave balances and allowable leave for monetization.	None	3 days	HRMO/ Personnel Specialist
	1.4 Forwards evaluated application and prepared EB/Memo to HRMD Manager for signature.	None	1 day	HRSD

	1.5 Forwards Documents for GM's Approval and Signature.	None	4 days	HRSD
	1.6 Once signed, the documents will be returned to HRMD.	None	4 hrs	HRMO/ Personnel Specialist
	1.7 Submits documents for payroll preparation.	None	4 hrs	HRMO/ Personnel Specialist
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	

## 15. APPLICATION FOR LEAVE MONETIZATION (Less than 50% of Leave Credit but more than 30 days)

Application for leave monetization using less than 50% of personnel's leave credits but more than 30 days.

<b>Office/Division:</b>	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	PPA Employees, Retirees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for leave (Monetization) (1 original copy)		HRMD-CBS		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the duly accomplished Application for Leave Form (signed by RC Head) to HRMD.	1.1 Receives and evaluates application for leave monetization.	None	1 day	Personnel Specialist/ HRMO, HRMO II
	1.2 Consolidates all application for leave monetization.	None	10 days	HRMO/ Personnel Specialist
	1.3 Computes for leave balances and allowable leave for monetization.	None	3 days	HRMO/ Personnel Specialist
	1.4 Prepares endorsement for approval of monetization application.	None	1 day	HRSD
	1.5 Forwards endorsement to concerned Office	None	4 days	HRMD Staff

	Head after signature of HRMD Manager.			
	1.5 Once signed, the documents will be returned to HRMD.	None	4 hrs	Concerned Office Staff (OAGMO, OAGME, OAGFA)
	1.7 Submits documents for payroll preparation.	None	4 hrs	HRMO/ Personnel Specialist
<b>TOTAL:</b>		<b>None</b>	<b>20 days (working days)</b>	



## 16. APPLICATION FOR LEAVE MONETIZATION (Less than 50% and less than 30 days of Leave Credits)

Application for leave monetization of less than 50% and less than 30 days of personnel's leave credits.

<b>Office/Division:</b>	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	PPA Employees, Retirees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for leave (Monetization)		HRMD-CBS		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the duly accomplished Application for Leave Form (signed by RC Head) to HRMD.	1.1 Receives and evaluates application for leave monetization.	None	1 day	Personnel Specialist HRMO II
	1.2 Consolidates all application for leave monetization.	None	4 days	HRMO/ Personnel Specialist
	1.3 Computes for leave balances and allowable leave for monetization and forwards application to signatories.	None	1 day	HRMO/ Personnel Specialist
	1.4 Signs the application for leave Monetization.	None	4 hrs	HRMD Manager
	1.5 Submits documents for payroll preparation.	None	4 hrs	HRSD
<b>TOTAL:</b>		<b>None</b>	<b>7 days (working days)</b>	

## 17. ISSUANCE OF SPECIAL ORDER – Local Training

Responsibility Center (RC) Heads requests HRMD for the preparation/issuance of Special Orders for local training.

<b>Office/Division:</b>	PPA-HRMD-CDD-SGS			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	PPA Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memo request (1 original copy) 2. Nomination form (1 original copy/electronic copy/scanned copy) 3. Training invitation with program details (1 original copy/electronic copy/scanned copy) 4. Statement of actual duties and responsibilities/justification (if any)		HRMD, Requesting PMOs/RCs		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. RCs concerned sends training request to HRMD/CDD re: local training program,	1.1 Receives training request from RCs concerned and evaluates the request and qualifications of nominee/s.	None	5 days	HRMO or Personnel-In-Charge
	1.2 Prepares memo update on the training request concerned for HRMD Manager's approval.	None	1 day	HRMO or Personnel In-charge; HRMD Manager
2. Once approve, RCs concerned will submit the following: a. Registration confirmation b. Billing statement from the organizer	2.1 Coordinates with the unit/nominee concerned re status of nomination.	None	1 day	HRMO or Personnel In-charge
	2.2 If acceptable: Prepares Pre-Training Questionnaire and Executive Brief/PPA Special Order of participants for AGMFLA's approval.	None	3 days	HRMO or Personnel In-charge; AGMFLA

	2.3 Once signed, transmits approved PPA Special Order to Records-Administrative Services Division for dissemination numbering and dissemination.	None	10 mins	HRMO or Personnel In-charge; Records Officer – Admin Department
<b>TOTAL:</b>		<b>None</b>	<b>10 days and 10 mins. (working days)</b>	

## 18. ISSUANCE OF SPECIAL ORDER – In-House, Integrated Management Systems/Quality Management Systems, Gender, and Development

PMO and HO RCs requests HRMD for the preparation/issuance of Special Orders for In-house Training.

<b>Office/Division:</b>	PPA-HRMD-CDD-TDS			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	PPA Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memo request (1 original copy) 2. Course design (1 original copy/electronic copy/scanned copy) 3. List of participants (1 original copy/electronic copy/scanned copy)		HRMD, Requesting PMOs/RCs		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. PPATI or PMO/RC sends memo-request re: conduct of training program with attached program of activity, course design and proposed budget.	1.1 Received and evaluates memo-request from PPATI or PMO/RC re: conduct of training program.	None	1 day	HRMO or Personnel-In-Charge
	1.2 HRMO prepares memo/nomination signed by the HRMD Manager.	None	1 day	HRMO or Personnel In-charge; HRMD Manager
	1.3 Records Unit of Admin Dept. transmit/disseminate signed memo/nomination form to concerned RC Heads.	None	1 day	Records Officer Admin Dept.

2. PMO/RC receives signed memo/nomination re: conduct of training program. Accomplished nomination forms will be submitted to HRMD.	2.1 Receives document and evaluates participants and process submitted nomination/ confirmation for shortlisting.	None	2 days	RC's/PMO's Personnel In-charge; HRMO or Personnel In-charge
	2.2 Prepares Executive Brief/Special Order for endorsement of HRMD Manager.	None	4 days	HRMO or Personnel In-charge
	2.3 Transmit endorsed Executive Brief with attached Special Order to AGM-FA/OGM.	None	1 day	HRMO or Personnel In-charge; HRMD Manager
	2.4 Inform/update PMO/RC concerned.	None	10 mins	HRMO or Personnel-In-Charge; AGMFA/OGM personnel
	2.5 Transmits signed Special Order to Records Unit-Admin. Department for numbering and dissemination.	None	10 mins	HRMO or Personnel In-charge; Records Officer - Admin Department
<b>TOTAL:</b>		<b>None</b>	<b>10 days and 20 mins. (working days)</b>	

## 19. ISSUANCE OF SPECIAL ORDER – In-House Leadership Development Training

Responsibility Center (RC) Heads requests HRMD for the preparation/issuance of Special Orders for Leadership Training.

<b>Office/Division:</b>	PPA-HRMD-CDD-TDS			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	PPA Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memo request (1 original copy) 2. Nomination Form (1 original/scanned copy/electronic copy) 3. Contract of Service if necessary		HRMD, Requesting PMOs/RCs		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. PPATI or PMO/RC sends memo-request re: conduct of training program with attached program of activity, course design and proposed budget.	1.1 Received and evaluates memo-request from PPATI or PMO/RC re: conduct of training program.	None	1 day	HRMO or Personnel-In-Charge
	1.2 HRMO prepares memo/nomination signed by the HRMD Manager.	None	1 day	HRMO or Personnel In-charge; HRMD Manager
	1.3 Records Unit of Admin Dept. transmit/disseminate signed memo/nomination form to concerned RC Heads.	None	1 day	Records Officer Admin Dept.
2. PMO/RC receives signed memo/nomination re: conduct of training program. Accomplished nomination forms will be submitted to HRMD.	2.1 Receives document and evaluates participants and process submitted nomination/confirmation for shortlisting.	None	2 days	RC's/PMO's Personnel In-charge; HRMO or Personnel In-charge

	2.2 Prepares Executive Brief/Special Order for endorsement of HRMD Manager.	None	4 days	HRMO or Personnel In-charge
	2.3 Transmit endorsed Executive Brief with attached Special Order to AGM-FA/OGM.	None	1 day	HRMO or Personnel In-charge; HRMD Manager
	2.4 Inform/update PMO/RC concerned.	None	10 mins	HRMO or Personnel-In-Charge; AGMFA/OGM personnel
	2.5 Transmits signed Special Order to Records Unit-Admin. Department for numbering and dissemination.	None	10 mins	HRMO or Personnel In-charge; Records Officer -Admin Department
<b>TOTAL:</b>		<b>None</b>	<b>10 days and 20 mins (working days)</b>	

**ADMINISTRATIVE SERVICES DEPARTMENT  
(ASD)  
External Services**



## 1. Request for Use of PPATI DORMITORY

Facilitate the request for use of PPA Dormitory

<b>Office/Division:</b>	Administrative Services Department/General Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Head Office Responsibility Centers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.2.1.1.1.1 Letter Request to include: <ul style="list-style-type: none"> <li>• Duration of Stay</li> <li>• Number of Pax</li> <li>• Contact Person/Name/Address</li> </ul>		Prepared by the requesting party		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Transmit/ submit the letter request	1.1 Acknowledge receipt of documents and evaluates the completeness of the details; Ascertain availability of dormitory	None	1 day	Senior Administrative Assistant III, Office of the ASD Manager/ Executive Assistant A, OGM/ Manager, GSD
	1.2 Write/notify stakeholder on the status of the request	None	1 day	Clerk, GSD
	1.3 Approval of Request.  If approved, Assignment of Rooms and Provision of Dormitory Essentials	None	1 day	Manager, ASD  Clerk, GSD/ Manager, GSD/ PPATI Personnel
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	

## 2. Request for Use of Training Room

Facilitate all request for usage of training room upon submission of a letter request approved by the Administrative Services Department (ASD) Manager

<b>Office/Division:</b>	Administrative Services Department/General Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business G2G – Government to Government G2C – Government to Citizen			
<b>Who may avail:</b>	PPA Personnel/ Non-PPA Personnel/ Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request approved by the ASD Manager (One (1) original and One (1) photocopy)		ASD Manager		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Client to submit Letter Request to ASD thru Records Communication Division (RCD)	1.1 RCD to forward the Letter Request to Office of the Department Manager, ASD	None	12 mins	RCD Personnel
	1.2 Department Manager to approve/ disapprove Letter Request	None	1 day	Department Manager, Administrative Services Department
	1.3 Approved/ disapproved Letter Request to be forwarded to the General Services Division for appropriate action	None	30 mins	Building and Equipment Maintenance System Staff/ General Services Division
	1.4 Inform the client on the approval/ disapproval of the	None	30 mins	Authorized personnel/ General Services Division

	request via telephone call			
2. Claim the copy of the request to be presented on the requested date of usage	2. Prepare Training Room and set-up sound system and projector	None	1 hour and 15 mins	Utility personnel/ General Services Division
<b>TOTAL:</b>		<b>None</b>	<b>1 day 2 hours 27 mins (working days)</b>	

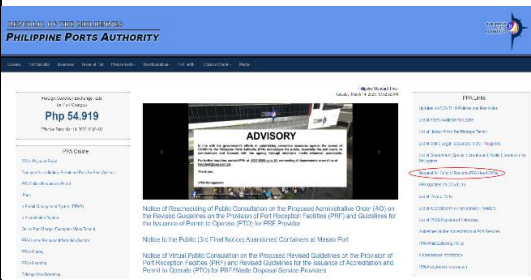
**ADMINISTRATIVE SERVICES DEPARTMENT  
(ASD)  
Internal Services**

### 3. Request for Copy of Records – Manual

<b>Office/Division:</b>	Administrative Services Department/Records and Communication Division (ASD-RCD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Internal Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Request for Copy of Records Form(RCRF)		Records and Communications Division, Administrative Services Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits duly accomplished Request for Copy of Records Form (RCRF) to the ASD-RCD, OPR-DI	1.1 Checks and evaluate mandatory fields are completely filled-out prior to receipt, and/or notifies the requesting entity for other concern/s;	None	5 mins	OPR- Documented Information (OPR-DI)
	1.2 Approves RCRF request by affixing signature on the accomplished RCRF.	None	5 mins	Authorized Approver
	1.3 Submits RCRF for electronic date and time stamping to record onset of retrieval process;	None	5 mins	OPR-DI
	1.4 Retrieves the requested DI and prepares a copy in the format stated in the RCRF	None	2 working days, 7 hrs, and 35 mins	OPR-DI
	1.5 Submits RCRF for electronic date and time stamping to	None	3 mins	OPR-DI

	record end of retrieval process;  1.6 Releases the DI and requires the requesting entity to acknowledge receipt on the RCRF.	None	3 mins	OPR-DI
2. Acknowledges receipt of the requested DI and affixes signature of OPR-DI on the RCRF	2. Checks if RCRF is acknowledged/signed; files copy for reference	None	4 mins	OPR-DI
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	

#### 4. Request for Copy of Records – Electronic

<b>Office/Division:</b>	Administrative Services Department Records and Communications Division (ASD-RCD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Internal Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Online Request for Copy of Records Form (O-RCRF)		PPA Website 		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Clicks on the link to the RCRF Online, fills out all mandatory fields, and submits accomplished form	1.1 Prints the online submitted RCRF and checks if mandatory fields are completely filled-out prior to receipt, and/or notifies the requesting entity for other concern/s;	None	15 mins	OPR- Documented Information (OPR-DI)
	1.2 Evaluates the request and affixes signature on the accomplished RCRF;	None	5 mins	Authorized Approver
	1.3 Retrieves the requested DI at RCD records keeping systems;	None	2 days, 7hrs and 30 mins.	OPR-DI
	1.4 Sends electronic copy/ies of the requested DI to the requesting entity.	None	5 mins	OPR-DI

2. Acknowledges receipt to the OPR-DI	2. Prints a copy of the email sent to RCRF requestor and files copy for reference	None	5 mins	OPR-DI
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	



## 5. Vehicle Service Request (VSR) within Metro Manila

Facilitate the use of Service Vehicle upon submission of approved Vehicle Service Request (VSR).

<b>Office/Division:</b>	ASD/General Services Division (GSD) -Transport Services Section (TSS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Head Office Responsibility Centers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.2.1.1.1.2 Vehicle Service Request (VSR) Form for trips within Metro Manila		Transport Services Section, GSD-ASD		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Secure VSR Form for trips within Metro Manila	1.1 Issue VSR Form 1.2 Evaluate the request form.	None	3 min	Transport Dispatcher (TD)
2. Submits accomplished VSR Form	2.1 Checks/verify the completeness of information in the form and availability of service vehicle and driver. 2.1a If in order, signs initials in the recommending approval portion of the VSR and indorses it to the Chief, TSS for signature. 2.1b If not in order, return to requesting entity for correction. 2.2 Indorses the signed VSR to the GSD-Div. Manager for signature/ approval. 2.3 For approved request, prepares trip ticket	None          None	6 mins          3 mins	TD          Chief, TSS-GSD

	and assigns service vehicle and driver to the VSR.	None	3 mins	TD
<b>TOTAL:</b>		<b>None</b>	<b>15 mins</b>	

## 6. Vehicle Service Request (VSR) outside Metro Manila

Facilitate the use of Service Vehicle upon submission of approved Vehicle Service Request (VSR).

<b>Office/Division:</b>	ASD/General Services Division (GSD) -Transport Services Section (TSS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Head Office Responsibility Centers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Vehicle Service Request (VSR) Form for trips outside Metro Manila		Transport Services Section, GSD-ASD		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Secure VSR Form for trips outside Metro Manila	1.1 Issue VSR Form	None	1 day	Transport Dispatcher (TD)
	1.2 Evaluate the request form.			
2. Submits accomplished VSR Form	2.1 Checks/verify the completeness of information in the form and availability of service vehicle and driver.	None		TD
	2.1a If in order, assign a Control Number and indorses it to the Chief, TSS for initials in the recommending approval portion.			
	2.1b If not in order, return to requesting entity for correction.	None		Chief, TSS-GSD, Div. Manager
	2.2 Indorses the VSR to the GSD-Div. Manager for signature in the recommending approval portion.			
2.3 Indorses the signed VSR to the ASD	None		GSD, Manager/ ASD Manager	

	<p>Manager for signature/approval.</p> <p>2.4 For approved request, prepares trip ticket and assigns service vehicle and driver to the VSR.</p>	None	TD	
<b>TOTAL:</b>		None	<b>1 day (working day)</b>	

## 7. Repair and Maintenance Request (RMR)

Facilitate the Repair and Maintenance of Head Office, PPATI & GAD Center office facilities upon submission of approved R/M Request Form.

<b>Office/Division:</b>	ASD/ General Services Division-Building & Equipment Maintenance Section (BEMS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Head Office Responsibility Centers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Repair and Maintenance (R/M) Request Form		BEMS-GSD-ASD		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Secure R/M Request Form	1. Issues R/M Request Form	None	3 mins	Clerk Processor
2. Submits accomplished R/M Request Form	2.1 Checks/verify the completeness of information in the form.	None	3 mins	Clerk Processor
	2.1a If in order, indorses it to the Chief, BEMS for initials.			
	2.1b If not in order, return to requesting entity for correction.			
	2.2 Indorses the R/M Request Form to the GSD-Div. Manager for signature/ approval.	None	3 mins	Chief, BEMS/GSD Div. Manager
	2.3 Checks the approved R/M Request Form. Schedule and assign a GSD personnel as per the nature of work requested.	None	3 mins	Building Foreman
<b>TOTAL:</b>		<b>None</b>	<b>12 mins</b>	

## 8. Request for Supply/ies

Facilitate distribution of available supplies upon submission of complete documentary requirement.

<b>Office/Division:</b>	Administrative Services Department/Property Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Head Office Responsibility Centers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request		Via ORACLE provided by the RC concerned/end user		
2. Requisition and Issue Slip (RIS)		PMD/Storekeeper		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Secure R/M Request Form	1.1 Receives documentary requirement and checks availability of stocks.	None	1 day	PMD staff
	1.1a If available, prepares the stocks and the RIS to be signed by the requesting RC/end user.	None		Storekeeper
	1.1b If not available, Procurement Officer will proceed to canvassing and follow R.A. 9184 process.	None		Procurement Officer
	1.2 Indorses the RIS to the PMD-Div. Manager for approval.	None		Storekeeper/ PMD-Div. Manager
	1.3 Upon approval, issues the supply/ies to the requesting end user.			Storekeeper
2. Signs the Requisition and Issue Slip (RIS) and receives supply/ies.	2.1 Receives the signed slip and file.	None		Storekeeper
<b>TOTAL:</b>		<b>None</b>	<b>1 day (working day)</b>	

## 9. Request for Procurement of Goods and Services

Facilitate the request for procurement upon submission of complete documentary requirements by the end user.

<b>Office/Division:</b>	Administrative Services Department/Property Management Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Head Office Responsibility Centers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Purchase Request		Via ORACLE provided by the RC concern/ end user		
7. Specifications or Terms of Reference (if applicable)		End user		
8. Canvass Documents (if applicable)		End user		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit complete documentary requirements.	1.1 Check/review the veracity of the submitted documentary requirements. Check if item is included in the current year's APP. (Annual Procurement Plan)	None	5 days	PMD staff/ Authorized Representative (AR)
	1.1a If yes, request for CAF (Certificate of Availability of Funds).			
	1.1b If not, items are subject for approval of the Top Management.			
	1.2 Prepare other pertinent documents for use of the BAC	None	10 days	PMD staff/ Authorized Representative (AR)

	Office to facilitate the procurement process.			
	1.3 Follow R.A. 9184 process.			
<b>TOTAL:</b>		<b>None</b>	<b>15 days (working days)</b>	



## 10. Request for Procurement of Goods and Services (Alternative Method)

Facilitate consolidation of Purchase Request (PR), upon submission of various RC's together with the Specification and Terms of Reference provided by the end user, and prepared documentary requirements for BAC Office's reference.

<b>Office/Division:</b>	Administrative Services Department/Property Management Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Head Office Responsibility Centers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request		Via ORACLE provided by the RC concern/ end user		
2. Specifications or Terms of Reference (if applicable)		End user		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit Purchase Request	1.1 Received documentary requirements for consolidation.	None	5 days	PMD staff/ Procurement Officer
	1.2 After consolidation, will check for availability of stocks.	None	1 day	Storekeeper
	1.2a If available from stocks, the item will be issued to the concerned RC.			Procurement Officer
	1.2b If not available, Procurement Officer will proceed to canvassing and follow R.A. 9184 process.			
<b>TOTAL:</b>		<b>None</b>	<b>6 days (working days)</b>	

## 11. Newspaper Publication of PPA Issuances, Memorandum and Notices

<b>Office/Division:</b>	Administrative Services Department, Records and Communications Division (ASD-RCD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Internal Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Material to be published (i.e., Signed PPA Issuance, Memorandum and/or Notices)..		Internal Customers		
2. Memo request from RC to ASD.				
***For next day publication, cut-off processing of request is at 10:00am.				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits the request for publication (stating the requested publication date and number of days to run the publication ad) together with the material to ASD-RCD.	1.1 Receives the request and checks the specifications of the material to be published including other preparation for the budgetary needs for the publication	None	1 day	Administrative Services Assistant A / General Services Chief B
	1.2 Facilitates the publication in coordination with service provider to be followed by the forwarding of the material to be published	None	1 day	Administrative Services Assistant A / General Services Chief B
	1.3 Monitor the actual release of the published material and furnish the requesting responsibility center	None	1 day	Administrative Services Assistant A / General Services Chief B

	of the newspaper issue to which it was published.			
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	

## 12. UP-ONAR and PPA Website Publication of PPA Issuances

<b>Office/Division:</b>	Administrative Services Department, Records and Communications Division (ASD-RCD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Internal Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy of Published Issuance ( if published in the newspaper)		Internal Customers		
2. Soft Copy (MS Word format) of issuance				
3. Three (3) certified true copy of the issuance				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit requirements to ASD-RCD, OPR - UP ONAR Publication	1.1 Facilitation of request: <ul style="list-style-type: none"> <li>• Reproduction</li> <li>• Certification</li> <li>• Proof-reading of MS word format against the original</li> </ul>	None	1 day and 4 hours	OPR - UP ONAR Publication
	1.2 Online submission to UP ONAR of request and requirements for publication	None	2 hours	OPR - UP ONAR Publication
	1.3 Forwards the requirements to Communications Services Section for actual transmittal to UP-ONAR.	None	2 hours	OPR - UP ONAR Publication
	1.4 Facilitation of PPA Website Publication, posting in the PPA Issuance subweb.	None	1 day	OPR - Issuance Subweb, PPA Website
<b>TOTAL:</b>		<b>None</b>	<b>3 days (working days)</b>	

### 13. Accession of Records to the PPA Records Storage Facility (PPA-RSF)

Facilitate accession of records, upon submission of complete filled-out accession form.

<b>Office/Division:</b>	Administrative Services Department/Records and Communication Division				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2G - Government to Government				
<b>Who may avail:</b>	PPA Head Office Responsibility Centers				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Filled-out Accession of Records Form			Records and Communication Division – Records Management Section		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>	
1. Submits duly accomplished and approved accession of records form to the OPR-DI	1.1 Receives the accomplished /approved accession of records form.	None	15 minutes	Clerk Processor A	
	1.2 Evaluates the accession of records form. If no error/s seen upon evaluation, sign the review portion by the OPR-Review, otherwise return to the concerned Head Office RC	None	13 working days	Records Officer III Records Management Chief	
	1.3 Approves the evaluated accession of records form by the OPR-Approve	None	3 hrs	Manager, RCD	
	1.4 Fill-out the allocation code portion of approved accession of records form	None	4 hrs	Records Officer III Records Management Chief	

	1.5 Signs the coordinator portion of the approved accession of records form.	None	15 mins	RSF Coordinator
	1.6 Returns the approved accession of records form to the concerned Head Office RC	None	15 mins	Clerk Processor A
2. Signs the representative portion of the approved accession of records form and return the original to the Records and Communications Division (RCD)	2. Receives the original approved accession of records form	None	15 mins	Clerk Processor A
3. Requests for turn-over of boxes with approved accession of records form by the concerned Head Office RC	3.1 Recieves the request for turn-over of boxes with approved accession of records form.	None	15 mins.	Clerk Processor A
	3.2 Inspects boxes with approved accession of records form and stamps the date and time of accession.	None	45 mins	Records Officer III Records Management Chief
	3.3 Coordinates with the General Services Division the manpower requirements to haul the approved accession boxes of records and vehicle to transport/ferry the same to the PPA Records Storage Facility (PPA-RSF)	None	1 hr	RSF Coordinator

	3.4 Facilitates the turn-over of boxes with approved accession of records from the Head Office to PPA Records Storage Facility (PPA-RSF)	None	6 hrs.	RSF Coordinator
<b>TOTAL:</b>		<b>None</b>	<b>15 days (working days)</b>	

## VI. Feedback and Complaints

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
How to send Feedback?	<p>The following methods may be used to send feedback:</p> <ul style="list-style-type: none"> <li>▪ Fill-out the Client Satisfaction Measurement (CSM) Form and drop it at the designated drop box ideally placed on all <b>Divisions of Port Management Offices</b> and <b>Head Office Departments</b>.</li> <li>▪ Fill-out the Client Satisfaction Measurement (CSM) Form online through the following channels: <ul style="list-style-type: none"> <li>– Kiosk, located within the PPA premises.</li> <li>– QR Code, located at the Satisfaction Measurement Corner within the PPA premises.</li> <li>– URL link, which can be accessed at the EC/unit Satisfaction Measurement Corner or the link sent through email.</li> </ul> </li> <li>▪ Fill-out the Client Satisfaction Measurement (CSM) Form and drop it at the designated drop box placed the designated Public Assistance and Complaint Desks.</li> </ul>
How is Feedback processed?	<p>The designated member of the Client Satisfaction Measurement Team, at the end of each week, collects, compiles, and records all the feedback submitted.</p> <p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within twenty (20) days upon the receipt of the CSM Form.</p> <p>The answer of the office is then relayed to the citizen.</p>





	<p>For inquiries and follow-ups, clients may contact the following information:</p> <p><b>For PMO:</b> Contact Nos: <u>Refer to Section VII – List of Offices</u></p> <p><b>For Head Office:</b> Contact Nos: (02) 8-527-6439 Email: PMSODD@ppa.com.ph</p>
<p>How to file complaints?</p>	<p>The following methods may be used to file complaint:</p> <ul style="list-style-type: none"> <li>▪ Fill-out the Client Satisfaction Measurement (CSM) Form and drop it at the designated drop box ideally placed on all Divisions of <b>Port Management Offices</b> and <b>Head Office Departments</b>.</li> <li>▪ Fill-out the Client Satisfaction Measurement (CSM) Form online through the following channels: <ul style="list-style-type: none"> <li>– Kiosk, located within the PPA premises.</li> <li>– QR Code, located at the Satisfaction Measurement Corner within the PPA premises.</li> <li>– URL link, which can be accessed at the EC/unit Satisfaction Measurement Corner or the link sent through email.</li> </ul> </li> <li>▪ Fill-out the Client Satisfaction Measurement (CSM) Form and drop it at the designated drop box placed in the designated Public Assistance and Complaint Desks.</li> <li>▪ Complaints can also be filed via telephone, e-mail, and letter. Make sure to provide the following information:</li> </ul>



	<ul style="list-style-type: none"> <li>- Full name and Contact Information of the Complainant</li> <li>- Name of person being complained</li> <li>- Incident/Details of the complaint</li> <li>- Evidence</li> </ul> <p>For inquiries and follow-ups, clients may contact the following information:</p> <p><b>For PMO:</b> Contact Nos: <u>Refer to Section VII – List of Offices.</u></p> <p>Email: <u>Please provide email address per PMO.</u></p> <p><b>For Head Office:</b> Contact Nos: (02) 8-527-6433 (02) 8-527-8-527-8356 up to 83 loc 222</p> <p>Email: <a href="mailto:PMSODD@ppa.com.ph">PMSODD@ppa.com.ph</a></p> <ul style="list-style-type: none"> <li>▪ Complaints/reports can also be filed through the following channels:</li> </ul> <p><b>PPA Whistleblowing Portal</b> Website: <a href="http://ppa.com.ph/">http://ppa.com.ph/</a> Email: <a href="mailto:ogm@ppa.com.ph">ogm@ppa.com.ph</a> Contact Nos: (02)8-527-8356 up to 83</p> <p><b>ARTA</b> Email: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> Contact Nos: 1-ARTA (2782)</p> <p><b>Presidential Complaints Center (PCC)</b> Contact Nos: 8888</p> <p><b>Contact Center ng Bayan (CCB)</b> Contact Nos: 0908-881-6565 (SMS)</p>
<p>How complaints are processed?</p>	<p>The procedure hereunder shall be applied to process complaints:</p> <ol style="list-style-type: none"> <li>1. For complaints originating from the Client Satisfaction Measurement</li> </ol>



(CSM) form, the CSM Team, at the end of each week, collects, compiles, and records all complaints/feedback submitted.

2. For complaints from phone call, email and letter, the CSM Team evaluates the details of the complaint and logs the same for monitoring purposes.
3. Upon initial evaluation, the CSM Team shall start the investigation on the complaints. If the complaint concerns PMSODD, the CSM Team shall address the negative feedback immediately upon receipt of the complaint, not later than 20 days; otherwise forward the same to the relevant office for their explanation/action. Offices are required to answer within twenty (20) days upon the receipt of the complaints and/or the CSM Form.

The answer of the office is then relayed to the citizen.

For inquiries and follow-ups, clients may contact the following information:

**For PMO:**

Contact Nos: Refer to Section VII – List of Offices.

Email: Insert official email address of the PMO.

**For Head Office:**

Contact Nos:

(02) 8-527-6433

(02) 8-527-8-527-8356 up to 83 loc 222

Email: [PMSODD@ppa.com.ph](mailto:PMSODD@ppa.com.ph)

Contact Information:	<p><b>ARTA</b> Email: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> Contact Nos: 1-ARTA (2782)</p> <p><b>Presidential Complaints Center (PCC)</b> Contact Nos: 8888</p> <p><b>Contact Center ng Bayan (CCB)</b> Contact Nos: 0908-881-6565 (SMS)</p>
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## VII. List of Offices

Office	Address	Contact Information
<b>Port Management Offices</b>		
Port Management Office of NCR-North	PMO Administration Bldg., Radial Road 10, North Harbor, Tondo Manila	<ul style="list-style-type: none"> <li>• 8-245-2930</li> <li>• 8-245-2931</li> <li>• pmoncrnorth@ppa.com.ph</li> </ul>
Port Management Office of NCR-South	Marsman Bldg., Muelle De San Francisco St., South Harbor, Port Area Manila	<ul style="list-style-type: none"> <li>• 8-527-4424</li> <li>• pmoncrsouth@ppa.com.ph</li> </ul>
Port Management Office of Northern Luzon	Port Operations Bldg., Maglaoi Norte, Currimao, Ilocos Norte	<ul style="list-style-type: none"> <li>• (077) 774-3658</li> <li>• (077) 774-3654</li> <li>• pmonlz@ppa.com.ph</li> </ul>
Port Management Office of Bataan/Aurora	Administration Bldg., Brgy. Lamao, Limay Bataan	<ul style="list-style-type: none"> <li>• (047) 244-6936</li> <li>• (047) 244-6246</li> <li>• pmobataan_aurora@ppa.com.ph</li> </ul>
Port Management Office of Batangas	PPA Administration Building, Por Access Road, Calincanto, Batangas City	<ul style="list-style-type: none"> <li>• (043) 722-2429</li> <li>• (043) 723-0164</li> <li>• pmobatangas@ppa.com.ph</li> </ul>
Port Management Office of Marinduque/Quezon	Port Operations Building, Brgy. Talao-talao, Port Area, Lucena City	<ul style="list-style-type: none"> <li>• (042) 785-1250</li> <li>• pmomarquez@ppa.com.ph</li> </ul>
Port Management Office of Mindoro	PMO Administration Bldg., Port Area, San Antonio, Calapan City	<ul style="list-style-type: none"> <li>• (043) 441-6696</li> <li>• (043) 288-1843</li> <li>• pmomindoro@ppa.com.ph</li> </ul>
Port Management Office of Palawan	Port Area, Brgy. Bagong Pag-asa, Puerto Princesa City	<ul style="list-style-type: none"> <li>• (048) 434-5626</li> <li>• (048) 434-4881</li> <li>• pmopalawan@ppa.com.ph</li> </ul>
Port Management Office of Bicol	PMO Administration Bldg., Government Regional Center, Rawis, Legazpi City	<ul style="list-style-type: none"> <li>• (052) 482-0303</li> <li>• pmobicol@ppa.com.ph</li> </ul>
Port Management Office of Masbate	Port Area, Brgy. Bapor Pier Site, Masbate City	<ul style="list-style-type: none"> <li>• (056) 578-6618</li> <li>• pmomasbate@ppa.com.ph</li> </ul>

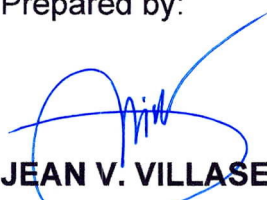
Port Management Office of Panay/Guimaras	Iloilo Commercial Port Complex, Iloilo City	<ul style="list-style-type: none"> <li>• (033) 337-6945</li> <li>• (033) 337-7791 to 93</li> <li>• pmo_panay/quimaras@ppa.com.ph</li> </ul>
Port Management Office of Negros Occidental/Bacolod/Banago/Bredco	Barangay Banago, Banago Port, Bacolod City	<ul style="list-style-type: none"> <li>• (034) 458-0095</li> <li>• pmonbb@ppa.com.ph</li> </ul>
Port Management Office of Negros Oriental/Siquijor	Port Area Lo-oc, Dumaguete City, Negros Oriental	<ul style="list-style-type: none"> <li>• (035) 422-8914</li> <li>• pmonos_official@ppa.com.ph</li> </ul>
Port Management Office of Bohol	Port Area, Tagbilaran City, Bohol	<ul style="list-style-type: none"> <li>• (038) 501-8969</li> <li>• (038) 501-8138</li> <li>• onepmobohol@ppa.com.ph</li> </ul>
Port Management Office of Eastern Leyte/Samar	Port Area, Tacloban City	<ul style="list-style-type: none"> <li>• (053) 321-6704</li> <li>• ppapmoels@ppa.com.ph</li> </ul>
Port Management Office of Western Leyte/Biliran	Lot 2, Block 13 Dona Feliza Meija Subd., Veloso St. Ormoc City	<ul style="list-style-type: none"> <li>• (053) 832-1815</li> <li>• (053) 561-4664</li> <li>• pmowlbrecords@ppa.com.ph</li> </ul>
Port Management Office of Misamis Occidental/Ozamiz	Port Area, Ozamiz City	<ul style="list-style-type: none"> <li>• (088) 521-0238</li> <li>• (088) 521-1538</li> <li>• pmomoz@ppa.com.ph</li> </ul>
Port Management Office of Lanao Del Norte/Iligan	Port Area, Iligan City	<ul style="list-style-type: none"> <li>• (063) 223-1346</li> <li>• (063) 223-9124</li> <li>• ppalni@ppa.com.ph</li> </ul>
Port Management Office of Surigao	Brgy. Taft, Port Area, Surigao City	<ul style="list-style-type: none"> <li>• (086) 826-2015</li> <li>• pmosurigao@ppa.com.ph</li> </ul>
Port Management Office of Agusan	Port Area, San Francisco St., Butuan City	<ul style="list-style-type: none"> <li>• (085) 342-5352</li> <li>• pmoagusan@ppa.com.ph</li> </ul>
Port Management Office of Misamis Oriental / Cagayan De Oro	PPA Bldg. 2 Agora, Cagayan de Oro City	<ul style="list-style-type: none"> <li>• (088) 856-9098</li> <li>• (088) 856-1264</li> <li>• pmomoz@ppa.com.ph</li> </ul>
Port Management Office of Socsargen	Makar Wharf, Labagal, General Santos City	<ul style="list-style-type: none"> <li>• (083) 552-4446</li> <li>• (083) 552-4484</li> <li>• pmosocsargen@ppa.com.ph</li> </ul>
Port Management Office of Davao	Km. 10 Port Area, Sasa Davao City	<ul style="list-style-type: none"> <li>• (082) 235-2564-68</li> <li>• pmodavao@ppa.com.ph</li> </ul>
Port Management Office of Zamboanga	R.T. Lim Boulevard, Zamboanga City	<ul style="list-style-type: none"> <li>• (062) 991-2037 to 39</li> <li>• (062) 991-2360</li> <li>• pmozamboanga@ppa.com.ph</li> </ul>
Port Management Office of Zamboanga del Norte	Port Area, San Vicente, Dapitan City	<ul style="list-style-type: none"> <li>• (064) 213-6595</li> <li>• (064) 213-3606</li> <li>• pmozdn@ppa.com.ph</li> </ul>

<b>Head Office Departments</b>		
Philippine Ports Authority-Head Office	PPA Corporate Bldg. Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines	<ul style="list-style-type: none"> <li>• (0632) 7-954-8800</li> <li>• (0632) 8-405-5500</li> <li>• (0632) 8-527-8356 up to 83</li> <li>• ogm@ppa.com.ph</li> </ul>
Port Management Systems & Organization Development Department	PPA Corporate Building, Mezzanine Floor	<ul style="list-style-type: none"> <li>• (02) 8-527-6433</li> <li>• PMSODD@ppa.com.ph</li> </ul>
Information & Communication Technology Department	PPA Corporate Building, Fifth (5 <sup>th</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 5-301-9452</li> <li>• ictdoofficialmail@ppa.com.ph</li> </ul>
Corporate Planning Department	PPA Corporate Building, Fifth (5 <sup>th</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 8-527-4755</li> <li>• (02) 8-527-4721</li> <li>• corplan@ppa.com.ph</li> </ul>
Legal Services Department	PPA Corporate Building, Fifth (5 <sup>th</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 5-301-9064</li> <li>• (02) 8-527-7892</li> <li>• lsd@ppa.com.ph</li> </ul>
Port Operations & Services Department	PPA Corporate Building, Third (3 <sup>rd</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 5-301-9065</li> <li>• posd_ho@ppa.com.ph</li> </ul>
PPA Training Institute	Moserco Bldg. Gate 4, South Harbor, Port Area, Manila	<ul style="list-style-type: none"> <li>• (02) 5-301-95-12</li> <li>• (02) 5-301-95-13</li> <li>• ppati@ppa.com.ph</li> </ul>
Port Police Department	Moserco Bldg. Gate 4, South Harbor, Port Area, Manila	<ul style="list-style-type: none"> <li>• (02) 8-527-2492</li> <li>• (02) 8-527-2489</li> <li>• ppd_ho@ppa.com.ph</li> </ul>
Port Construction & Maintenance Department	PPA Corporate Building, Fourth (4 <sup>th</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 5-301-9068</li> <li>• pcmd@ppa.com.ph</li> </ul>
Dredging & Survey Department	PPA Corporate Building, Fourth (4 <sup>th</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 5-301-9070</li> <li>• dsd@ppa.com.ph</li> </ul>
Port Planning and Design Department	PPA Corporate Building, Fourth (4 <sup>th</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 5-336-5157</li> <li>• pdd@ppa.com.ph</li> </ul>
Controllership Department	PPA Corporate Building, Third (3 <sup>rd</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 5-301-9062</li> <li>• controllership_department@ppa.com.ph</li> </ul>
Treasury Department	PPA Corporate Building, Ground Floor	<ul style="list-style-type: none"> <li>• (02) 5-336-5149</li> <li>• treasury2@ppa.com.ph</li> </ul>
Human Resource Management Department	PPA Corporate Building, Third (3 <sup>rd</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 8-404-38-81</li> <li>• (02) 5-301-95-13</li> </ul>

		<ul style="list-style-type: none"> <li>• hrmd-cdd@ppa.com.ph</li> </ul>
Administrative Services Department	PPA Corporate Building, Mezzanine Floor	<ul style="list-style-type: none"> <li>• (02) 8-527-4830</li> <li>• asd_gsd@ppa.com.ph</li> </ul>
Office of the Corporate Board Secretary	PPA Corporate Building, Sixth (6 <sup>th</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 8-310-9513</li> <li>• ho_ocbs@ppa.com.ph</li> </ul>
Corporate Communication Staff	PPA Corporate Building, Fifth (5 <sup>th</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 8-527-4753</li> <li>• ccs_ppa@ppa.com.ph</li> </ul>
Internal Security Affairs Staff	PPA Corporate Building, Third (3 <sup>rd</sup> ) Floor	<ul style="list-style-type: none"> <li>• (02) 8-527-8356 loc 554</li> <li>• isas@ppa.com.ph</li> </ul>



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**MARK JON S. PALOMAR**  
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PPA Committee on Anti – Red Tape  
(PPA – CART)