





PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER 2024 (7th 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 Offices

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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.

Office/Division:	Port Services Division-Marine Section		
Classification:	Simple		
Type of Transaction:	G2B-Government to Business G2G-Government to Government		
Who may avail:	Vessel or Shipp	ping Line Representative/Agent	
CHECKLIST OF REQU	REMENTS	WHERE TO SECURE	
A. Domestic Vessel			
1. Notice of Arrival (3 copies Copy/Electronic Copy/Sca Copy/Photocopy)	` ` `	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application	
Application for Berth/Anch copies) (Original Copy/Ele Copy/Scanned Copy/Phot	ectronic	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application	
3. Vessel's Roll Book (1 – or		Shipping Lines	
Passenger Manifest (3 copy/Electronic Copy/Sca Copy/Photocopy)	oies) (Original	Shipping Lines	
5. Dangerous Cargo Manifest (3 copies) (if applicable) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Shipping Lines	
 Duly signed Inward Coast copies) (Original Copy/Ele Copy/Scanned Copy/Phot 	ectronic	Shipping Lines	
7. Waste on Board Vessel In (WOBVIF) (1 - Original CoCopy)		PPA PMO - PSD Marine Section	
B. Foreign Vessel			
Notice of Arrival (3 copies Copy/Electronic Copy/Sca Copy/Photocopy)	` ` `	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application	
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	
Passenger Manifest (if applications) (Original Copy/Electropy/Scanned Copy/Photes)	ectronic ocopy)	Shipping Lines	
4. Dangerous Cargo Manifes applicable) (Original Copy Copy/Scanned Copy/Phot	ppy/Electronic		
5. Inward Foreign Manifest ((Original Copy/Electronic (Copy/Photocopy)	3 copies) Shipping Lines		



Waste on Board Vessel Information Form (WOBVIF) (1 Original Copy/Electronic		PPA PMO – PSD Marine Section/ Harbor Office		
Copy)		Tiaiboi O	ince	
C. Additional require	ments for Vessel on			
Maiden Voyage		DD 4 147 1		
1. Vessel Information S	`	PPA Wel	osite (downloa	dable forms)
Copy/Electronic Cop	y/Scanned			
Copy/Photocopy)	ion (domostio	MARINA		
2. Certificate of Inspect vessels) (1 - Original	,	IVIARIINA		
Copy/Scanned Copy				
3. International Tonnag		Shipping	Lines/ Flag Re	eaistry
vessel) (1 - Original	` •			9.5,
Copy/Scanned Copy				
Client Steps	Agency Action	Fees to	Processing	Person
Client Steps	Agency Action	be paid	Time	Responsible
1. Transmit/submit	1. Acknowledge		Time 2 hrs. and	Responsible PPA Harbor
Transmit/submit the Notice of	Acknowledge receipt of	be paid	Time	Responsible PPA Harbor Operations
Transmit/submit the Notice of Arrival (NOA) and	Acknowledge receipt of documents,	be paid	Time 2 hrs. and	Responsible PPA Harbor Operations Officer/
Transmit/submit the Notice of Arrival (NOA) and Application for	Acknowledge receipt of documents, evaluate, and	be paid	Time 2 hrs. and	Responsible PPA Harbor Operations Officer/ Authorized
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and	Acknowledge receipt of documents, evaluate, and verify the	be paid	Time 2 hrs. and	Responsible PPA Harbor Operations Officer/
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and Anchorage (ABA)	Acknowledge receipt of documents, evaluate, and	be paid	Time 2 hrs. and	Responsible PPA Harbor Operations Officer/ Authorized Representative
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and	Acknowledge receipt of documents, evaluate, and verify the accuracy of the	be paid	Time 2 hrs. and	Responsible PPA Harbor Operations Officer/ Authorized Representative PMO - PSD
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and Anchorage (ABA) together with the	1. Acknowledge receipt of documents, evaluate, and verify the accuracy of the entries in the	be paid	Time 2 hrs. and	Responsible PPA Harbor Operations Officer/ Authorized Representative PMO - PSD
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and Anchorage (ABA) together with the Waste on Board	1. Acknowledge receipt of documents, evaluate, and verify the accuracy of the entries in the documents. If found in order, schedules the	be paid	Time 2 hrs. and	Responsible PPA Harbor Operations Officer/ Authorized Representative PMO - PSD
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and Anchorage (ABA) together with the Waste on Board Vessel Information	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	be paid	Time 2 hrs. and	Responsible PPA Harbor Operations Officer/ Authorized Representative PMO - PSD
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and Anchorage (ABA) together with the Waste on Board Vessel Information	1. Acknowledge receipt of documents, evaluate, and verify the accuracy of the entries in the documents. If found in order, schedules the	be paid	Time 2 hrs. and	Responsible PPA Harbor Operations Officer/ Authorized Representative PMO - PSD

Notes:

Vessel with Scheduled Runs (Passenger, Containerized, and Roro Vessels): ABA: 24 hrs. before arrival; NOA: 48 hours prior to vessel arrival

- Tramping Vessel: ABA: at least 36 hrs. before arrival
- Foreign Vessel: 48 hrs. before arrival
- 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]

Remarks:

* 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.

2.	Attends the Berthing Meeting.	2. Conducts the Berthing Meeting for allocation of berth and discussion and preparation of other important matters.	None	2 hrs.	PPA Harbor Master/ Authorized Representative PMO - PSD Marine Section
		* If in any case, the face-to-face			



	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.			
 3. Submits the complete set of documents for entrance formalities at the PMO PSD- Marine Section. a. 3 copies Application for Berth/Anchorage b. 3 copies Passenger Manifest (if applicable) c. Dangerous Cargo Manifest (if applicable) d. Waste on Board Vessel Information Form (WOBVIF) e. Vessel's Roll Book (domestic) f. 3 copies Inward Coasting Manifest (domestic) g. 3 copies Inward Foreign Manifest (foreign) If the vessel is on a maiden voyage, submit the additional 	3. Checks/ verifies the completeness of the submitted documents. Logs Actual Time of Arrival at the Vessels Logbook. Stamps manifest and/ or roll book "Entered".	None	3 mins.	PPA Harbor Operations Officer/ Authorized representative PMO - PSD Marine Section
requirements for a maiden voyage.			4 6 50	
	TOTAL:	None	4 hrs. 18 mins.	



2. Vessel Departure Clearance

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

Of	ffice/Division:	Port Services I Assessment &	Division-Marine Section/ Finance Division/ Collection		
CI	assification:	Simple			
Lyne of Transaction:			rnment to Business rnment to Government		
W	ho may avail:	Vessel or Ship	ping Line Representative/Agent		
	CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE		
Α.	Domestic Vessel				
1.	Vessel's Roll Book (1 -	original copy)	Shipping Lines		
2.	Passenger Manifest (3 (Original Copy/Electror Copy/Scanned Copy/P	nic	Shipping Lines		
3.	Duly signed Outward C Manifest (3 copies) (Or Copy/Electronic Copy/S Copy/Photocopy)	Coasting riginal Scanned	Shipping Lines		
	Certificate of Service R Shore Reception Facili applicable) (3 copies) (Copy/Electronic Copy/S Copy/Photocopy)	ty (if Original Scanned	Shore Reception Facility Operator		
5.	Dockage Report (3 cop Copy/Electronic Copy)	oies) (Original	PPA PMO-PSD Marine Section		
6.	Lifting Order for Hold Capplicable) (3 copies) (Copy/Electronic Copy/SCopy/Photocopy)	Original	Concerned Agency (Coast Guard, Bureau of Customs, MARINA)		
7.	Computation Sheet and Vessel Invoice for revo payment (3 copies) (Or Copy/Electronic Copy)	lving fund	PPA PMO Assessment Section		
8.	Dues (1 – original copy	<u>'</u>)	PPA PMO Collection Section		
9.	photocopy/electronic co	opy) ´ `	Shipping Lines		
10	PPA Certification for Export Charges (to be se but not less than 1 hou vessel's departure), if a original copy)	cured 3 hours r prior to	PPA Office of the Port Manager		



R	Foreign Vessel					
	Passenger Manife	set (3 conies) (if	Shipping Line			
' '		nal Copy/Electronic	Omponing Line			
	Copy/Scanned Copy/Photocopy)					
2.		Manifest (3 copies)	Shipping Line	26		
	(Original Copy/Ele		Ompping Line	5 0		
	Copy/Scanned Co					
3.		rice Rendered from	Shore Recen	tion Facility O	nerator	
0.	Shore Reception		Choro recop	tion i domity of	borator	
	applicable) (3 cop	•				
	Copy/Electronic C	, •				
	Copy/Photocopy)	70p)/ 00ai ii 10a				
4.		payment (3 copies)	PPA PMO –	PSD Marine S	ection	
	(Original Copy/Ele	• • • •				
5.	Lifting Order for H		Concerned A	gency (Coast	Guard, Bureau	
	applicable) (3 cop	ies) (Original	of Customs,	- ,	,	
	Copy/Electronic C	Copy/Scanned		•		
	Copy/Photocopy)					
6.	Clearance of Ves	sel to Foreign Port	Bureau of Cu	istoms		
	(3 copies) (Origina	al Copy/Electronic				
	Copy/Scanned Co					
7.	Computation She		PPA PMO As	ssessment Sec	ction	
	Vessel Invoice for	<u> </u>				
	payment (3 copies	, · •				
	Copy/Electronic C		PPA PMO Collection Section			
8.		ipts for payment of	PPA PMO C	ollection Section	on	
<u> </u>	Port Dues (1 – ori		011			
9.	BIR Form 2307 (if	• • • • • • • • • • • • • • • • • • • •	Shipping Line	es		
10	photocopy/electro	for Exemption from	DDA Office o	f the Port Man	ager	
10		be secured 3 hours	I I A Office o	i tile i Oit iviaii	agei	
	but not less than					
		e), if applicable (1 –				
	original copy)	,, e.ppee.e. (.				
		Aganay Action	Fees to be	Processing	Person	
	Client Steps	Agency Action	paid	Time	Responsible	
1.	Submits a	1.Checks/ verifies	None	5 mins.	PPA Harbor	
	complete set of	the completeness			Operations	
	documents for	of the submitted			Officer/	
	vessel departure	documents.			Authorized	
	clearance at the				Representative	
	PMO-PSD	Checks for any			PMO PSD-	
	Marine Section.	violation, hold			Marine Section	
	D 1 D :	departure order,				
a.	Dockage Report	or such other				
b.	3 copies	similar orders or				
	Passenger	issuances.				
	Manifest (if					
	applicable)					



C.	Certificate of	Check/verify		
	Service	entries on the		
	Rendered from	dockage report.		
	SRF (if			
	applicable)	* For clients that		
d.	Lifting Order for	could not		
	Holdover (if	physically appear,		
	applicable)	Marine Section		
e.	PPA /	forwards the		
	Certification for	documentary		
	Exemption from	requirements to		
	Port Dues (if	the Finance		
	applicable)	Assessment		
f.	3 copies	Section for proper		
	Outward	assessment.		
	Coasting			
	Manifest	For vessels that		
	(domestic)	are exempted		
g.	Vessel's Roll	from port charges,		
١ ع	Book (domestic)	PPA proceeds to		
h.	3 copies	Departure		
1	Outward	Clearance		
	Foreign	procedure.		
	Manifest	procedure.		
	(foreign)			
i.	Clearance of			
"	Vessel to			
	Foreign Port			
	(foreign)			
	(loreign)			
*If	in any case, the			
	ce-to-face			
	nsaction is not			
I	ssible,			
	bmission of			
	cumentary			
	quirements may			
	so be done via			
	orts and other			
1	ectronic means			
I	ch as email or			
1 -				
	messages.	 vempted from port charge		

Note: The following are exempted from port charges:

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

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.



- 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.
- 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.
- 4. Vessels in distress or those calling at any port for humanitarian reasons shall also be exempted from all vessels charges.
- 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.
- 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.

2.Submits the	2.Provides	None	5 mins.	PPA Cashier/
Dockage Report	assessment by			Collection
and other	checking and			Representative
documentary	verifying the			/ Authorized
requirements to the	completeness of			Representative
PMO Assessment	the submitted			PMO –
Section.	documents and			Assessment
	entries on the			Section
* If in any case, a	Dockage Report.			
face-to-face				
transaction is not	Checks for any			
possible, the client	violation, hold			
will have to wait for	departure order,			
the email from the	or such other			
Assessment	similar orders or			
Section of their	issuances, and			
respective	compute charge/s			
Computation Sheet	against the vessel,			
and/or PPA Invoice.	if applicable.			
	Prepares			
	Computation			
	Sheet and/or PPA			
	Invoice for			
	revolving fund			
	payment.			
	Informs client to			
	proceed to the			
	collection/ cashier			



	<u>-</u>			7
	section for			
	payment.			
2 Proceeds to PMO	* For clients that could not physically appear, Assessment Section will send the Computation Sheet and/or PPA invoice to the client via email.	Eor	5 mino	DDA Cashior/
3.Proceeds to PMO Collection Section	3.Cashier checks the Computation	<u>For</u> Domestic	5 mins.	PPA Cashier/ Collection
present the	Sheet and/ or	Vessel:		Representative
Computation Sheet	Vessel Invoice			/ Authorized
and/or PPA Invoice	and Dockage	(Dockage		Representative
for payment of port	Report.	(Domestic))		PMO-
dues.	Check for BIR	+ (Lay-up Fee) +		Collection Section
* Client may opt to	Form 2307.	(Share on		Occion
pay via e-payment		Pilotage +		
facilities or through	Receives payment	12% VAT)		
banks, e-payment Confirmation	and issues Official Receipt.	+ (VTMS Fee +12%		
Receipt or	Neceipt.	VAT (only if		
Validated Deposit	* For payments	applicable))		
Slip as proof of	coursed via e-			
payment shall be forwarded to the	payment facilities	-Usage		
Treasury	or through banks, proper verification	Fee (GRT x .80 x No.		
Department via email	prior to receipting shall be done. The	of Days)		
(treasury@ppa.com	Treasury	-Lay-up		
.ph).	Department will	Fee (GRT		
	forward the client's official receipt via	x .80 x No.		
	email.	of Days x 50%)		
		-PPA		
		Share on Pilotage		
		(Prescribe		
		d Rate x		
		10%+12% VAT)		
		VAI)		
		For Foreign		
		<u>Vessel:</u>		



		(Port Dues + Dockage- at-Berth + Dockage- at- Anchorage + (PPA Pilotage + 12% VAT) + (VTMS Fee (only if applicable))		
		-Port Dues (GRT x 0.081 x US\$ rate)		
		-Dockage Fee at Berth (GRT x .039 x No. of days x US \$ rate)		
		-Dockage Fee at Anchorag e (GRT x .020 x No. of days x US \$ rate)		
		-PPA Share on Pilotage (Pilotage rate x US \$ rate x 10%)		
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



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



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

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

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

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.

	D 10 :	D::: T : 10 (: /E: D::: /		
Office/Division:		Port Services Division-Terminal Section/ Finance Division/ Assessment & Collection		
Classification:	Simple	Simple		
Type of Transaction	n'	nment to Business nment to Citizen		
Who may avail:	Shippers, Co	onsignee, Shipping Line Representative		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
A. Domestic Carg	oes			
Bill of Lading (3 Copy/Electronic Copy/Photocopy	Copy/Scanned	Cargo Handling/Terminal Operator		
Cargo Handling, Operator Officia (1 – original cop	l Receipt y)	Cargo Handling/Terminal Operator		
3. Computation Sh Invoice for revol payment (3 copi Copy/Electronic	ving fund es) (Original	PPA PMO Assessment Section		
PPA Official Receipts for payment of Wharfage Charges (1 – original copy)		PPA PMO Collection Section		
5. BIR Form 2307 (1 - photocopy/e	(if applicable)	Shipping Lines		
B. Foreign Cargo	es			
Bill of Lading (3 Copy/Electronic Copy/Photocopy	Copy/Scanned	Shipping Lines		
Cargo Handling Operator/Termir Official Receipt copy)	(1 – original	Cargo Handling/Terminal Operator		
Computation Sh Vessel Invoice for payment (3 coping Copy/Electronic Copy/	or revolving fund es) (Original	PPA PMO Assessment Section		
PPA Official Rec payment of Wha (1 – original cop	rfage Charges y)	PPA PMO Collection Section		
5. BIR Form 2307 (1 - photocopy/e		Shipping Lines		



6	Export Doclara	tion (if applicable)	Bureau of Cust	ome	
0.	6. Export Declaration (if applicable) (3 copies) (Original		Buleau of Cust	OHS	
	·	Copy/Scanned			
	Copy/Photocopy)				
C.	RoRo- Cargoe	s under RRTS			
1.	Shipping Line L	ane Meter Official	Shipping Lines		
	Receipt (1 – ori				
2.	PPA RoRo Ter	minal Fee (1 –	PPA Terminal I	Fee Counter	
	original copy)		Face to be	Drococina	Davaan
	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1.	Upon settling	1.Provides	None	1 hr. and 15	PPA Cashier/
	all the	assessment by		mins.	Collection
	requirements with the	checking and			Representative / Authorized
	Cargo	verifying the completeness of			Representative
	Handler	the submitted			PMO
	proceeds to	documents.			Assessment
	the PMO	documento.			Section
	Assessment	Encodes the			
	Section with	cargo details.			
	the following	_			
	documents:	Prepares			
a)	3 copies Bill	Computation			
	of Lading or	Sheet and/or			
	Pro-forma Bill	PPA Invoice for			
h)	Lading Export	revolving fund			
b)	Declaration	payment.			
	(foreign)	* For clients that			
c)	3 copies	could not			
"	Cargo	physically			
	Handling	appear,			
	Operator	Assessment			
	Official	Section will send			
	Receipt	the Computation			
		Sheet and/or			
	or cargoes	PPA invoice to			
	nder RRTS:	the client via email.			
	ter payment of e Lane Meter	Ciliali.			
	chicle Fee to	Informs client to			
	e Shipping	proceed to the			
	nes, proceeds	collection/			
	the	cashier section			
PF	PA/Terminal	for payment.			
Op	perator				



RoRo Terminal				
Fee (RRTF)				
Counter or the				
Cashier/				
Collection				
Representative/				
Authorized				
Representative				
for payment of				
terminal fee				
based on vehicle				
type.				
* 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. 2. Proceeds to	2. Cashier	Domestic	5 mins.	PPA Cashier/
			o mins.	
PMO	checks the	Wharfage:	5 mins.	Collection
PMO Collection	checks the Computation	Wharfage:	5 mins.	Collection Representative
PMO Collection Section and	checks the Computation Sheet and/or	Wharfage: Non-	5 mins.	Collection Representative PMO Collection
PMO Collection Section and presents the	checks the Computation	Wharfage:	5 mins.	Collection Representative
PMO Collection Section and presents the Computation	checks the Computation Sheet and/or PPA Invoice.	Wharfage: Non- Containerized :	S IIIIIS.	Collection Representative PMO Collection
PMO Collection Section and presents the Computation Sheet and/or	checks the Computation Sheet and/or PPA Invoice. Check for BIR	Wharfage: Non- Containerized : Php 9.00 per	S IIIIIS.	Collection Representative PMO Collection
PMO Collection Section and presents the Computation Sheet and/or PPA Invoice	checks the Computation Sheet and/or PPA Invoice.	Wharfage: Non- Containerized :	S Mills.	Collection Representative PMO Collection
PMO Collection Section and presents the Computation Sheet and/or PPA Invoice for payment	checks the Computation Sheet and/or PPA Invoice. Check for BIR	Wharfage: Non- Containerized : Php 9.00 per Metric Ton	S ITIIITS.	Collection Representative PMO Collection
PMO Collection Section and presents the Computation Sheet and/or PPA Invoice	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307.	Wharfage: Non- Containerized : Php 9.00 per	S Mills.	Collection Representative PMO Collection
PMO Collection Section and presents the Computation Sheet and/or PPA Invoice for payment of wharfage	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives	Wharfage: Non- Containerized : Php 9.00 per Metric Ton Php 7.00 per	S ITHIIS.	Collection Representative PMO Collection
PMO Collection Section and presents the Computation Sheet and/or PPA Invoice for payment of wharfage dues and 3	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and	Wharfage: Non- Containerized : Php 9.00 per Metric Ton Php 7.00 per	S ITIIIIS.	Collection Representative PMO Collection
PMO Collection Section and presents the Computation Sheet and/or PPA Invoice for payment of wharfage dues and 3 copies of BIR	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official	Wharfage: Non- Containerized : Php 9.00 per Metric Ton Php 7.00 per revenue Ton	S Mills.	Collection Representative PMO Collection
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.	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments	Wharfage: Non- Containerized : Php 9.00 per Metric Ton Php 7.00 per revenue Ton Containerized : :	S ITIIIIS.	Collection Representative PMO Collection
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. * Client may opt	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments coursed via e-	Wharfage: Non- Containerized Php 9.00 per Metric Ton Php 7.00 per revenue Ton Containerized 10 ft:	S ITIITIS.	Collection Representative PMO Collection
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. * Client may opt to pay via e-	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments coursed via e- payment facilities	Wharfage: Non- Containerized : Php 9.00 per Metric Ton Php 7.00 per revenue Ton Containerized : :	S ITIIIIS.	Collection Representative PMO Collection
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. * Client may opt to pay via e- payment facilities	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments coursed via e- payment facilities or through	Wharfage: Non- Containerized Php 9.00 per Metric Ton Php 7.00 per revenue Ton Containerized 10 ft: Php 63.00	S ITIIIIS.	Collection Representative PMO Collection
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. * Client may opt to pay via e- payment facilities or through	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments coursed via e- payment facilities or through banks, proper	Wharfage: Non- Containerized Php 9.00 per Metric Ton Php 7.00 per revenue Ton Containerized 10 ft: Php 63.00 20 ft:	S ITIITIS.	Collection Representative PMO Collection
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. * Client may opt to pay via e- payment facilities or through banks, e-	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments coursed via e- payment facilities or through banks, proper verification prior	Wharfage: Non- Containerized Php 9.00 per Metric Ton Php 7.00 per revenue Ton Containerized 10 ft: Php 63.00	S ITIIIIS.	Collection Representative PMO Collection
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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. * Client may opt to pay via e- payment facilities or through banks, e- payment Confirmation	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments coursed via e- payment facilities or through banks, proper verification prior to receipting shall be done.	Wharfage: Non- Containerized Php 9.00 per Metric Ton Php 7.00 per revenue Ton Containerized 10 ft: Php 63.00 20 ft: Php 126.00 35 ft:	S ITIIIIS.	Collection Representative PMO Collection
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. * Client may opt to pay via e- payment facilities or through banks, e- payment Confirmation Receipt or	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments coursed via e- payment facilities or through banks, proper verification prior to receipting shall be done. The Treasury	Wharfage: Non- Containerized Php 9.00 per Metric Ton Php 7.00 per revenue Ton Containerized 10 ft: Php 63.00 20 ft: Php 126.00	S ITIIIS.	Collection Representative PMO Collection
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. * Client may opt to pay via e- payment facilities or through banks, e- payment Confirmation	checks the Computation Sheet and/or PPA Invoice. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments coursed via e- payment facilities or through banks, proper verification prior to receipting shall be done.	Wharfage: Non- Containerized Php 9.00 per Metric Ton Php 7.00 per revenue Ton Containerized 10 ft: Php 63.00 20 ft: Php 126.00 35 ft:	S ITIIIIS.	Collection Representative PMO Collection



	1: (1 66 : 1	DI 100.00	<u> </u>	
proof of payment	client's official	Php 189.00		
shall be	receipt via email.	AE 44.		
forwarded to the		45 ft:		
Treasury		Php 221.00		
Department via email		Foreign		
		Foreign		
(treasury@ppa.c om.ph).		Wharfage:		
Om.pm.		Non-		
		Containerized		
		<u> -</u>		
		Php 18.35		
		per Metric		
		Ton		
		Php 15.25		
		per revenue		
		Ton		
		Containerized		
		<u>:</u>		
		20 ft:		
		Php 259.70		
		4		
		35 ft:		
		Php 329.		
		40 4.		
		40 ft:		
		Php 391.05		
		45 ft:		
		Php 458.25		
For cargoes	Issues the	RRTF		
under RRTS:	RRTF	inclusive of		
Pays the		VAT		
correspondin				
g amount of		Type 1:		
terminal fee		Php 65.00		
		Type 2:		
		Type 2:		
		Php 129.00		
		Type 3:		
		Php 258.00		
		1 11p 200.00		
		Type 4:		
		Php 516.00		
		1 . TIP 0 10.00	1	



3. Proceeds to PMO PSD Terminal Section and presents the PPA Official receipts and other requirements for stamping of "OK for	3.Checks/ verifies the accuracy of submitted documents. If in order, stamps "OK for Loading" in the Bill of Lading.	None	5 mins.	PPA Terminal Supervisor/ Sr. Terminal Operations Officer/ Terminal Operations Officer/ Authorized Representative PMO PSD - Terminal
For cargoes under RRTS: 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.				Section
	TOTAL:	Domestic Wharfage: (Cargo Volume/ Weigh/No. of box X Rate) Foreign Wharfage: (Cargo Volume/ Weigh/No. of box X Rate)	1 hr. and 25 mins.	

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 I	mported			
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products	P36.65		
a.	Logs and Lumber/Heavy Lift Per Metric Ton	1 30.03		
b.	Others Per Revenue Ton	P30.55		
If E	Exported			
	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products	P18.35		
a.	Logs and Lumber/Heavy Lift Per Metric Ton	F 10.33		
b.	Others Per Revenue Ton	P15.25		
Fo	reign Transhipment			
Α:	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	US\$0.833		
a.	Lift Per Metric ton	υσφυ.033		
b.	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			



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	P5.00	P6.00	P7.00
Per Revenue Ton	. 5.55	. 0.00	
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.

Office/Division:	Port Services Division-Terminal Section/ Finance Division/ Assessment & Collection		
Classification:	Simple		
Type of Transaction:		ment to Business ment to Citizen	
Who may avail:	Shippers, Co	nsignee, Shipping Line Representative	
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE	
A. Domestic Cargoes			
Bill of Lading (3 copy/Electronic Cocopy/Photocopy)	, ,	Shipping Lines	
Cargo Handling/Te Operator Official Re (1 – original copy)	eceipt	Cargo Handling/Terminal Operator	
3. Cargo Handling/Te Operator Gate Pas Copy/Electronic Co Copy/Photocopy)	s (1 – Original	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 Receip payment of Wharfa (1 – original copy)		PPA PMO Collection Section	
6. BIR Form 2307 (if a (1 - photocopy/elec		Shipping Lines	
B. Foreign Cargoes			
Bill of Lading (3 copy/Electronic Cocopy/Photocopy)	py/Scanned	Shipping Lines	
 Cargo Handling/Terminal Operator Official (1 – original copy) 		Cargo Handling/Terminal Operator	
3. Cargo Handling/Te Operator Gate Pas Copy/Electronic Co Copy/Photocopy)	s (1 – Original py/Scanned	Cargo Handling/Terminal Operator	
Computation Shee Vessel Invoice for I		PPA PMO Assessment Section	



			T			
	payment (Origin					
_	Electronic Copy			llastion Castian		
5.	PPA Official Receipts for payment of Wharfage Charges		PPA PIMO COI	llection Section		
	(1 – original cop	•				
6.	BIR Form 2307		Shipping Lines	<u> </u>		
0.	(1 - photocopy/e		Omporing Lines	3		
			Fees to be Processing Person			
	Client Steps	Agency Action	paid	Time	Responsible	
1.	Upon settling	1.Provides	None	1 hr. and 15	PPA Cashier/	
	all the	assessment by		mins.	Collection	
	requirements	checking and			Representative	
	with the	verifying the			/ Authorized	
	Bureau of	completeness of			Representative	
	Customs	the submitted documents.			PMO Assessment	
	(BOC) and/or	documents.			Section	
	Cargo	Encodes/			Coolion	
	Handler,	checks the				
	proceeds to	cargo details.				
	the PMO					
	Assessment	Prepares				
	Section with	Computation				
	the following	Sheet and/or				
	documents:	PPA Invoice for				
a)	3 copies Bill of	revolving fund				
	Lading or Pro-	payment.				
	forma Bill	* For clients that				
	Lading	could not				
b)	3 copies Cargo	physically				
	Handling	appear,				
	Operator	Assessment				
	Official Receipt	Section will				
c)	Cargo	send the				
	Handling Gate	Computation				
	Pass	Sheet and/or				
		PPA invoice to				
Fo	or cargoes under	the client via				
	RTS: RoRo	email.				
	rgoes are	Informs client to				
	mediately	proceed to the				
	owed release	collection/				
	om the port upon	cashier section				
	scharge from	for payment.				
the	e vessel.	1, 19, 121111				



	T	T	T	1
* If in any case,				
the face-to-face				
transaction is not				
possible,				
submission of				
documentary				
requirements to				
the Finance				
Assessment				
2. Proceeds to	2.Cashier	Domestic	5 mins.	PPA Cashier/
PMO	checks the	Wharfage:		Collection
Collection	Computation			Representative
Section and	Sheet and/or	Non-		/ Authorized
presents the	PPA Invoice.	Containerize		representative
Computation		d:		PMO Collection
Sheet and/or	Check for BIR	Php 9.00 per		Section
PPA Invoice	Form 2307.	Metric Ton		
for payment of				
wharfage dues	Receives	Php 7.00 per		
and 3 copies	payment and	revenue Ton		
of BIR Form	issues Official			
2307, if any.	Receipt.	Containerize		
		<u>d:</u>		
* Client may opt to	* For payments	<u> </u>		
pay via e-payment	coursed via e-	10 ft:		
facilities or	payment	Php 63.00		
through banks, e-	facilities or	1 116 00:00		
payment	through banks,	20 ft:		
Confirmation	proper	Php 126.00		
Receipt or	verification prior	1 110 120.00		
Validated Deposit	to receipting	35 ft:		
Slip as proof of	shall be done.	Php 157.00		
payment shall be	The Treasury	1 110 137.00		
forwarded to the	Department will	40 ft:		
	forward the	Php 189.00		
Treasury Department via	client's official	F11p 169.00		
email		45 ft:		
	receipt via			
(treasury@ppa.co	email.	Php 221.00		
m.ph).	Stampa #OK for	Import		
	Stamps "OK for	Import		
	Release" in the	Wharfage:		
	Cargo Handling	Non		
	Gate Pass.	Non-		
		Containerize		
		<u>d:</u>		
		Dhn 26 65		
		Php 36.65		
		per Ton		



	Php 30.55 per revenue Ton Containerize d: 20 ft: Php 519.35 35 ft: Php 656.85		
	45 ft: Php 916.50		
3.Inspects transaction documents and proof of payment.	None	5 mins.	Terminal Operations Officer/ Authorized representative PMO PSD - Terminal Section
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
TOTAL:	Domestic Wharfage:	1 hr. and 25 mins.	
	(Cargo Volume/Wei gh/No. of box X Rate) Foreign Wharfage:		
	transaction documents and proof of payment. 4.Checks the "OK" stamp and signature in the transaction documents and allows the exit of cargoes from the port.	per revenue Ton Containerize d: 20 ft: Php 519.35 35 ft: Php 656.85 40 ft: Php 779.05 45 ft: Php 916.50 3.Inspects transaction documents and proof of payment. None 4.Checks the "OK" stamp and signature in the transaction documents and allows the exit of cargoes from the port. TOTAL: Domestic Wharfage: (Cargo Volume/Wei gh/No. of box X Rate)	per revenue Ton Containerize d: 20 ft: Php 519.35 35 ft: Php 656.85 40 ft: Php 779.05 45 ft: Php 916.50 3.Inspects transaction documents and proof of payment. None None Vone 4.Checks the "OK" stamp and signature in the transaction documents and allows the exit of cargoes from the port. TOTAL: Domestic Wharfage: (Cargo Volume/Wei gh/No. of box X Rate) Foreign



(Cargo Volume/Wei gh/No. of	
box X Rate)	

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:

16.1						
IT I	mported					
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products	P36.65				
u.	Logs and Lumber/Heavy Lift Per Metric Ton	1 00.00				
b.	Others Per Revenue Ton	P30.55				
If E	Exported					
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products	P18.35				
a.	Logs and Lumber/Heavy Lift Per Metric Ton	1 10.00				
b.	Others Per Revenue Ton	P15.25				
Fo	Foreign Transhipment					
Α:	single charge per metric or revenue ton payable by the shipping agent					
a.	Cargoes in Sacks/Bags/Bulk/Steel Products, Logs and Lumber/Heavy	US\$0.833				
a.	Lift Per Metric ton	US\$0.033				
b.	Others Per Revenue Ton	US\$0.694				
	PROVIDED that the minimum charge shall be P10.00					
ь	-					

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

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	P6.00	P7.00	P9.00
Metric Ton			
Others	P5.00	P6.00	P7.00
Per Revenue Ton	F3.00	F0.00	F7.00
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.

Of	fice/Division:		PMO Port Services Division			
CI	assification:		Simple			
Ту	pe of Transaction	1:	G2B-Government to Business G2C-Government to Citizen			
W	ho may avail:		Shipping Line	es/Agents, S	Shippers, Cons	ignees
	CHECKLIST OF R	EQUI	REMENTS	V	WHERE TO SE	CURE
1.	Letter Request (1	_	nal	Applicant (form secured f	rom PPA)
2.	copy/electronic co Dangerous Goods		fest (1 -	Applicant (form secured f	rom PPA)
	original copy/elect					,
3.	Inward/Outward F	_	•	Applicant		
	applicable-(1 copy PCG) (Original Co					
	Copy/Scanned Co					
4.	Inward/Outward D	omest	tic Manifest,	Applicant		
	if applicable-(1 cop	• , ,				
	PCG) (Original Co Copy/Scanned Co					
5.	Safety Data Sheet			Applicant		
	applicable) (1 - Or	iginal				
	Copy/Electronic C	opy/S	canned			
6	Copy/Photocopy) Delivery Permit ar	nd Oth	<u> </u>			
0.	Necessary Docum		OI .			
	PNP Permit (for	or Clas	s 1 only)	 Philippine National Police 		
	PNP Transport	•		Philippine National Police		
	PNRI Permit (f Original Conv.)		• ,	 Philippine Nuclear Research Institute 		
	(1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)			1	nstitute	
	Client Steps		ency Action	Fees to	Processing	Person
	•		•	be paid	Time	Responsible
1.	Applicant notifies the PPA		alidate the ompleteness	None	2 hrs. and 35 mins.	PMO Chief Safety Officer/
	not less than 24		nd veracity of		33 111113.	Authorized
	hrs. in advance		e submitted			Representative
	of the arrival of		ocuments			PMO- PSD
	DGs by Letter		nd assess e DGs for			
	Request together with the		e DGS for afety			
	other applicable		oncerns.			
	documentary		ndorses the			
	requirements.	Sã	ame to the			



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	None	5 hrs.	Port Manager OPM
	the cashier. 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 departure 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
	TOTAL:	See schedule of fees	1 day (working day)	



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*	P25.00 + 12% VAT = P28.00
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*	P30.00 + 12% VAT = P33.60
Panay/Guimaras	No corresponding fee
Negros Or. /Siquijor	No corresponding fee
Bohol*	P50.00 + 12% VAT = P56.00
Surigao	No corresponding fee
Agusan	P 60.00 + 12% VAT = P 67.20
Zamboanga del Norte*	P15.00 + 12% VAT = P16.80
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.

Office/Division:		PPA PMO Port Police Division/ Finance Division- Assessment & Collection			
Classification:		Simple			
Type of Transaction:			G2B-Government to Business G2C-Government to Citizen		
Who may avail:		Consignees,	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned		
CHECKLIST OF RE				WHERE TO SI	ECURE
Sworn Certificate of Responsibility/Swor Master List of Trans Notarized) (1 - original copy)	n Ce sport	rtificate of Units (duly	Applicant		
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill out and submit the accomplished application form with the supporting document to PPA Port Police Division (PPD) or apply online via www.epms.ppa.com and upload the supporting document.	th co ar th do fro wi sy fro da wi ap do fo	valuate/verify e completeness and validity of e uploaded ocuments om the time it as viewed/ ocessed by e process wner from the vstem. urther, verify om the atabase hether the oplicant has a alid Permit to perate. sues order of ayment if ocuments are und 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			
O Cook mait the a good on of	payment.	C	F main a	DDA Cookies/
2. Submit the order of	2. Receive	Cargo	5 mins.	PPA Cashier/
payment to PMO	payment and	Vehicle/		Collection
Collection Section	issue an official	Truck:		Representative/
and pay the	receipt.			Authorized
necessary fee for		P 112.00		representative
the vehicle pass.	* For payments	(VAT		PMO Collection
	coursed via e-	included)		Section
* Client may opt to	payment facilities			
pay via e-payment	or through banks,	Non-		
facilities or through	proper verification	Cargo/		
banks, e-payment	prior to receipting	Light		
Confirmation Receipt	shall be done. A	Vehicle:		
or Validated Deposit	scanned copy of			
Slip as proof of	the official receipt	₽84.00		
payment shall be	will then be	(VAT		
forwarded to the	emailed back to	included)		
Collection Section via	the client.			
email.	Collection			
oa	Section will			
	forward the			
	original copy of			
	the client's			
	Official Receipt to			
	the Port Police to			
	be picked up by			
	the client later.			
3. Proceed to PPD	3. Validate the	None	20 mins.	Port Police
and submit the		NOTE	ZU IIIII15.	Division
	proof of			
proof of payment.	payment. If			Authorized
	found in order,			Representative
	the sticker will			PPD
	be			
	installed/poste			
	d at the upper			
	right-side			
	corner of the			
	vehicle's			
	windshield			
	after the			
	validation of			
	the payment.			



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



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.

Office/Division:	PPA PM	O Port Police	 !		
Classification:	Simple				
Type of Transaction:		G2B-Government to Business G2C-Government to Citizen			
Who may avail:	Consigne	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
CHECKLIST OF REQ	UIREMENTS		WHERE TO	SECURE	
Valid company ID or government-issued ic cards (1 - original copy	dentification	Provided by the client tion			
Client Steps	Agency Action	Fees to	Processing Time	Person	
Present a valid Identification Card.	1. Check/ inspect the Vehicle and log vehicle information		5 mins.	Responsible 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.	P12.00 (VAT inclusive)	2 mins.	PPA Collection representative/ Authorized Representative	
	TOTAL	: P 12.00	7 mins.		



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.

Office/Division:	PPA PMO Port Po	PPA PMO Port Police			
Classification:	Simple				
Type of Transaction:	G2B-Government G2C-Government	to Citizen			
Who may avail:	Consignees, Truck	Cargo Handlers, Shipping Lines/Age Consignees, Truckers/Haulers/Forw Ancillary Services, and Port Users C			
CHECKLIST OF RE	QUIREMENTS		WHERE TO S	ECURE	
Duly accomplished ap original copy/electronic	copy)	PPA PM	O Port Police [Division	
 Sworn Certificate of Enlist of Employees (1 - Copy/Electronic Copy/Copy/Photocopy) 	Original	Applican	t		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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 www.epms.ppa.com and upload the required documents.	2. Evaluate/verify the completeness and validity of the uploaded documents from the time it was viewed/accessed by the process owner 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.			
2. Submit the order of payment to any PPA PMO Collection Section and pay the necessary fee. * 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.	1. Receive payment and issue an Official Receipt. * 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.	P56.00 (VAT included)	5 mins.	PPA Cashier/ Collection Representative/ Authorized representative PMO Collection Section
3. Proceed to PPD, and present proof of payment and attend the safety and security briefing. Wait for the release	3.1 Validate the payment and prepare Pedestrian Pass / ID.	None	1 hr.	Port Police Staff/ Authorized Representative PPD
of the approved "Pass/ID"	3.2 Applicants are required to undergo safety and security briefing.	None	10 mins.	Port Police Staff/ Authorized Representative/ Chief Safety Officer
	3.3 Check identification and release approved Annual	None	5 mins.	Port Police Staff/ Authorized Representative



Pedestrian "Pass/ID" * Gives the original copy of the Official Receipt to the client.			PPD
Client.		1 hr and	
TOTAL:	P 56.00	1 hr. and 50 mins.	



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.

Office/Division:	PPA PMO	PPA PMO Port Police			
Classification:	Simple				
Type of Transaction:		G2B-Government to Business G2C-Government to Citizen			
Who may avail:	Consignees	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
CHECKLIST OF REQ	UIREMENTS	1	WHERE TO S	ECURE	
Valid company Identificany government-issue cards (1 - original copposite control or cards)	ed identification				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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	P6.00 (VAT inclusive)	2 mins.	PPA Collection representative/ Authorized Representative at the gate	
	TOTAL:	P 6.00	7 mins.		



10. Issuance of Bunkering Service Permit

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

Of	ffice/Division:	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection				
CI	assification:	Simple				
	/pe of ransaction:	G2B-Government	to Busines	S		
W	ho may avail:	Vessel Represent	epresentative/Agent, Shipper, Service Operator			
	CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SE	CURE	
1.	Bunkering Service original copy/electr	•	PPA PMC)-PSD Marine S	Section	
2.	Pre-Transfer Bunke Form (1 - original c copy)	_	PPA PMC)-PSD Marine S	Section	
3.	3. PCG Bunkering Permit (if applicable) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Philippine Coast Guard			
	Client Steps	Agency Action	Fees to Processing Person be paid Time Responsi			
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.	2. Provides the Bunkering Service Permit Form and the Pre-Transfer Bunkering Checklist Form	None	5 mins.	Harbor Master/ Chief Safety Officer/ Authorized Representative PMO PSD- Marine Section	
the Se	Client may request e PMO Marine ection to send the rms via email.	* Bunkering Service Permit Form and Pre- Transfer Bunkering- Checklist shall be sent to the client via email.				



Client	3. Receives and	None	10 mins.	Harbor Master/
accomplishes the	evaluates the	INOTIE	10 1111115.	Harbor
forms and	accomplished			Operations
submits them to	forms.			Officer/Chief
PMO PSD-	Approves and			Safety Officer/
Marine Section	issues			Authorized
Marine Section	Bunkering			Representative
* Submission can	Precautions			PMO PSD-
also be done thru	Checklist.			Marine Section.
electronic means	CHECKIISI.			Marine Section.
like email and fax	* Scanned copy			
	of the approved			
messages.	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.			
4. Proceed to PMO	4. Cashier	Please	10 mins.	PPA Cashier/
Collection	computes	refer to		Collection
Section for	permit fee and	the		Representative
payment.	receives	schedule		/ Authorized
	payment.	of fees		representative
* Client may opt to		below		PMO Collection
pay via e-payment	* For payments			Section
facilities or through	coursed via e-			
banks, e-payment	payment facilities			
Confirmation	or through			
Receipt or Validated	banks, proper			
Deposit Slip as proof	verification prior			
of payment shall be	to receipting			
forwarded to the	shall be done. A			
Collection Section	scanned copy of			
via email.	the official			
	receipt and			
	Bunkering 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.			
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
	TOTAL:	Please refer to the schedul e of fees below	30 mins.	

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: P650.00 + 12%VAT =
	P 728.00
Bataan/ Aurora	P28.00 per 30 kilos
NCR-North	₽28.00
NCR-South	P28.00
Batangas	P1.00 per MT, minimum charge P22.40
Marinduque/Quezon	P29.12;
	without Permit to Operate: ₽650.00 + 12%VAT =
	P 728.00
Bicol	with Permit to Operate, no corresponding fee
Masbate	P25.00 per day/vessel
Mindoro	P16.80
Palawan	P11.20
Eastern Leyte/Samar	P11.20
Western Leyte/Biliran	P22.40
Negros Occ./ Bacolod	P33.60
Panay/Guimaras	P33.60
Negros Or./Siquijor	with Permit to Operate no corresponding fee
Bohol	P56.00
Surigao	₽12.00
Agusan	P 650.00 + 12% VAT = P 728.00
Zamboanga del Norte	P16.80
Misamis Or./ Cagayan de Oro	P28.00
Misamis Occ./ Ozamis	P11.20
Lanao del Norte/Iligan	with Permit to Operate, no corresponding fee
Zamboanga	P22.40
Davao	P10.00: 1-20 kilos
	P20.00: 11-20 kilos
	P40.00: 21-30 kilos
Socsargen	P16.80



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.

Office/Division:				Division- Marine sment & Collec	
Classification:		Simple			
Type of Transaction:		G2C-Govern	nment to Bus nment to Citiz	zen	
Who may avail:		Vessel Repr Operator	esentative/A	gent, Shipper,	Service
CHECKLIST OF RI	EQUIR	EMENTS	V	VHERE TO SE	CURE
Application for Rep Service Permit For original copy/electr	m (1 –	сору	PPA PMO-F	PSD Marine Se	ection
Client Steps	Age	ncy Action	Fees to be paid	Processing Time	Person Responsible
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 to the client		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.	sent to the client via email. 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



	1		1	
	* 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.			
3. Proceed to PMO	3. Cashier	Please	10 mins.	PPA Cashier/
Collection Section for	computes permit fee,	refer to the		Collection Representative
payment.	receives	schedule		/ Authorized
P = 7	payment, and	of fees		representative
* Client may opt to	issues an	below		PMO Collection
pay via e-payment	official receipt.			Section
facilities or through banks, e-payment	* For payments			
Confirmation	coursed via e-			
Receipt or Validated	payment facilities			
Deposit Slip as	or through banks,			
proof of payment	proper			
shall be forwarded to the Collection	verification prior to receipting shall			
Section via email.	be done. A			
Coolon via cinam	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.			



4. Provides the copy of the Permit to PPA Security Personnel at the gate upon entry.	4. Checks 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	2 mins.	Port Police/ PPA Security Personnel PPD
5. Client reports to the Harbor Master/Harbor Operation Officer that the work is complete.	5.1 Notify/ coordinate with the Terminal Section of completed works. 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. **work area does not include repair and hotworks on	None	None	Harbor Master/ Harbor Operations Officer PMO PSD- Marine Section Terminal Supervisor / Terminal Operations Officer/ Chief Safety Officer PMO PSD- Terminal Section
	board vessel. TOTAL:	Please refer to the	27 mins.	
		schedule of fees below		



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	P28.00
NCR-North	₽28.00
NCR-South	P28.00 for 15 days of work per vessel
Batangas	₽650.00 +12% VAT = ₽728.00
Marinduque/Quezon	P29.12;
	without Permit to Operate: P650.00 + 12%VAT =
	P728.00
Bicol	with Permit to Operate no corresponding fee
Masbate	P25.00 per day/vessel
Mindoro	₽650.00 +12% VAT = ₽728.00
Palawan	P11.20
Eastern Leyte/Samar	P11.20
Western Leyte/Biliran	P22.40
Negros Occ./ Bacolod	P33.60
Panay/Guimaras	Ordinary repair: ₽11.20
	Chipping and scaling: P56.00
Negros Or./Siquijor	P11.20
Bohol	P56.00
Surigao	₽12.00
Agusan	P33.60
Zamboanga del Norte	P16.80
Misamis Or./ Cagayan de Oro	P11.20
Misamis Occ./ Ozamis	P11.20
Lanao del Norte/ Iligan	P11.20
Zamboanga	P22.40
Davao	P33.60
Socsargen	P16.80



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.

Office/Division:	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection				
Classification:	Simple				
Type of Transaction:	G2B-Government G2C-Government				
Who may avail:	Vessel or Shippin	g Line Repre	sentative/ Clie	nt	
CHECKLIST OF R	EQUIREMENTS	V	WHERE TO SE	CURE	
Application Form copy/electronic co		PPA PMO F	PSD-Marine Se	ection	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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	



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



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
	TOTAL:	Please refer to the schedule of fees below	25 mins.	

Please see below the schedule of fees



Watering Service schedule of fees

Port Management Office	Rates
Northern Luzon	P29.12
	without Permit to Operate: P650.00 + 12%VAT = P728.00
NCR-North	P28.00
NCR-South	₽28.00
Batangas	P0.50 per metric ton
Marinduque/Quezon	with Permit to Operate no corresponding fee: P26.00 +
	12%VAT;
	without Permit to Operate: P650.00 + 12%VAT = =
	₽728.00
Bicol	with Permit to Operate no corresponding fee
Masbate	P25.00 per day/vessel
Mindoro	P16.80
Palawan	Domestic Vessels -P241.50/Ton; Foreign Vessels -
	P262.50/Ton
	*PPA OIC Memorandum dated June 20, 2016; published in
	Palawan Times (PT Vol. XXIX, No. 33, December 03-December
Factors Loute/Comer	09, 2017) issue. Effectivity date – January 9, 2018.
Eastern Leyte/Samar	P22.40
Western Leyte/Biliran	P33.60
Negros Occ./ Bacolod Panay/Guimaras	P33.60
Negros Or./Siquijor	
Bohol	with Permit to Operate no corresponding fee P56.00
Surigao	P12.00
	P33.60
Agusan Zamboanga dol Norto	P16.80
Zamboanga del Norte Misamis Or./ Cagayan de	P138.88: 0-50 MT
Oro	P150.08: 51-100 MT
010	P161.28: 101 up MT
Misamis Occ./ Ozamis	P11.20
Lanao del Norte/ Iligan	Domestic Vessel: P56.00 per cubic meter
Lanao dei Norte/ iligari	Foreign Vessel: P67.20 per cubic meter
Zamboanga	P22.40
Davao	P20.00: 26-50 MT
Duvao	P30.00: 51-100 MT
	P40.00: 101 MT and above
Socsargen	P16.80
Joogargen	1 10.00



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.

Office/Division:	Port Managem	ent Offices (PI	MOs)		
Classification:	Highly Technic	Highly Technical			
Type of Transaction:	G2C - Governr G2B - Governr				
Who may avail:	2. Corporation constituted Philippines	and organized	s, or partnersh I under the law percent (60%)		
CHECKLIST OF RI			HERE TO SEC	CURE	
CENRO endorser original copy)	ment to PPA (1-	CENRO whic	h has jurisdicti	on over the area	
2. Survey plan of the (1 – hardcopy)		by a licensed	he applicant ar Geodetic Eng	, ,	
3. Location Plan (1 -	- hardcopy)	Provided by a	applicant		
4. Vicinity Map (1 –	hardcopy)	Provided by a	applicant		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
submits complete requirements to the concerned TMO/PMO. * Submission of documentary requirements can also be done via	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	
email.	1.2 Port Manager takes note of the request. Executive Assistant	None	4 hr.	Port Manager/ Executive Assistant OPM	



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



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.			
1.5 ESD prepares assessment and draft certification/ endorsement for OPM.	None	5 days	Principal/ Supervising Eng'r./ Authorized Representative ESD
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	None	3 hrs.	ESD/Principal Engineer/ Authorized Representative ESD



Manager for approval and signature. If applicable, the Port Manager's digital signature and QR Code may be reflected in the Certification. 1.7 OPM routes the approved and signed certificate to ESD for release to the applicant. 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. **Procedure ends	1	T		
release to the applicant. 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.	approval and signature. If applicable, the Port Manager's digital signature and QR Code may be reflected in the Certification. 1.7 OPM routes the approved and signed certificate to	None	15 mins.	Port Manager and Engineering
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. **Procedure	release to the			Department
	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.	None	None	Records Officer



2. Applicant pays Certification Fee at the PMO Collection Section. * 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.	2. Cashier receives payment for Certification Fee and issues correspondin g Official Receipt * 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.	FLA intended for port developmen t: ₱1,000.00 + 12% VAT FLA, MLA, MSA, and such other similar applications intended for non-port related facilities: ₱500.00 + 12%	15 mins.	PPA Cashier/ Collection Representative / Authorized representative PMO Collection Section
3. Applicant proceeds to ESD for release of certification. * Applicant may opt for the Certification to be	3. ESD issues a copy of the certification. * ESD shall send the Original Copy of the Certification	None	15 mins.	Engineering Services Department/ Designated Records Officer ESD
sent via regular mail, other courier services, or email.	via regular mail or other courier services.			



TOTAL	ГΙΛ	00 dove	
TOTAL:		20 days	
	intended for	(working	
	port	days)	
	developmen	,	
	t:		
			
	₱1,000.00 +		
	12% VAT =		
	₱1,1200.00		
	FLA, MLA,		
	MSA, and		
	such other		
	similar		
	applications		
	intended for		
	non-port		
	related		
	facilities:		
	iaciilles.		
	2 500.00		
	₱500.00 +		
	12%VAT =		
	₱560.00		

Schedule of PPA Certification Fees

(PPA MC No. 30-2004)

Type of Certification	Amount
Foreshore Lease Applications intended	₱ 1,000.00 00 + 12% VAT =
for port development	₱ 1,1200.00
Foreshore Lease Applications,	
Miscellaneous Lease Applications,	₱ 500.00 + 12%VAT =
Miscellaneous Sales Applications, and	₱560.00
such other similar applications	
intended for non-port related facilities	



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.

Office/Division:	Port Management Office					
Classification:	Simple					
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business					
Who may avail:	Port Stakeholders/ Private Individuals or Groups					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Written request/Letter (1 - original copy)			Applicant			
Client Steps	Agency Action		Fees to be paid	Processing Time	Person Responsible	
1. Submits written request addressed to the Port manager stating the specific service to be performed and the duration covered. * Submission of documentary requirements can also be done via email.	1.Checks/ evaluates/ verifies the request. If in order, forwards the ATT to the Port Manager for signature/ approval. If not, the applicant shall be notified accordingly. Issues an order of payment to the client.		None	1 day and 4 hrs	Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative OPM	
2. Proceeds to the PMO Collection Section and pays the necessary fees for the ATT. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of	2.Cashier receives the payment and issues a PPA Official receipt. * 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	Fe (P	egulatory ee: 600 + 2% VAT)	1 day and 4 hrs	PMO Cashier/ Authorized Representative PMO Collection Section	



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



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.

Office/Division: Port Manager		ment Office	
Classification: Highly Techni		ical	
Type of Transaction: G2B-Gove		nment to Business	
Who may avail: Port Service F transactions		Providers and those private entities with port	
CHECKLIST OF REQ	JIREMENTS	WHERE TO SECURE	
Type A: Port Terminal, Cargo Handling, Passenger Terminal, RoRo Services			
Duly accomplished Application Form		PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)	
Company and Business Profile (1- electronic copy)		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-Applicants with Accreditation from other government agencies (1- electronic copy) 		Provided by Applicant	
 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) Certified True Copy of the most 		Provided by Applicant Provided by Applicant	
recent General Information Sheet		1 Tovided 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)	
	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)	
_	pe B: Port Ancillary Services	
1.	Duly accomplished Application	PPA website/ Business Development
	Form	Marketing Specialist/ Officer (BDMS/O)
2.	Company and Business Profile	Provided by Applicant
	(1- electronic copy)	Dravidad by Appliant
3.	Authenticated Certificate of	Provided by Applicant
	registration, Accreditation/	
	License/Eligibility /Franchise issued by	
	 DTI- Sole Proprietorship 	
	 SEC-Corporations/ Partnership 	
	 CDA- Cooperatives 	
	 License Eligibility/ Franchise- 	
	Applicants with Accreditation	
	from other government	
	agencies	
	(1- electronic copy)	
4.	Certified True Copy of the audited	Provided by Applicant
	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)	
5.	Certified true copy of the Bureau of	Provided by Applicant
	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)	Drovided by Applicant
6.	Duly accomplished and notarized Omnibus Sworn Statement	Provided by Applicant
	(1- electronic copy)	
7	Proof of Authorization (duly	Provided by Applicant
' :	notarized) CDA/SEC registered	Trovided by Applicant
	Entities Secretary's Certificate	
Ь	ioo ootiotai j o ootiiiloato	1



	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)	
Tv	pe C: Applicant that has been	
_	credited/licensed/ granted	
	anchise by other government	
	encies	
	Duly accomplished Application	PPA website/ Business Development
	Form	Marketing Specialist/ Officer (BDMS/O)
2.	Company and Business Profile	Provided by Applicant
	(1- electronic copy)	
3.	Authenticated Certificate of	Provided by Applicant
	registration, Accreditation/	
	License/Eligibility /Franchise	
	issued by	
	 DTI- Sole Proprietorship 	
	 SEC- Corporations/Partnership 	
	 CDA- Cooperatives 	
	 License Eligibility/Franchise 	
	Applicants with Accreditation	
	from other government	
	agencies	
	(1- electronic copy)	
4.	Duly accomplished and notarized	Provided by Applicant
	Omnibus Sworn Statement	
_	(1- electronic copy)	Dues indeed have A multiple of
5.	Proof of Authorization (duly	Provided by Applicant
	notarized) CDA/SEC registered	
	Entities Secretary's Certificate	
	Single Proprietorship Authorization	
6.	Letter (1- electronic copy) Other documentary requirements	Provided by Applicant
0.	a. Service Contract or	Trovided by Applicant
	Authorization/Appointment	
	provided by shipping lines/	
	company to a shipping agent/	
	representative (emailed	
	I = = = = /====	I .



authorization/ appointment is acceptable) (1- electronic copy)

- b. Copy of information of membership or affiliation from trade associations or business groups. (1- electronic copy)
- 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.

	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1.	Performs client registration in the PPA E- Accreditation System	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.		1hour	
		3.3 Determines whether the applicant has		1 day	Legal Services Department



1		1
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
3.6 Prints Executive Brief (EB) and PPA Accreditation Certificate.	1 day	Department
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



4. Secures duly signed PPA Accreditation Certificate	Accreditation to POSD for stamping of validity period/effectivity date. 3.12 Prepares transmittal memorandum of signed PPA Accreditation Certificate to PMO. 3.13 Updates inventories of PPA Accreditation. 4. Receives the PPA Accreditation Certificate from Head Office and instructs newly accredited service provider to claim the signed PPA		1 day	Port Operations & Services Department Port Management Office
	Accreditation Certificate.			
	TOTAL:	Accreditation fee + 12% VAT	13 days and 2 hours (working days)	

As per PPA Admin Order No. 14-2020, all applicants/grantees of **certificate of accreditation**, 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 **accreditation**, PTO, certificate of registration, appointment, or award of contract.



Accreditation schedule of fees (PPA MC 03-2019)

Amount	Services
₱ 10,000.00 + 12% VAT = ₱11,200.00	-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 = ₱ 3,360.00	-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.

Office/Division:	Port Managem	ent Office
Classification:	Highly Technic	al
Type of Transaction:	G2B – Govern	ment to Business
Who may avail:	Transport Serv	rice Providers
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE
Transport Service P	roviders	
Duly accomplished Form with Omnibu (1- electronic copy	is Statement	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
Latest Income Tax for existing entities (1- electronic copy	S	BIR
4. Proof of Authoriza - Secretary's Ce corporation / po cooperative) - Authorization L by the sole pro single proprieto (1- electronic copy)	rtificate (For artnership / .etter signed prietor (For or)	Provided by Applicant
5. List of Truck toget Official Receipt (C Certificate of Regi with Deed of Sale/Assignment/ applicable (1- elec	her with their PR) and stration (CR) Fransfer, as	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 officials PPA

website http://www.ppa.com.ph.

website http://www.p	ρα.σσιτιριτ.	Fees to be	Processing	Person
Client Steps	Agency Action	paid	Time	Responsible
Perform client registration in the Transport accreditation, Permit and Pass	1.1 Validate documents submitted online.	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist / Officer
for Ports System (TAPPP)	1.2 Determines qualification of applicant to provide service.		1 day	(BDMS/O)
	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)



2. Pays TAPPP	documentation provided. 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. 2.1 Endorse	1 day	Office of the
fee online	application for review to Port Operation & Services Department (POSD)	i uay	Port Manager (OPM)
	2.2 Review Application 2.3 Print Executive Brief (EB) and PPA TAPPP	1 day 1 day	Port Operation & Services Department (POSD)
	Certificate. 2.4 Endorses (EB) and Certificate to the AGM Operation (AGMO).		
	2.5 Endorses (EB) and Certificate to the Office of	1 day	AGM for Operations (AGMO)



	1		
	the General Manager (OGM). 2.6 Approves and signs PPA TAPPP Certificate.	3 days	Office of the General Manager (GM)
	2.7 Forwards signed PPA TAPPP certificate to the Office of the Corporate Board Secretary (OCBS) for Stamping of PPA seal.	1 day	
	2.8 Forwards signed and stamped TAPPP Certificate to POSD for encoding of validity period/ effectivity date.	1 day	Office of the Corporate Board Secretary (OCBS)
	2.9 Prepares transmittal Memorandu m of signed PPA TAPPP Certificate to PMO. 2.10 Update inventories of PPA TAPPP	1 day	Port Operation & Services Department (POSD)
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.			
ТОТ	AL	(TAPPP fee + Vehicular Pass fee)+ 12% VAT	16 days and 2 hours (working days)	

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
₱ 10,500.00 + 12% VAT = ₱11,760.00	TAPPP
₱ 100.00 + 12% VAT = ₽ 112.00 /Truck/Vehicle	Vehicle Pass Sticker / Code
₱ 600.00 + 12% VAT = ₽ 672.00	Replacement of Lost or Damaged TAPPP
₱ 600.00 + 12% VAT = ₽ 672.00	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.

Office/Division:	PMO-PSD/ POSD - TSD			
Classification:	Highly technical			
Type of Transaction:	G2B – Government to E	Business		
Who may avail:	Authorized Local Gover	nment U	nits (LGUs)	
CHECKLIST OF	REQUIREMENTS	١	WHERE TO SI	ECURE
	HOA Application (1 - cocopy/scanned copy)	LGU		
	Outstanding Financial	PMO / F	Head Office	
 Certification of No PPA (1 – original 	•	PMO / H	Head Office	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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



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



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).

PMO Port Services Division/ Business Development and					
Office/Division:	Office/Division: Marketing Spe			Dusiness De	velopinent and
Classification:		Simple			
Type of Transaction	ո։	G2B- Government to Business G2C-Government to Citizen			
Who may avail:		Lessee/applica	ints for PTO A	ncillary Servi	ces
CHECKLIST OF R	EQL	JIREMENTS	WH	IERE TO SE	CURE
A. New Application					
PPA Certificate of (electronic copy)	Acc	reditation	PPA		
PTO application for online)	orm (accomplished	Online https:// (https://epms.		•
3. Basic Port Operat (BPOS)	ions	Seminar	PPA		
Client Steps	Αg	gency Action	Fees to be paid	Processi ng Time	Person Responsible
1. Applicant shall log in at https://www.ppa.com.ph (https://epms.ppa.com.ph/epms/) and fill out the required details in the PTO application form.	noti PM: an e app Per (PT che the of th info as t the cert PP/ in th for a Coo Divi Cor othe viola	DMO is fied via e-S that there is existing lication for mit to Operate O) and cks/validates completeness he submitted rmation, such he validity of accreditation ificate, in the A's database he application accreditation. Ecks and rdinates with sion Manager her OPR for any ation of PPA is and	None	1 day and 4 hrs	Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative



	regulations and			
	/or financial			
	obligations with			
	PPÄ.			
	Once validated			
	and found correct,			
	the e-PMS			
	Officer/ BDMS/O			
	issues an Order			
	of Payment to the			
	client thru the e-			
	registered email.			
	If not in order the			
	application shall			
	be returned, and			
	the applicant shall			
	be notified			
	accordingly.			
2. After generating	2. Cashier	Regulatory	1 day and	PMO Cashier/
the Order of	receives the	Fee:	4 hrs	Authorized
Payment,	payment and			Representative
applicants	issues a PPA	/D40 500		
proceed to PPA	Official receipt.	(P 10,500		
Cashier and pay the necessary	* For payments	+12% VAT)		
the necessary fees for the PTO.	* For payments coursed via e-			
lees for the FTO.	payment facilities			
* Client may opt to	or through banks,			
pay via e-payment	proper verification			
facilities or through	prior to receipting			
banks, e-payment				
Confirmation	The Treasury			
Receipt or	Department will			
Validated Deposit				
Slip as proof of				
payment shall be	receipt via email.			
forwarded to the	Malidatas (L.)			
Treasury	Validates the			
Department via email	payment and submits the			Business
(treasury@ppa.com	application, both			Development
.ph).	hard and soft			and Marketing
יייק.	copies (thru the e-			Specialist/
	PMS) for			Officer
	processing and			/Authorized
	approval.			Representative



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.



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

Office/l	Division:	Business Development Di (LSD)/Treasury Departme (PPDD)/Dredging and Sur	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)			
Classif	ication:	Highly Technical				
Type o	f Transaction:	G2B – Government to Bus	iness			
Who m	ay avail:	Private Port Owner/Opera	itor			
	CHECKLIST OF	REQUIREMENTS		WHERE TO S	ECURE	
For 1. 2. 3. 4.	Omnibus Undertaki copy and 2 photoco Original Secretary's authorized represer with the Authority) (photocopy) Hydro-topographic photocopy)	cation Form and Notarized ng (Sworn Affidavit) (1 original apy) cation Certificate designating the native to transact business 1 original copy and 2 survey) (1 original copy and 2 nal copy and 2 photocopy)	Adminis or with F	PMO is 2-4: To be pr	o. 05-2022 Issuance)	
Significa	Client Step on for Approval of Zone of nt Port Interest (ZSPI) Plan (New/Amendment)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible	



		Ι	T	
The applicant submits to PMO the application for ZSPI	1.1 Receives Application for ZSPI (new/amendment) and	None		PMO Records Officer
(new/amendment) with	routes to the Office of the			
complete documentary	Port Manager.			
requirements.	3	None		Port Manager (PM)
	1.2 Refers/forwards to			
(Note: Incomplete submission	Engineering Services			DMO 50D A (I)
of documentary requirements	Division.	Mana		PMO ESD Authorized
shall not be accepted and shall be returned to the applicant	1.3 Checks if documents are	None		Personnel
immediately)	complete and compliant/			
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Coordinates with the Treasury			
	Department (TD) and Legal			
	Services Department (LSD) on			
	the issuance of Certificates of		Seven (7)	
	No Outstanding Account with the Authority and No Pending		working days	
	Legal Case Filed Against the			
	PPA, respectively, then issues			
	order of payment.			
2. The applicant pays non-	Receives payment and issues copy	Php3,000.00 +		PMO Cashier
refundable application fee	of Official Receipt.	12% VAT		
	Checks the proof of	None		PMO-ESD Authorized
	payment/Evaluates the submitted			Personnel
	proposed plan if compliant with the design parameters/Conducts ocular			
	inspection if necessary.			
	Endorses/submits findings/ technical report to the Port	None		PMO-ESD Manager
	Manager.			
	Endorses the application to Head	None		PMO
	Office – CSD/OAGME/PPDD/DSD, with PMO comments and			
	recommendations.			
				DDDD /DDD
	Reviews the documents (technical aspect)/Submits to CSD on the	None		PPDD/DSD
	fourth day upon receipt of the			
	application, the comments/findings			
	on the submitted documents.		O (7)	
			Seven (7) working days	
	Reviews, prepares complete staff	None	Working days	CSD
	work and recommends approval to the General Manager thru AGM			
	for Engineering.			
	Recommends approval to the	None	Two (2)	AGME
	General Manager.		working days	
	Approves/Disapproves the ZSPI	None	Three (3)	GM
	Plan (new/amendment).		working days	
	Notifies the PMO on the approved	None	One (1)	CSD Authorized
	application/If disapproved, notifies		working day	Personnel/HO
	the client thru PMO on the denial.			Records Personnel
	TOTAL	Application	Twenty (20)	
		Fee:	working days (extension of 20	
		Php3,000.00 + 12% VAT	(extension of 20 working days, per	
		12/0 VAI	Rule VII, Section	
			3 (b), page 22 of the IRR of the	
			EODB)	
			·	



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

Office/Division:	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)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Private Port Owner/Operator

	(OAGME)/Office of the General Manage	r (OGM)
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Private Port Owner/Operator	
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE
	rm and Notarized Omnibus Undertaking) /DTI/CDA Registration or JV Agreement,	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO
Certified true copy of Orig Certificate of Title (TCT) f	inal Certificate of Title (OCT)/ Transfer rom the Registry of Deeds for applied	For Items 2-13: To be provided by the applicant
the authorized representati	greement cate/Partnership Certificate designating ve of the company to transact business	
with the Authority 5. Audited Financial Statementhe last three (3) years	ts and Sworn Statement of Revenue for	
equivalent to the portion estimated cost of the port	true copy of Credit Line Certificate (CLC) to be financed by funding source the project and/or Bank Certificate provided to cover the estimated cost of the port	
7. For newly established entitied true copy of bank certificate	s, in lieu of Audited Statement, a certified and/or CLC shall be sufficient	
project, economic impac	cope, description, intended use of the ct ct, broken down into major components	
c. General port lay-out pla		
plans, quantity and cost e survey, soil and foundation structural design and load Licensed Civil Engineer and	detailed plans, working drawings/building stimates, hydrographic and topographic investigations, technical specifications, analysis duly signed and sealed by a approved by private port owner/operator)	
Engineer and the Owner	y the Authority and signed by a Geodetic	
(ECC) or Certificate of Non- and Provisional Permit lease/miscellaneous lease Protected Areas (SAPA) or and/or Approved Deed of Rights, whichever is applica	applications, Special Use Agreement on Mineral Production Sharing Agreement Assignment or Transfer of Leasehold	
Reclamation, if applicable * For items 1-13: 1-orignal of		



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
The applicant submits to PMO the application for PDC a private non-commercial port with complete	 1.1 Receives Application for PDC and routes to the Office of the Port Manager. 	None		PMO Records Officer
documentary requirements.	 1.2 Refers/forwards to Engineering Services Division. 	None		Port
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	None		Manager (PM) PMO ESD Authorized Personnel
	Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.		Seven (7) working days	
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		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	Seven (7) working days	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.	For Private Non-Commercial Port: If Project cost is below P10M: P40,000.00 + 12% VAT If Project Cost is P10M and above: (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel
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
	TOTAL	Application Fee: Php5,000.00 + 12% VAT and corresponding PDC Fee	Twenty (20) working days (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.



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

	PPA PMO/PPA Head Office - Commerci	al Services Department (CSD)-Rusiness		
Office/Division:	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)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Port Owner/Operator			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
 (1 original copy, 2 photocopy 2. Certified True Copy of SEC/whichever is applicable 3. Certified true copy of Original Certificate of Title (TCT) for Agreement 4. Original Secretary's Certificate the authorized representative transact business with the AS. Audited Financial Statement the last three (3) years 6. Source of Funds - Certified the (CLC) equivalent to the portice estimated cost of the port project. 7. For newly established entitice certified true copy of bank components of the port project. 8. Private port applicants shall ₱100,000,000 for those approperations 9. Company Profile 10. Port Master Plan or Feasibility others the following: a. Summary of project scope project, demand projections/b. Estimated cost of project, (land, civil works, equipment c. General port lay-out plansing during the plans, quantity and cost estimated cost of project, (land, civil works, equipment c. General port lay-out plansing during the plans, quantity and cost estimated cost of project, (land, civil works, equipment c. General port lay-out plansing during the plans, quantity and cost estimated cost of project, (land, civil works, equipment c. General port lay-out plansing during the plansing design). 11. Detailed Engineering (with diplans, quantity and cost estimated cost of cost estimated cost of project, and load at Licensed Civil Engineer and owner/operator 12. ZSPI Plan, duly approved be certified true copy of valid Equipment cost estimated and Provisional Please/miscellaneous lease and Protected Areas (SAPA) or and/or Approved Deed of As Rights, whichever is applical. 	DTI/CDA Registration or JV Agreement, al Transfer Certificate (OCT)/Transfer applied private port and/or Lease ate/Partnership Certificate designating e of the company/partnership to uthority and Sworn Statement of Revenue for true copy of Credit Line Commitment ion to be financed by funding source the oject and/or Bank Certificate provided to cover the estimated cost of the port es, in lieu of Audited Statement, a certificate and/or CLC shall be sufficient. have a minimum investment of licants whose main business is on port wity study for the project, showing among e, description, intended use of the //market study, economic impact; broken down into major components t, etc.) and development plan e exact location of the port facility etailed plans, working drawings/building mates, hydrographic and topographic investigations, technical specifications, analysis duly signed and sealed by a approved by private port by the Authority invironmental Compliance Certificate Coverage (CNC), whichever is coverage (CNC), whichever is cermit or Order Award for foreshore applications, Special Use Agreement on Mineral Production Sharing Agreement seignment or Transfer of Leasehold ble. In order Approved Application for	 For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO Fore Items 2-14: To be provided by the applicant 		



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
The applicant submits to PMO the application for PDC a private commercial port with complete documentary	Receives Application for PDC and routes to the Office of the Port Manager.	None	uays	PMO Records Officer
requirements.	 1.2 Refers/forwards to Engineering Services Division. 	None		Port Manager (PM)
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Seven (7) working days	PMO ESD Authorized Personnel
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		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	Seven (7) working days	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/lf 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.	For Private Commercial Port: If Project Cost Is P100M:		PMO-ESD Authorized Personnel
		P80,000.00 + 12% VAT If Project Cost is above P100M: (P160,000.00 + 1/10 of 1% of the excess of P100M) + 12% VAT		
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
	TOTAL	Application Fee: Php10,000.00 + 12% VAT and corresponding PDC Fee	Twenty (20) working days (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.



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

ursuant to PPA AO 05-2022	2				
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)					
Highly Technical					
G2B - Government to Busines	G2B - Government to Business				
Private Port Owner/Operator					
REQUIREMENTS		WHERE TO SECURE			
	FOI	R NEW APPLICATION			
Certificate designating the e to transact business with Built Plan with detailed actual ealed by the Licensed Civil Project Completion Report testing results of fendering and other basic components tent installed iscellaneous Lease Contract, hever is applicable and/or ssignment or Transfer of ever is applicable he Office of the Transport acility Security Assessment curity Plan (PFSP) and Port PFSO) Oath duly received by	•	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2-6: To be provided by the applicant			
2 – photocopies	FOI	R RENEWAL APPLICATION			
ary's Certificate designating attative to transact business of Private Port ased Civil Engineer and facilities or improvement as issued ECC, if applicable on PFSA and PFSP issued 2 – photocopies	•	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2-5: To be provided by the applicant			
	PPA PMO/PPA Head Office Business Development Divis (LSD)/Treasury Department Highly Technical G2B - Government to Busines Private Port Owner/Operator REQUIREMENTS tion form and Notarized Certificate designating the e to transact business with Built Plan with detailed actual ealed by the Licensed Civil Project Completion Report esting results of fendering and other basic components ent installed scellaneous Lease Contract, never is applicable and/or asignment or Transfer of ever is applicable he Office of the Transport acility Security Assessment curity Plan (PFSP) and Port PFSO) Oath duly received by 2 - photocopies TION tion form and Notarized eary's Certificate designating attative to transact business I Soundness of Private Port used Civil Engineer anal facilities or improvement us issued ECC, if applicable e on PFSA and PFSP issued	Business Development Division (B (LSD)/Treasury Department (TD)/G Highly Technical G2B - Government to Business Private Port Owner/Operator REQUIREMENTS FOR tion form and Notarized certificate designating the ele to transact business with Built Plan with detailed actual ealed by the Licensed Civil Project Completion Report esting results of fendering and other basic components ent installed scellaneous Lease Contract, never is applicable and/or ssignment or Transfer of ever is applicable and/or scillity Security Assessment curity Plan (PFSP) and Port PFSO) Oath duly received by 2 - photocopies FOR TION 1 Soundness of Private Port ised Civil Engineer anal facilities or improvement us issued ECC, if applicable and PFSP issued			



Client Step Application for Certificate of Registration (COR)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the application for COR, with complete documentary requirements.	Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

Office/Division: PPA PMO/PPA Head Office - Legal Services Department (LSD)/Treasury Department (TD)						
Classification:	Highly Technical					
Type of Transaction:	G2B - Government to Busines	ness				
Who may avail:	Private Port Owner/Operator					
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE				
Omnibus Undertaking 2. Original copy of Secretathe authorized represer with the Authority 3. Summary of propose rehabilitation 4. Estimated cost of proposed breakdown 5. Working drawings/build Licensed Civil Engineer 6. Certified true copy of valid Certificate (ECC) or Concord	ly received by OTS	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2-8: To be provided by the applicant of the provided by the provided by the applicant of the provided by the applicant of the provided b				



Client Step Application for Permit to Improve/Rehabilitation/Expand (PIRE) the Private Port Facilities	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the application for PIRE the private port facilities with complete documentary requirements.	1.1 Receives Application for PIRE and routes to the Office of the Port Manager. Refers/forwards to	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall	Engineering Services Division.	None		Port Manager
be returned to the applicant immediately)	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	Twenty (20) working days	PMO ESD Authorized Personnel
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

PHILIPPINE PORTS AUTHORITY	
PORTS AUTHORITY	

	Issues Order of Payment to applicant for PIRE Fee.	For Private Non-Commercial Port: If Project cost is below P10M: P40,000.00 + 12% VAT If Project Cost is P10M and above: (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT For Private Commercial Port: If Project Cost Is below P10M: P120,000.00 + 12% VAT If Project Cost is P10M and above: (P160,000.00 + 1/10 of 1% of the excess of P10M) + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT and corresponding PIRE Fee	Twenty (20) working days (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 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

	e Port is being issued pursu				
Office/Division:	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)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Busines	es			
Who may avail:	Private Port Owner/Operator				
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE			
business with the Authori 3. Certified True Copy of S JV Agreement, whicheve 4. Certified true copy of (OCT)/ Transfer Certified Registry of Deeds for any Agreement 5. Certified True Copy of Sealed by the Licensed E 6. Certified True Copy of Including the Material Tous system, mooring bollard of the port facility/equipm 7. Certification of Structural facilities certified by a Lice 8. Provisional Permit or Collease/miscellaneous leas Agreement on Protected Production Sharing Agreement Structural Agreement Sharing Agreement Structural Agreement Sharing Agreement Sharing Agreement Structural Agreement Sharing Agreement Sharing Agreement Sharing Agreement Sharing Agreement Structural Sharing Agreement Sharing Agreement Sharing Agreement Sharing Agreement Structural Sharing Agreement Sharing Shar	Certificate designating the e of the company to transact ity EC/DTI/CDA Registration or r is applicable Original Certificate of Title cate of Title (TCT) from oplied private port or Lease is-Built Plan duly signed and ingineer and Owner is Project Completion Report Testing results of fendering and other basic components ent installed il Soundness of private port ensed Civil Engineer Order Award for foreshore is applications, Special Use in Areas (SAPA) or Mineral greement (MPSA) and/or is signment or Transfer of ever is applicable. Dath duly received by OTS 2 – photocopies	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2 – 10: To be provided by the applicant Output Description: Output De			



		Faceto	Processing Time	D
Client Step Application for Certificate of Registration (COR) of Existing Private Ports	Agency Action	Fees to be paid	(working days)	Person Responsible
The applicant submits to PMO the application for COR, with complete documentary requirements.	Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

	or invalor or le some	issued pursuant to FFA AO 03-2022			
Office/Division:	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)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Busines	SS			
Who may avail:	Private Port Owner/Operator				
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE			
Omnibus Undertaking 2. Original Secretary's Cauthorized representative business with the Author	e of the company to transact ity TI/SEC/CDA Registration or ir is applicable ly received by OTS	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2 – 4: To be provided by the applicant For Items 2 – 4: To be provided by the applicant			



Client Step Application for Certificate of Registration	Agency Action	Fees to be paid	Processing Time (working	Person Responsible
(COR) for Change of Name in the COR		bo paid	days)	responsible
The applicant submits to PMO the application for COR, with complete documentary requirements. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	1.1 Receives Application for Change of Name in the 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.	None	Nine (9) working days	PMO Records Officer 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
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT & Change of Name Fee: Php10,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

Office/Division:	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)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business				
Who may avail:	Private Port Owner/Operator				
-	WHERE TO SECURE				
CHECKLIST OF REQUIREMENTS 1. Duly filled-out application form and Notarized Omnibus Undertaking 2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority 3. Certified True Copy of DTI/SEC/CDA Registration or JV Agreement, whichever is applicable 4. Certified True Copy of duly notarized legal document of the proof of conveyance 5. Duly notarized conformity of the previous owner/operator of the said conveyance 6. Certified True Copy of the Board Resolution or legal document allowing the signatory of the conveyance to enter into such contract 7. Updated PFSA/PFSP duly received by OTS * For items 1-7: 1-orignal copy, 2 – photocopies			5-2022 Issuand	PPA Administrative ce) or with PMO vided by the	
Client Step Application for Certificate of Registration (COR) for the Conveyance of the Port Facilities and COR)	Agency Action	Fees to be paid	Time (working days)	Person Responsible	



		I	1	
The applicant submits to PMO the application for COR, with complete documentary requirements.	1.1 Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
The applicant pays non- refundable application fee and Transfer Fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT & Php100,000.00 + 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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT & Transfer Fee: Php100,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

Office/Division:	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)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Port Owner/Operator	rivate Port Owner/Operator		
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE		
for its non-commercia 2. The main business Registration shall be 3. One-Reinforced Cond meters and min. widt Port Lighting Faci adequate Mooring an 4. Minimum Draft of during low tide shall be 5. Minimum investment Documentary Requirements: 1. Duly filled-out applic Omnibus Undertaking 2. Original Secretary's authorized representransact business wit 3. Certified True Copy JV Agreement, which 4. Audited Financial Stayears 5. Feasibility Study of indicating the following a. Demand Projecti b. Estimated Rever c. Economic Impact d. Technical study on the existing p	s stipulated in the SEC port operations crete berth (min. length of 65 h of 9 meters) complete with lities and equipped w	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2 – 6: To be provided by the applicant For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Item 2 – 6: To be provided by the applicant		



OII O.			Processing	
Client Step Application for Certificate of Registration (COR) for Conversion of a Non- Commercial Private Port to Commercial Private Port	Agency Action	Fees to be paid	Time (working days)	Person Responsible
The applicant submits to PMO the application for COR, with complete documentary requirements.	Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

The LDC is being issued po	ursuant to PPA AO 05-2022				
Office/Division:	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)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business	3			
Who may avail:	Private Port Owner/Operator				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
JV Agreement, whichever 3. Certified true copy of (OCT)/ Transfer Certificate private port or Lease Agreement, and the company to transact bus of the last three terms are the certificate (CLC) equiving financed by funding sour port project and/or Bank amount is sufficient to comport project and/or Bank amount is sufficient to comport project and/or Bank amount is sufficient to comport project and/or CLC shall be sufficient or CLC shall be sufficient to CLC shall be sufficient or CLC shall be sufficient to CLC shall be sufficient	SEC/DTI/CDA Registration or ar is applicable Original Certificate of Title ate of Title (TCT) for applied reement ificate/Partnership Certificate ized representative of the iness with the Authority rents and Sworn Statement of e (3) years fied true copy of Credit Line alent to the portion to be receive the estimated cost of the Certificate provided that the over the estimated cost of the entities, in lieu of Audited rue copy of bank certificate cient hall have a minimum paid-up to asibility Study for the project, the following: scope, description, intended onomic impact operation of the policy of the exact location of the with detailed plans, working quantity and cost estimates, and analysis duly signed and will Engineer and approved by tor	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2-14 and Additional Requirements: To be provided by the applicant To be provided by the applicant			



- 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-orignal copy, 2 - photocopies



			Processing	
Client Step Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations	Agency Action	Fees to be paid	Time (working days)	Person Responsible
The applicant submits to PMO the application for PDC a private non-commercial port with complete documentary requirements.	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	None None		PMO Records Officer Port
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Seven (7)	Manager (PM) PMO ESD Authorized Personnel
The applicant pays non- refundable application fee	Receives payment and issues copy of Official Receipt	Php10,000.00 + 12% VAT	working days	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)	PPDD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru the AGM for Engineering	None	working days	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 If the Project Cost is P10M and above: (P160,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel



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	Twenty (20) working days (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.



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

Office/Division:	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)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Private Port Owner/Operator

Office/Division:	Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business				
Who may avail:	Private Port Owner/Operator				
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE			
CHECKLIST OF REQUIREMENTS FOR NEW APPLICATION 1. Duly filled-out application form and Notarized Omnibus Undertaking 2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority 3. Certified true copy of As-Built Plan with detailed actual		 FOR NEW APPLICATION For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2-6 and Additional Requirements: To be provided by the applicant 			

- cost duly signed and sealed by the Licensed Civil Engineer and owner
- 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
- 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
- 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
- * For items 1-6: 1-orignal copy, 2 photocopies

FOR RENEWAL APPLICATION

- 1. Duly filled-out application form and Notarized Omnibus Undertaking
- 2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority
- 3. Certification of Structural Soundness of Private Port Facilities signed by Licensed Civil Engineer
- 4. Amended ECC for additional facilities or improvement not covered in the previous issued ECC, if applicable
- Certificate of Compliance on PFSA and PFSP issued by OTS
- * For items 1-5: 1-orignal copy, 2 photocopies

FOR RENEWAL APPLICATION

- For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO
- For Items 2-5: To be provided by the applicant



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
The applicant submits to PMO the application for COR, with complete documentary requirements.	1.1 Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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 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
	TOTAL	Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

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

The TAO is being issued pe	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-			
Office/Division:	Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Busines	SS		
Who may avail:	Private Port Owner/Operator			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE
FOR NEW APPLICATION		FOR NEW A	APPLICATION	
Omnibus Undertaking 3. Original Secretary's C	tion form and Notarized Certificate designating the e to transact business with spancy fee paid to DENR	Order	No. 05-2022 Issua ms 1, 3 & 4: To be	•
* For items 1-4: 1-orignal copy, 2	2 – photocopies	FOR RENE	NAL APPLICATIO	DN .
FOR RENEWAL APPLICAT	TION	For Item 2: PPA Website (PPA Administrative		
Omnibus Undertaking 3. Original Secretary's C	tion form and Notarized Certificate designating the e to transact business with apancy fee paid to DENR		No. 05-2022 Issua ms 1, 3 & 4: To be ant	
Client Step Application for Provisional Authority to Operate (PAO)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible



			,	
The applicant submits to PMO the application for PAO, with complete documentary requirements.	1.1 Receives Application for PAO and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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 PAO.	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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

	irsuant to PPA AO 05-2022	•		
Office/Division:	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)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Busines	SS		
Who may avail:	Private Port Owner/Operator			
CHECKLIST OF I	REQUIREMENTS		WHERE TO SE	CURE
Omnibus Undertaking 3. Original Secretary's Cauthorized representative the Authority 4. Certified True Copy of Description JV Agreement, whicheve Source Copy of Ture appropriate tenurial in applicable	rned-Over Documents and nstruments and ECC, if I Soundness of port facilities ivil Engineer	Order	No. 05-2022 Issua ms 1, 3 - 6: To be	
Client Step Application for Permit to Operate (PTO) of Turned Over Private Ports	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible



The applicant submits to PMO the application for PTO, with complete documentary requirements.	1.1 Receives Application for PTO and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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 PTO.	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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

Office/Division:	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)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Private Port Owner/Operator

Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Private Port Owner/Operator		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
 Certified True Copy of SEC/whichever is applicable Certified true copy of Origins Certificate of Title (TCT) for Agreement Original Secretary's Certificate the authorized representative transact business with the Asta Audited Financial Statementhe last three (3) years Source of Funds - Certified (CLC) equivalent to the port estimated cost of the port project. For newly established entitied certified true copy of bank of the project Proposal, showing and it. Summary of project sof project, demand project iii. Estimated cost of project (land, civil works, equivalled Engineering (with of plans, quantity and cost esti survey, soil and foundation structural design, and load at Licensed Civil Engineer and owner/operator) ZSPI Plan, duly approved to Certified true copy of valid Explicable and Provisional Flease/miscellaneous lease at Protected Areas (SAPA) or and/or Approved Deed of Astights, whichever is applicable. 	true copy of Credit Line Commitment ion to be financed by funding source the oject and/or Bank Certificate provided to cover the estimated cost of the port es, in lieu of Audited Statement, a certificate and/or CLC shall be sufficient. Immong others the following: Tope, description, intended use of the ctions/market study, economic impact; etc, broken down into major components impent, etc.) Ian and development plan g the exact location of the port facility letailed plans, working drawings/building mates, hydrographic and topographic investigations, technical specifications, analysis duly signed and sealed by a lapproved by private port by the Authority Toylor Award for foreshore applications, Special Use Agreement on Mineral Production Sharing Agreement seignment or Transfer of Leasehold ble. Tority (PRA) Approved Application for	 For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO Fore Items 2-13: To be provided by the applicant 	



Client Step		Fees to	Processing Time	Person
Application for Permit to Develop and Construct (PDC) - River Port	Agency Action	be paid	(working	Responsible
The applicant submits to PMO the application for PDC for river port with complete documentary requirements.	Receives Application for PDC and routes to the Office of the Port Manager.	None	days)	PMO Records Officer
(Note: Incomplete submission	1.2 Refers/forwards to Engineering Services Division	None		Port Manager (PM)
of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Seven (7) working days	PMO ESD Authorized Personnel
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)	PPDD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru AGM for Engineering.	None	working days	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.	For Non- Commercial Ports If Project cost is below P10M: P40,000.00 + 12% VAT If Project Cost is P10M and above: (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT For Commercial Ports For Project Cost of Php100M: Php80,000.00 + 12% VAT For Project	PMO-ESD Authorized Personnel
Applicant pays the corresponding PDC Fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	+ 1/10 of 1% of the excess of P10M) + 12% VAT	PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None	PMO-ESD Authorized Personnel
	TOTAL	Application Fee: Php3,000.00 + 12% VAT and corresponding PDC fee PDC fee The section 3 (b), page 22 of the IRR of the EODB) Twenty (20) working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)) F

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

Office/Division:	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)		
Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Private Port Owner/Operator		
OUEOKLICT OF	DECLUDEMENTS MULTIPLE TO SECURE		

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Client Step Application for Certificate of Registration (COR) – River Port	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the application for COR for River Port, with complete documentary requirements.	Receives Application for COR for River Port and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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
	TOTAL	Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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.

Classification: Highly Technical Type of Transaction: G2B/G2G - Government to Business/Government to Government Who may avail: Private Port Owner-Operator/Local Government Units CHECKLIST OF REQUIREMENTS WHERE TO SECURE
Who may avail: Private Port Owner-Operator/Local Government Units
CHECKLIST OF REQUIREMENTS WHERE TO SECURE
U.ILUNEIU U. ILEGUINEIU U
Formal Written Request (1-original copy) To be provided by applicant/private port owner
2. Unified Application Form with the following supporting documents: (for items a-n: 1 original copy and 2 photocopies) a. Proposed Structure to be put up b. Summary of Project Scope and Description c. Estimated Cost d. Vicinity Map e. PMO Certification that the area applied for is not part of PPA future development plan f. PMO Certification that the port facilities to be put up will not pose hazard to navigation g. Proof of Payment of Filing Fee h. Company Profile i. SEC Registration and its Articles Incorporation/DTI Registration j. Original Secretary's Certificate designating company's authorized representative 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) 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 m. PRA Clearance for the reclamation component of the private port, if applicable n. Environmental Compliance Certificate (ECC) * For items a-n: 1-orignal copy, 2 – photocopies
* For items a-n: 1-orignal copy, 2 – photocopies 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 extincted exect of	1.1 Receives Application for CTD and routes to the Office of the Port Manager. 1.2 Refers/forwards to Engineering Services Division for verification/evaluation/processing.	None None		PMO Records Officer Port Manager (PM)
and estimated cost of improvement together with duly notarized Omnibus Undertaking (Sworn Statement)	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
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		РМ
	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
	TOTAL	Filing Fee: Php 1,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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.

•					
Office/Division:		PMO (Business Development and Marketing Specialist/Officer and Engineering Services Division)			
Classification:		Highly Technical			
Type of Transa	ction:	G2B - Government to Bu G2G - Government to G			
Who may avail:		Private Port Owner-Operator/Local Government Units			
CHECKLIST	CHECKLIST OF REQUIREMENTS		,	WHERE TO SEC	CURE
(1-original co	ру)	Unified Application Form		ss Development a cer) / PPA Webs	
•		nibus Undertaking – original copy)		ss Development a cer) / PPA Webs	
3. Approved Cle photocopy)	3. Approved Clearance to Develop (1 – photocopy)		Applicant		
Other Additional documents)	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) 					
Duly Client	Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
Applicant submits duly accomplished Application fo PTC to PPA- PMO togethe with all	r	1.1 Accepts and routes the Application for PTC to the Office of the Port Manager (OPM).	None		PMO Records Officer
documentary requirements copies per PF AO 06-1995)	(3	1.2 Refers/forwards the Application for PTC to ESD.	None		PM/ Executive Assistant (EA)



		1.3 Evaluates/ conducts site inspection and processes application and submits findings/ recommendation for approval of th ESD Manager.	ns	20 days	ESD Authorized Personnel
		1.4 Approves/signs the Permit to Construct. If disapproved advises the applicant of denial, procedure ends here	None		ESD Manager
		1.5 Issues the Order of Payment and advises the applicant to pay the PTC Fee	None		ESD Authorized Personnel
2.	Applicant pays the corresponding PTC fee	2. Accepts payment and issues PPA Office Receipt.	For Private Non- Commercial Port: Project cost is less than P10M (P20,000 + P1,000 filing fee +12%VAT) 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)		Cashier



3. Applicant	3. Issues the Permit to	For Private Commercial Port: Project Cost Is less than P10M (P60,000 + P1,000 filing fee +12% VAT) 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) None		ESD
presents proof of payment to ESD.	Construct upon receipt of official receipt			Authorized Personnel/PM
TOTAL:			Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	

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.

Office/Division:	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	LGU who have satisfactorily established new port infrastructures LGU who have developed and operated their facilities prior to the creation of PPA		
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE	
For Certificate of Registration	n/Permit to Opera	te (COR/PTO) (New)	
Duly Accomplished Application	on Form with the	PPA Website (downloadable forms)	
CHECKLIST OF REQUIREMENTS For Certificate of Registration/Permit to Operat 1. Duly Accomplished Application Form with the following attachments: (1-original copy) a. Proof of Payment of Filing Fee (plus VAT) (1-photocopy) b. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy) c. Project Completion Report (1-original copy) 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) 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) f. Photocopy of approved CTD and PTC (1-photocopy) g. Certification that applicants has no outstanding obligations with PPA (1-original copy) h. For private port with existing facility/ies without CTD or PTC, or both i. Proof of Payment of PTC and Penalty Fees for Constructing Without Prior Approval from PPA (plus VAT) ii. As-Built Plan (1-photocopy) i. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) i. RORO docking facilities iii. Marshalling yard iv. Lane meter measurement area		Supporting documents to be provided by Applicants	
iv. Lane meter measurer	ment area		
v. Parking Area vi. Security and safety fa	cilities		



2.	Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)				
Fo	For Certificate of Registration/Permit to Operate (COR/PTO) (Renewal)					
1.	Formal Written Request (1-original copy)	To be provided by applicant/private port owner				
2.	Duly Accomplished Application Form with the following attachments: (1-original copy) a. Proof of Payment of Filing Fee (plus VAT) (1-photocopy) b. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy) c. 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) 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) e. Certification that applicant has no outstanding obligations with PPA (1-original copy) f. Certificate of Structural Soundness of Private Port Facility (1-original copy)	PPA Website (downloadable forms) Attachments to be provided by the applicant				
	g. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) j. RORO docking facilities ii. Passenger facilities iii. Marshalling yard iv. Lane meter measurement area v. Parking Area					
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
Applicant submits complete requirements to Records	1.1 Receives requirements and routes the document to Office of the Port Manager (OPM)	None		PMO Records Officer
	1.2 Refers/forwards to the Business Development Marketing Specialist/Officer (BDMS/BDMO).	None		PM/EA Business Development
	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		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
corresponding rees	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
TOTAL for A:	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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).

Office/Division:	Business Developm	ad Office - Commercial Services Department- nent Division/ Office of the AGM for of the General Manager
Classification:	Highly Technical	
Type of Transaction:	G2B - Government G2G - Government	
Who may avail:	Private Port Owner	
CHECKLIST OF REQU	IIREMENTS	WHERE TO SECURE
1. Formal Written Request (1	-original copy)	To be provided by applicant/private port owner
CHECKLIST OF REQUIREMENTS 1. Formal Written Request (1-original copy) 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) a. Estimated cost of project; (1- original copy) b. Summary of Project Scope, Description; c. Vicinity Map; (1- original copy) d. Certified true copy of SEC Registration and Articles of Incorporation; (1- original copy) e. Original Secretary's Certificate Designating Company's Authorized Representative; (1- original copy) f. PPA Certification that the port facilities to be put up will not pose hazard to navigation; (1- original copy) g. PPA Certification that the area applied for has no future PPA development in the next five years; (1- original copy) 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) 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)		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
Submits to PMO the letter of intent together with documentary 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
mentioned in the Checklist of Requirements	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
TOTAL:		Filing Fee: P1,000.00 + 12% VAT	Ten (10) calendar days	

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)



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).

Office/Division:	Port Management Office (PMO)/Engineering Services Division (ESD)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to B G2G - Government to G			
Who may avail:	Private Port Owner			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
Formal Written Re	quest (1-original copy)	To be provided by applicant/private port owner		
Duly accomplished original copy)	d Application Form (1-	PPA Website (downloadable forms)		
Duly Notarized O (Sworn Affidavit)	mnibus Undertaking (1-original copy)	PPA Website (downloadable forms)		
4. Approved Clearan photocopy)	ce to Develop (1-	Applicant		
Other Additional Requ	irements (supporting	Applicant		
documents) a. Detailed Cost	: Estimates; (1-original			
copy)	, -			
	s and other technical ; (1-original copy)			
c. Design comp	utations; (1-original copy)			
	vings signed by a I Engineer; (1-original			
copy) 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) f. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy)				



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

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).

Office/Division:	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Bus G2G - Government to Go			
Who may avail:	Private port owner who have satisfactorily established new port infrastructures			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
1. Written Request (1 – o	riginal copy)	To be provided by applicant		
1. Written Request (1 – original copy) 2. Unified Application Form with the following supporting documents: (1 – original copy) a. Project Completion Report; (1 – original copy) 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) c. PPA Certification that the owner/operator has no outstanding obligation with PPA; (1 – original copy) d. Original Secretary's Certificate designating company's Authorized Representative; (1 – original copy) e. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1-		PPA Website (downloadable forms) and supporting documents to be provided by applicant		
3. Duly Notarized Omnibu Affidavit) (1- original o		PPA Website (downloadable forms)		
Amaavit) (1 onginal copy)				



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



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).

Office/Division:	Port Management Office Services Department (C	es (PMOs) / Head Office Commercial SD)
Classification:	Highly Technical	
Type of Transaction: G2B - Government G2G - Government		
Who may avail:	Private port owner who port infrastructures	have satisfactorily established new
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE
1. Written Request (1-o	riginal copy)	To be provided by applicant
2. Unified Application Form with the following supporting documents: (1-original copy) 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) b. PPA certification that the owner/operator has no outstanding obligations with PPA; (1-original copy) c. Original Secretary's Certificate designating company's Authorized Representative; (1-original copy) d. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1-		PPA Website (downloadable forms) and supporting documents to be provided by applicant
photocopy) 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
Applicant submits the documentary requirements mentioned in the Checklist of Requirements	application to the GM.	Filing Fee: Php1,000.00 + 12% VAT None	Ten (10) calendar days Thirteen (13) calendar days	PMO/OPM/ Cashier CSD/BDD OPR/ Department Manager
	1.3 Approves/ Disapproves application.1.4 Releases approved COR/PTO	None	Six (6) calendar days	GM
		None	One (1) calendar days	CSD OPR/HO Records Personnel
	TOTAL:	P1,000.00 + 12% VAT	Thirty (30) calendar days	

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)



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).

Office/Division: Port Management Offices (PMO)/Engineering Se		es (PMO)/Engineering Services Division (ESD)	
Classification: Highly Technical			
Type of Transaction: G2B - Government to Bu G2G - Government to G			
Who may avail:	Private port owner who have satisfactorily established new port infrastructures		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Written Request (1-original copy)		To be provided by applicant	
2. Unified Application Form with the following supporting documents: (1-original copy) a. Summary of proposed improvement/ expansion/ rehabilitation; (1-original copy) b. Detailed Cost Estimates; (1-original copy) c. Design Computations; (1-original copy) d. Working drawings/building plans signed by a Licensed Civil Engineer; (1-original copy) e. Original Secretary's Certificate designating company's Authorized Representative; (1-original copy) f. Certified true copy of Approved reclamation projects from PRA, if applicable. (1-photocopy)		PPA Website (downloadable forms) and supporting documents to be provided by applicant	
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
Applicant submits the documentary requirements mentioned in the Checklist of	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
Requirements	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.	Please refer to schedule of fees below	Two (2) calendar days	PM/Cashier
	If denied: Issues letter of denial to the proponent.	None	One (1) calendar day	PM
	1.4 Furnishes Head Office- CSD copy of approved PTC/letter of denial			PMO Records Personnel
	TOTAL:	P1,000.00 +12% VAT and corresponding PTC Fee	Fifteen (15) calendar days	

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).

Office/Division:	Port Management Offices (PMO)/Head Office/Commercial Services Department (CSD)/Business Development Division (BDD)		
Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Business G2G - Government to Government		
Who may avail:	Private port owner who have satisfactorily established new port infrastructures		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Written Request (1-original copy)		To be provided by applicant	
1. Written Request (1-original copy) 2. Unified Application Form with the following supporting documents: (1-original copy) a. Project Completion Report; (1-original copy) 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) c. PPA Certification that the owner/operator has no outstanding obligations with PPA; (1-original copy) d. Original Secretary's Certificate designating company's Authorized Representative; (1-photocopy) e. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1-photocopy)		PPA Website (downloadable forms) and supporting documents to be provided by applicant	
Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)		PPA Website (downloadable forms)	

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



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".

Office/Division:		Commercial Services Department-Port Pricing Division/ Business Development Division/Real Estate Management Division				
Classification:	Highly Technical					
Type of Transaction:	G2G – Governr G2B – Governr					
Who may avail:	Private Port Ov	wner/Les	see/Op	erator/LGU		
CHECKLIST OF REQUIR	CHECKLIST OF REQUIREMENTS					
Letter-request			Reque	esting party		
Lease	nt for refund eipt/Computation "Verified Corr ink account", ar its, but not limite the claim; O Contract or o Occupy for	n Sheet rect and nd other nd to the		lanagement Offic		
Client Steps Agend	cy Action	Fees to paid	be	Processing Time	Person Responsible	



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. 1.8 Releases	None	5 days	AGMO/GM
Memorandum/ Letter	None None	1 day 31 days (working days)	CSD/OPR



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

Office/Division:		Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO), Legal Services Department (LSD)/ Port Operation Services Department (POSD)			
Classification:		Highly Technical			
Type of Transaction:		G2B - Government to Bus G2G - Government to Gov			
Who may avail:		Concerned company or Pl	MO		
CHECKLIST OF REQUIRE	MENT	rs	WHERE TO	O SECURE	
Request from the P	МО о	r Port User;			
Port rules and regulatio clarified;	n bein	g requested to be	PMO, Port website/File	User or PPA es	
3. Other pertinent data, e.g receipts, bill of lading, Doc					
Client Steps	Agen	cy Action	Fees to	Processing	
1 2010			be None		Responsible
PMO or Port User submits request for clarification to Operations Office/CSD.	to th re	1.1 PMO evaluates and submits to Operations Office/CSD the comments and recommendation on the matter.		5 days	Port Management Office
	а	 1.2 Receives/logs and acknowledges receipt and evaluates. 		2 days	CSD OPR/PPD OPR
	d	efers to other offices or epartments, e.g. LSD, OSD, PMO.	None	5 days	CSD-PPD OPR/CSD Manager/LSD/POSD
	а	repares complete staff work nd submits to CSD Manager or Review and correction.	None	5 days	CSD-PPD OPR
	s to	deviews/corrects complete taff work and recommends to the approval of the AGM or Operations/ General danager.	None	1 day	CSD-PPD OPR /CSDManager
	1.6 Approve/Disapproved recommendation		None	1 day	AGMO/GM
		eleases memorandum or etter	None	1 day	CSD OPR
		TOTAL:	None	20 days (working days	



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

Office/Division:	PPD)/ Port Manag	Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)/ Legal Services Department (LSD)/ Port Operation Services Department (POSD)					
Classification:	Highly Technical	Highly Technical					
Type of Transaction:	G2B - Governmer	nt to Business					
Who may avail:	Concerned compa	any or PMO					
CHECKLIST OF REQUIR	EMENTS	WHERE T	O SECURE				
Letter request of the prefund addressed to the		PMO/Con	signee/Shipping L	ine			
PMO endorsement wire and details of amount for a second control or contr							
Computation Sheet stam "verified correct and rem	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			ine			
4. Other documents a. Wharfage/Storag PEZA/BOI certificat shipping manifest, o cargoes handled, e b. Dockage/VTMS of Vessel, Prelimina Anchorage Report,	certification of actual tc. refund: Notice of Arrival ary/Final Dockage and Contract of Agency or ipal and local ship ager	egistration, ation of actual Notice of Arrival al Dockage and act of Agency or d local ship agent,					
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible			



1. Port User files request for	1.1 PMO evaluates request and	None	5 days	PMO PM
refund at the PMO concerned.	endorses the same to Operations Office together with comments and recommendation with complete documents.			
	1.2 Receives/logs and disseminate the request.	None	1 day	CSD OPR
	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 completestaff work for review	None	1 day	Secretary/CSD Department Manager
	and correction of the CSD Manager		1 day	CSD-PPD Manager
	and GGD manager		1 day	CSD-PPD Section Chief
			5 days	PPD-OPR
			2 days	CSD-PPD Section Chief
			5 days	CSD-PPD Manager
	1.6 Recommends approval to the AGM for Operations or the General Manager	None	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
	TOTAL:	None	35 days (working days)	

Request for Refund of Port Charges, PPA Gov't. Share on Cargo Handling Charges qualified for multistage 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.

Office/Division:	Commercial Services Department-Port Pricing Division /Port Management Office concerned/ Office of the Corporate Board Secretary					
Classification:	Highly Technical					
Type of Transaction:	G2B-Government to Bu	siness				
Who may avail:	Private Service Provide Cargo Handlers, Shippii			erators,		
CHECKLIST OF REQUIREM	ENTS	WHERE TO	SECURE			
1. 3 copies of Sworn Filing 4, Sections 7 and 8 of t 2019		Proponent	or applicant			
2. Eligibility Requirements a Rule 5, Section 11 of th 2019		Proponent	or applicant			
Disposition Form as pres 6, Section 14 of the PP		Commercial Services Department				
4. Following requirements 7, Sections 15 & 17 of 2019						
 Special Order creating Panel; Notice of Public Heat Minutes of Public Heat Sheet; Draft Report 	aring;	Office of the Corporate Board Secretary (OCBS) Port Management Office Port Management Office Port Management Office				
5. Following requirements a Rule 7, Section 23 of th 2019						
Reply of the propon comments	 Summary of Position Papers with the Reply of the proponent and PMO comments Publication of the new tariff or rate 		Port Users/Attendees Port Management Office Commercial Services Department			
Client Steps A	gency Action	Fees to be paid	Processing Time	Person Responsible		



Submission of request with complete documentary requirements for	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
new rate or rate adjustment	1.2 Endorses the request to CSD. CSD shall validate, evaluate, prepares CSW/ disposition paper and endorse the application to OCBS.	None	3 days	CSD Manager/Port Pricing Division (PPD)
	Return of application (add'l 5 working days)			
	1.3 OCBS shall within two (2) working days prepare the PPA SO creating the	None	5 days	Corporate Board Secretary (CBS)
	Hearing Panel for the conduct of Public Hearing to be signed by the GM.	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	
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



	TOTAL:	None	84 days (working days)	
	the concerned PMO			
	 (OMC) for signature of the AGMO. New tariff attached to the OMC for dissemination to 			
	publication of the MC • EB/Operations Memorandum Circular			
	 (MC) for approval of the GM thru the AGMO. Memorandum for the ASD requesting for the 			
	 3.6 CSD prepares the following: Executive Brief Memorandum Circular 	None	1 day	CSD-PPD OPR
	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
	3.4 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
	3.3 Draft Report to the PPA Board TWG coursed through the OCBS after the public hearing.	None	10 days	PMO Authorized Representative
working days.	 Minutes of the Public Hearing Attendance Sheet Survey Forms Summary of Position Paper Comments of the PMO. 			
the participants in writing copy furnished the concerned PMC within three (3)	reply to the participants. 3.2 The PMO, as part of its Secretariat functions shall submit the ff:	None	33 days	PMO Authorized Representative
3. The proponent shall reply to	3.1 The PMO shall wait for the copy of the proponent's	None	3 days	PMO Authorized Representative



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

Office/Division:		Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)					ision (CSD-PPD)/
Classification:		Highly Technical					
Type of Transactio	n:	G2B - Government	to E	Business			
Who may avail:		Concerned compar	ncerned company or PMO				
CHECKLIST OF RE	QUIR	EMENTS		WHERE			
 Letter request for adoption of CH Tariff including justification and recommendation based on the parameters of OMO No. 01-2016 for the following ports: For Ports with Authorized CHO and Prescribed Rates but Some Tariff Items are not existing; For Ports where CH services are subject for Bidding and where there is no Prescribed or Authorized CH Tariff Schedule. 			t	Cargo Handling Operator (CHO)/Port Management Office (PMO)			
Client Steps	4	Agency Action	Fe	es to be	Proces Tin		Person Responsible
1. Cargo Handling Operator files request for adoption of cargo handling or other related charges to the PMO with justification.	required to C CSE 1.2 I the Coo	Submits the lest for adoption of tariff including fication and mmendation ed the parameters DAGMO, attention D. Reviews/ evaluates proposal. rdinates with ED relative to the		None None	4 d		PMO PM CSD-PPD OPR
	CHC PPA 1.3 reco	D's contract with	None 1 day				CSD Department Manager
		Approves/ approves the posal		None	1 c	lay	AGMO
	1.5 If approved, forwards the approval to the PMO for public hearing			None	1 c	lay	CSD Department Manager
		Presents the posal in a public		None	1 c	lay	PMO Authorized Representative

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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	РМО
1.11 Validates the published rates and forwards to PMO the final CH tariff	None	1 day	CSD
TOTAL:	None	20 days (working days)	



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.

Off	Real Estate Mar			ervices Department- anagement Division (CSD-REMD) / Port Office-Port Services Division (PMO-PSD)/Legal rtment		
Cla	assification:		Highly Technica	ıl		
Ту	Type of Transaction: G2B – Governm G2C – Governm					
Who may avail: Port service pro or part of a lo			ring not more rtnership/ corp Philippine laws vider/s indire cal economic	than 20sq.m.) co porate entity duly s ctly supports mar	itime/port operations as ticketing offices,	
СН	ECKLIST OF RE	QUIREME	NTS	WHERE TO	SECURE	
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			Specialist C		ent and Marketing osite (Downloadable
2.	Duly notarized Omnibus Undertaking (Sworn Affidavit)			PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)		
3.	3. Licenses, Accreditation or additional permits specifically required for the business operations of the proponent			Applicant		
4.	Vicinity/Location	•		Applicant		
5.	Secretary's Certain (for corporation)		n/cooperative)	Applicant		
6.	Authorization Le			Applicant		
Cli	Client Steps Agency Action		Fees to be paid	Processing Time	Person Responsible	
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	new a STL of period receip docur requii on its PLUS detern and d propo facility	evaluates all applications for over a minimum of 3 days from ot of complete mentary rements based approved 5, the mined needs lemands for the osed service or y-used and the cial 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
Applicant/Autho rized Representative	2.1 AGMO countersigns the lease contract	NONE	Three (3) days	AGMO
signs and submits lease contract together with	2.2 CSD transmits the duly signed Lease Contract to PMO	NONE	One (1) day	CSD
annexes	2.3 PMO coordinates with lessee for the notarization of the duly signed LC	NONE	One (1) day	РМО
	TOTAL:	Filing Fee Php 2, 0000.00 + VAT	Twenty-Five (25) days (working days)	



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.

Office/Division: Classification: Highly Technical G2B – Government to Business G2C – Government to Citizen Must be a Filipino citizens of lawful age/sole proprietor (for area to be leased covering not more than 20sq.m.) company/corporation: Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws. Partnerships duly organized under the laws of the Philippines, an 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.			
Type of Transaction: G2B – Government to Business G2C – Government to Citizen 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. 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			
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. Partnerships duly organized under the laws of the Philippines, an of which at least sixty percent (60%) of the capital contribution belongs to citizens of the Philippines and the general partner must			
be leased covering not more than 20sq.m.) company/corporation: Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws. Partnerships duly organized under the laws of the Philippines, an of which at least sixty percent (60%) of the capital contribution belongs to citizens of the Philippines and the general partner mus			
· ·			
Who may avail: Corporation duly organized under the laws of the Philippines, of which at least sixty percent (60%) of the outstanding cabelongs to citizens of the Philippines.			
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 Philipping Consulate in the Place of Incorporation, whichever is applicable.			
Prospective lessee is an existing authorized port operator.			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
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)			
Duly Notarized Omnibus Undertaking (sworn affidavit) PPA website (downloadable forms)			
Secretary's Certificate (for Corporation/ partnership/ cooperative/ corporate entity) Lessee/Applicant			
4. Authorization Letter signed by sole proprietor (for single proprietor) Lessee/Applicant			



5.	Legal Requirements	Lessee/Applicant
	a. Certified true copy of SEC/ DTI/ CDA registration, whichever is applicable	
	b. Licenses, Accreditation or additional permits required for the business operations of the proponent	
6.	Financial Requirements a. Proof of Financial Capability of lessee for the business	Lessee/Applicant
	 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 	
	c. Summary of projected income, cost and earnings for the first five years of the operation of the proposed project.	
7.	Technical Requirement	Lessee/Applicant
	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)	
	b. Architectural Plan/ Land Use Plan	
	c. Proof of expertise in conducting the proposed business	
	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	
	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	
For	Renewal: (Additional Requirements)	
8.	Legal Requirements	
	a. Proof of compliance in payment of Taxes due to the government.	LGU concerned
	b. Tax Clearance from the BIR that the Applicant has no outstanding tax obligation with the government.	BIR



9. Others

a. PMO Certificate of No Outstanding Account from Finance Office, unless records show otherwise,

PMO Finance Division

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.

PMO concerned

MEDIUM-TERM LEASE (MORE THAN 1 YEAR UP TO 5 YEARS) (THRU PUBLICATION)

MEDIOW TERM	LEASE (MORE THAN T	TEAR OF 10 5	TEARO) (TIRO	I OBLIGATION,
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/applicatio	1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
n for medium term lease with complete documents and	1.2 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022		PMO Finance Division
pays non- refundable filing fee upon receipt of complete documentary requirements		Medium- Term: Php 6,000.00		
roquiiomo	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 complete documents from PMO	None	10 days	CSD
	1.5 AGMO endorses and recommends approval/signing of transmittal of Notice to Lease Ad to GM	None	2 days	AGMO
		None	3 days	GM



			T	T	-
	cant shes Notice ase Ad thru	 1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO 1.7 CSD transmits the Notice to Lease Ad copy to PMO 1.8 PM signs Notice to Lease Ad copy 	None None	1 day 1 day 7 days	CSD PM Applicant/Lessee
local	newspaper culation				
		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



		TOTAL:	Filing Fee Php 6, 0000.00 + VAT	Fifty-Four (54) days (working days)	
		lease contract 3.2 CSD transmits the duly signed Lease Contract to PMO for notarization	None	1 day	CSD
3.	Applicant/ lessee signs and submits lease contract with annexes.	3.1 AGMO countersigns	None	3 days	Applicant/Lessee

LONG-TERM LEASE (MORE THAN 5 YEARS UP TO 10 YEARS)(THRU PUBLICATION)

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Lessee/ applicant/ proponent submits to the PMO the letter of intent/applicatio	1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
n for long term lease with complete documents and pays non- refundable filing fee upon receipt of complete documentary requirements	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



	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	
Applicant publishes Notice to Lease Ad thru local newspaper			7 days	
or circulation	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	None	10 days	CSD
	the AGMO.			



			I	
	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. Applicant/ lessee signs and submits lease contract with annexes.				
	3.1 GM countersigns lease contract		3 days	
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization		1 day	
	TOTAL:	Filing Fee	Fifty-Seven	
		Php 10, 0000.00 + VAT	(57) days (working days)	
LONG-1	TERM LEASE (MORE TH	IAN 10 YEARS)		TION)
Client Steps	Agency Action	Fees to be	Processing	Person
1. Lessee/	1.0 PMO BDMO	paid None	Time	Responsible PMO-BDMO/
applicant/ proponent submits to the PMO the letter of intent/applicatio	acknowledges receipt and validates the completeness of documents.	INOTIE	3 days	Authorized Representative
n for long term lease with complete documents and	1.1 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022		PMO Finance Division
pays non- refundable filing fee upon receipt		Php 10,000.00		
of complete		(exclusive of		
documentary requirements		VAT)		
		None	5 days	Port Manager

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	1.2 Dort Manager	1	Ι	
	1.2 Port Manager			
	recommends whether lease			
	proposal will			
	undergo public			
	bidding or			
	publication			
	requirement to AGMO thru CSD			
	AGWO thu CSD	None	10 days	CSD
	1.3 CSD evaluates	None	10 days	CSD
	the lease proposal			
	within 10 days upon receipt of			
	complete			
	documents from			
	PMO			
	I WIO	None	2 days	AGMO
	1.4 AGMO endorses	INOLIG	∠ uays	AOIVIO
	and recommends			
	approval/signing			
	of the Memo			
	transmitting the			
	Notice to Lease			
	Ad to GM			
	7.0.000	None		GM
	1.5 GM endorses/			3
	recommends to			
	PPA Board the			
	lease application			
	точес аррисанен			
		None		PPA Board
	1.6 PPA Board			
	approves/disappro			
	ves 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/propos			
	al			
		None	1 day	CSD
	1.8 If favorably			
	considered, CSD			
	transmits the			
	Notice to Lease			514
	Ad copy to PM	None	1 day	PM
	4.0 DM signs Nedice			
	1.9 PM signs Notice			
2 Applicant	to Lease Ad copy		7 do::-	Applicant/Lagge
2. Applicant			7 days	Applicant/Lessee
publishes Notice to Lease Ad thru				
local newspaper or circulation				
or circulation				
Î.	i .	I	l	



	1	1	I	I
		None		
	2.1 Waiting period for Counter Proposal	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. 2.5 AGMO endorses and recommends signing of transmittal by the	None	3 days	AGMO
	GM 2.6 GM signs transmittal letter informing that lease application	None	3 days	GM
	has been favorably considered 2.7 CSD transmits	None	1 day	CSD
3. Applicant/ lessee signs and submits lease contract with annexes.	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
TOTAL:	Filing Fee Php 10, 0000.00 + VAT	Fifty-Four (54) days (working days)	



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).

Office/Division:	Port Managemer	nt Offices / H	lead Office			
Classification:	Simple	Simple				
Type of Transaction:	G2G - Governme	G2G - Government to Government				
Who may avail:	Payees that have	e collectibles	s or claims fron	n PPA		
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SE	CURE		
Duly filled out Vendo Form (VRF)	or Registration	Downloada	able from the P	PA website		
Valid Identification (picture and signatur		To be prov	ided by client			
3. Valid Official Receip	ot	To be prov	ided by client			
4. Valid authorization of		To be prov	ided by client			
of Attorney (SPA) if		_		_		
Client Steps	Agency Action	Fees to	Processing	Person		
4 0" - 1 1	4 1/2 25 2 25	be paid	Time	Responsible		
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		
signs acknowledgment portion of voucher and log book. * In any case face to face transaction cannot be implemented,	2. Releases check request Claimant sign the acknowledgem ent 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.			
	TOTAL:	None	9 mins.	



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.

Office/Division:	CCS-OGM					
Classification:	Simple					
Type of Transaction:	G2C – Government to Client					
Who may avail:	Media, passengers, jo	b applica	ınts, port stal	keholders		
CHECKLIST OF RI	EQUIREMENTS	W	HERE TO SI	ECURE		
Text / Phone Call / Emai	ext / Phone Call / Email / Client					
Letter (original copy)		Client				
Authority to represent fir	m	Client				
Client Steps	Agency Action		Processing			
•	,	be paid	Time	Responsible		
1. Send a text/email	1. Agency	None	10 mins	CCS social		
or call CCS for	evaluates and			media		
common inquiries	determine proper			administrator		
like vessel calls,	response to the			or any staff		
career openings,	query.					
minor concerns.						
	TOTAL:	None	10 mins			



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.

Office/Division:	CCS-OGM				
Classification:	Complex				
Type of Transaction:	G2C – Government to Client G2G – Government to Government G2B – Government to Business				
IVVNO may avail.	Media, government in engineering students/		-	takeholders,	
CHECKLIST OF R	EQUIREMENTS	W	HERE TO S	ECURE	
Text / Phone Call / Emai	1/	Client			
Letter (original copy)		Client			
Authority to represent fire	m	Applican	t		
Client Steps	Agency Action	Fees to	Processing	Person	
Chefit Steps	Agency Action	be paid	Time	Responsible	
1. Send a text/email/Letter or call CCS for technical / operational concer ns like cargo- handling process, engineering designs, among others.	1.1 Agency evaluates and determine proper response to the query.1.2 Writes response to query1.3 Concerned RC to	None None None	7 days	CCS Acting PRO V CCS Acting PRO V Concerned RC	
outers.	approve response crafted			(depending on query)	
	TOTAL:	None	7 days (working days)		



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.

Office/Division:	Internal Security Affa	irs Staff			
Classification:	Simple	Simple			
Type of Transaction	Type of Transaction: G2G – Government of G2C – Government of G2C – Government of G2C – Government of G2C – G00 – G				
Who may avail:	Concerned Departme	ent/ Person	nel of PPA/P	rivate	
CHECKLIST OF	REQUIREMENTS	WH	IERE TO SE	CURE	
Memo Request (origi	nal copy)	ISAS			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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	
	TOTAL:	None	34 mins		



LEGAL SERVICES DEPARTMENT (LSD) Internal Services



1. Processing of Clearances/ Certificates of No Pending Case

Processing of requested clearances / certificates

Office/Divisions	Legal Services Departs	nent - Investi	nation & Litina	Legal Services. Department - Investigation & Litigation Division			
Office/Division:	-						
Classification:	Simple						
Type of	G2C	G2C					
Transaction:							
Who may avail:	PPA Employees						
CHECKLIST O	F REQUIREMENTS	W	HERE TO SE	CURE			
Request for Certificat (1 – original copy)	e of No Pending Case	HRMD – Pe	ersonnel Divisi	on			
Client Steps	Agency Action	Fees to	Processing	Person			
		be paid	Time	Responsible			
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	None	1 day	LSD Manager			

signature.



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



2. Legal Opinions/ Comments

Requests for Legal Opinions / Comments from different PMOs and RCs

Office/Division:	Legal Services Departme Regulatory and Documer		on	
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	PPA Responsibility Center	ers (HO Dep	artment/PMOs)
CHECKLIST C	F REQUIREMENTS	W	HERE TO SE	CURE
Letter/memo request	(1 – original copy)	Requesting Responsibility Center		
Client Steps	Agency Action	Fees to Processing		Person
		be paid	Time	Responsible
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



T			1
1.3 Forwards the request to the lawyer (Atty. IV or Atty. III) who will be assigned to handle/ evaluate the request.	None	4 hrs	Researcher Analyst/ LSD Staff Atty. IV or
1.4 The handling lawyer evaluates the legal issue raised based on the factual background and/or the relevant documents.	None	2 days	Atty. III
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.			
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.	None	10 days	Atty. IV or Atty. III
1.6 The Div. Manager together with the Attys. IV or III will have an informal meeting to determine	None	6 days	Div. Mgr. (Atty. V) and Atty. IV or Atty. III



precision in the evaluation of facts and/or relevant documents, the legal issue presented and the corresponding opinion.

If there are some corrections or comments, the draft shall be returned to the Atty. IV or III for revisions.

After such revision, the Atty. IV or III submits the draft to Div. Manager

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.

If upon finding that the revised draft is proper, Department the Manager directs the printing of its final copy. Otherwise, if the Department Manager wants to have some clarifications or have some comments on revised draft the opinion, he/she will call for an informal meeting with the Atty.



IV or III, and Div. Manager or ask for further revision of the revised draft.

If the revised draft is for further revision, the same will be returned to the Attorney IV or Attorney III for further revision. Afterwards. will the same be presented, if upon finding that the revised draft is proper, the Department Manager directs the printing of the opinion in its final version.

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 signed by the Department Manager.

The Clerk Processor shall indicate the serial number of the legal opinion on its original and file copy, have it



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.			
TOTAL:	•	20 days (working days)	



3. Review of Contracts

Requests for Review of Contracts from different PMOs and RCs

	Legal Comissa Department /					
Of	fice/Division:	Legal Services. Department A Regulatory and Documentati				
CI	assification:	Highly Technical				
_	pe of ansaction:	G2G				
W	ho may avail:	PPA Responsibility Centers (HO Department/PMOs)				
	CHECKLIS ⁻	FOF REQUIREMENTS	V	CURE		
1.	Letter request fo copy)	r review of contract (1 – original	Responsib	ility Center Co	ncerned	
2.	Checklist of Con under Section 37	tract Documents as required 7.2.3 of the Revised IRR of contract is for goods and otocopy)	Responsibility Center Concerned			
3.	under Section 3	tract Documents as required 7.2.3 of the Revised IRR of e contract is an infrastructure ootocopy)	Contract documents based on the 2016 Revised IRR of R.A. 9184			
4.	contract is for supplemental ag	cumentary Requirements if the goods and services, and a greement is to be executed for he contract duration. (1 –	Responsib	ility Center Co	ncerned	
5.	Checklist of Doc contract is for supplemental ag	cumentary Requirements if the goods and services, and a greement is to be executed is f contract rate/consideration. (1	a sis			
6. Checklist of Documentary Requirements if the contract is for goods and services, and a supplemental agreement is to be executed is for assignment of additional Janitor, Technical or Administrative Support, or Security Guard. (1 – photocopy)				ncerned		
7.	Lease contracts	Lease contracts and other contracts End-User				
	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	



1. The PMO or RC forwards a request for review of contract to	1.1 The Clerk Processor receives the request for review of contract/ agreement and records it as an incoming document	None	1 day and 4 hrs	RC Staff
LSD.	for the Department, afterwards, he/she transmits the same to the Secretary who in turn shall log the document/ request in the LSD Tracer Log.			
	With instructions from the Dept. Manager, the contract/agreement is then forwarded to the Researcher Analyst of RDD and the document/ request will be logged in the logbook and forwards it to the Div. Manager.			Secretary/ Researcher Analyst of Regulatory Documentation Division (RDD)
	1.2 The Div. Manager forwards the contract/ agreement to the lawyer (Atty. IV or Atty. III) and staff who will be assigned to handle/ evaluate the same.	None	4 hrs	Div. Manager (Atty. V))
	1.3 By instructions from the assigned Atty. IV or Atty. III, the Researcher Analyst shall check the completeness of the contract documents using the documentary requirement list.	None	4 hrs	Researcher Analyst/ LSD Staff
	1.4 If found in order, forwards the contract/agreement	None	4 hrs	Researcher Analyst/ LSD Staff



1.6 The Executive Brief or Memorandum as well as	None	3 days	LSD Staff/ Atty. IV or
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.			
1.5 Reviews the provisions of the contract/ agreement vis-à-vis the contract documents.	None	9 days	Atty. IV or Atty. III
including the contract documents to the assigned Atty. IV or III If not, the Memorandum for Contract Documents shall be transmitted to the responsibility center concerned for them to complete the required documents			



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			Atty. III
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.	None	3 days	Div. Manager (Atty. V).
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.	None	1 day	Div Manager (Atty. V)
If applicable, the contract/agreement shall be printed in four (4) copies with the contract documents and presented with the Executive Brief or			Department Manager



Memorandum.			
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.			
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.			Department Manager / Div. Manager (Atty. V), Atty. IV or Atty. III
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.	None	1 day	LSD Staff



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.	
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	
Upon the approval of the transmittal Memorandum by the Department Manager. The signed contract / agreement in four (4) copies with the contract documents	
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.	



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.

Office/Division: Corpo			Corporate Plannir	ng Departn	nent (CPD)			
	Classification:		Simple					
	Type of Transac	tion:	G2G – Governme	ent to Gove	ernment			
	Who may avail:		Government Ager	ncies and I	Instrumentalitie	 9S		
	CHECKLIST C	F RE	QUIREMENTS	V	WHERE TO SE	CURE		
Official/Transmittal lette			r or E-mail (1 –	To be pro	To be provided by the Client Fees to Processing Person be paid Time Responsible			
	original/photocopy	y)		·	-			
	Client Steps	A	gency Action		_	Person Responsible		
	1. Send the official letter via courier and/or email at corplan@ppa.	1.1 Receive and acknowledge the receipt of the letter or email request. 1.2 Evaluate and clarify the request if data are readily available in the repository file or PPA website.		None	10 mins	Secretary, CPD		
	com.ph			None	3 hrs	Statistician, CPD		
	h s tl a		Provide a ralkthrough on ow to access the ratistical data, if he data needed re already vailable on the PA website.	None	30 mins	Statistician, CPD		
		r c r	Process data if the equest covers only the Annual nationwide summary totals	None	2 days	Statistician, CPD		



	TOTAL:	None	3 days (working days)	
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
	(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
	(1978 to present) and quarterly nationwide summary totals			



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.

Office/Division:	Corporate Planning Department (CPD)				
Classification: Complex					
Type of Transac	tion:	G2G – Governme	nt to Gove	ernment	
Who may avail:	Government Agencies and Instrumentalities			es	
	_	QUIREMENTS	V	WHERE TO SE	CURE
Official/Transmittal original/photocopy		(1 –	To be provided by the Client Fees to Processing Person Beggnerable		
Client Steps	A	gency Action	Fees to be paid	Processing Time	Person Responsible
Send the official letter via courier and/or email at	 1.1 Receive and acknowledge the receipt of the letter or email request. 1.2 Evaluate and clarify the request if data are readily available in the repository file or PPA website. 1.3 Provide a walkthrough on how to access the statistical data, if the data needed are already available on the PPA website. 		None	10 mins	Secretary, CPD
corplan@ppa. com.ph.			None	3 hrs	Statistician, CPD
			None	30 mins	Statistician, CPD
	re (a) cu aı	rocess data if the equest requires: stomized data for nual port ratistics by	None	6 days	Statistician, CPD



	PMO/Port with maximum of 5- Year data; and/or (b) Port Traffic Statistics (PTS) with maximum of 3-Year data.			
	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
	TOTAL:	None	7 days (working days)	



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.

Office/Division:		Corporate Planning Department (CPD)				
Classification:		Complex				
Type of Transac	tion:	G2G – Governme	ent to Gove	ernment		
Who may avail:	Who may avail: Government Ager		encies and Instrumentalities			
CHECKLIST C	F RE	QUIREMENTS	WHERE TO SECURE			
Official/Transmitta original/photocopy	ttal Letter or E-mail (1 – To be prov			ovided by the Client		
Client Steps	Agency Action		Fees to be paid	Processing Time	Person Responsible	
1. Send the official letter via courier and/or email at	a re	Receive and cknowledge the eceipt of the letter remail request.	None	10 mins	Secretary, CPD	
corplan@ppa. com.ph.	i a r	Evaluate and clarify the request of data are readily evailable in the epository file or PPA website.	None	3 hrs	Statistician, CPD	
	t a	Provide a valkthrough on now to access the statistical data, if he data needed are already available on the PPA website.	None	30 mins	Statistician, CPD	
	r (a) c v r	Process data if the equest requires: ustomized data with specific equirements such as Port	None	19 days	Statistician, CPD	





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.

Office/Division:	Information and Communic	cation Technology Department (ICTD)		
Classification:	Simple			
Type of Transaction:	G2C – Government to Citiz G2G – Government to Gov G2B – Government to Bus	/ernment		
Who may avail:	Responsibility Centers / Po Management Offices/ Port	ort Management Offices/ Terminal Stakeholder		
CHECKLIST OF REQU	=	WHERE TO	SECURE	
1.Customer Registrat (Original/ PDF/ Scan	ion Form (CRF) – 1 copy ned copy)	PPA Website (Downloadable form)		
2. BIR Form 2303 – 1 (Photocopy/ Scanne		Bureau of Internal Revenue (BIR)		
3. Official Receipt (if r (Original/ Photocopy	necessary) – 1 copy / Scanned Copy)	Customer Business Official receipt		
4. Request for System update) (Photocopy/ Scanne	n Update – 1 copy (for d copy / Screenshot)	PPA Websit	e (Downloadak	ole form)
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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.	None	20 mins	Application Support Team
	Verifies the registered debtor in the system.			

PHILIPPINE PORTS AUTHORITY

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

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

Assumption:



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.

Office/Division:	Information and Communicati	ion Technolo	ogy Departmen	it (ICTD)
Classification:	Simple			
Type of	G2G – Government to Govern			
Transaction:	G2B – Government to Busine	SS		
	Responsibility Centers/ Port N		t Offices/ Term	inal
Who may avail:	Management Offices/ Port Sta	akeholders		
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
	on Form (VRF) – 1 copy	PPA Webs	ite (Downloada	able form)
(Original/ PDF/ Sca		Duranu of Internal Davanus (DID)		
2. BIR Form 2303 – 1	i copy ed copy / Screenshot)	Bureau of Internal Revenue (BIR)		
3. Official Receipt –		Customer	Business Offic	ial receipt
	y/Scanned copy/ Screenshot)	Guotomor	240000 00	.a. 1000.p.:
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
4 = 11 /				1075
1. Transmits/ submits	1.1 Acknowledges receipt of complete documents.	None	15 mins	ICTD- Helpdesk
Documentary	Complete documents.			rieipuesk
requirements.	Performs initial validation of			
	the request and			
	accompanying documents.			
	Logs the RSU as USR in HITS*			
	1.2 Verifies the submitted documents.	None	20 mins	Application Support Team
	Registers/set up the corresponding record in the PPA System.			ream
	1.3 Informs the user of successful changes/updates in the Oracle System.	None	15 mins	ICTD- Helpdesk
	Validates/Verifies with the user the completion of the request.			
TOTAL:		None	50 mins	

a. Complete documentary requirement submitted.

Assumption: b. Working PPA Application System.

c. 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

O.C. 1D	Information and Communicat	ion Technol	nav Denartmen	ot (ICTD)	
Office/Division:		ion recimon	bgy Departmen	it (ICTD)	
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizer G2G – Government to Gover G2B – Government to Busine	nment			
Who may avail:		Responsibility Centers / Port Management Offices/ Terminal Management Offices/ Port Stakeholder			
CHECKLIST OF REC	UIREMENTS WHERE TO SECURE				
BIR 2303 – 1 copy (Photocopy/ Scanned		Bureau of Internal Revenue (BIR)			
PPA ID (for PPA user (Original/ Photocopy/	Scanned copy)	Applicant			
UAR (for PPA user) – (Original/ PDF/ Scann	ned copy)		site (Downloada	,	
Request for System (Original/ PDF/ Scann	Update (RSU) – 1 copy ned copy)	PPA Webs	site (Downloada	able form)	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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	
TOTAL:		None	50 mins		

a. Complete documentary requirement submitted.

Assumption: b. Working PPA Application System

c. Stable Network Connection



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.

Office/Division:	Information and Communic	cation Technolo	ogy Departmen	t (ICTD)
Classification:	Simple			
Type of Transaction:	G2C – Government to Citiz G2B – Government to Bus			
Who may avail:	Port Stakeholder	111055		
CHECKLIST OF REQ		WHERE TO	SECURE	
1. OPCE USER ACCO (Original/ PDF/ Scar	OUNT FORM - 1 copy		(Downloadable	e form)
	f Registration or Registration - 1 copy ed copy / Screenshot)	Philippine Economic Zone Authority (PEZA) / Board of Investments (BOI)		
3. BIR 2303 -1 copy	ed copy / Screenshot)	Bureau of Into	ernal Revenue	(BIR)
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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
TOTAL:		None	1 hour	

a. Complete documentary requirement submitted

b. Working PPA Application System

Assumption: c. Stable Network Connection

d. Regular Working Days



5. Data Center Access Request

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

Office/Division:	Information and Communic	cation Techno	ology Departme	ent (ICTD)	
Classification:	Simple				
Type of	G2B – Government to Bus	iness			
Transaction:	Contino Drovidor/Cumplior	Sarvice Provider/Supplier			
Who may avail:	Service Provider/Supplier	WHERE TO	SECURE		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			
1. QR Code for log in		ICTD Office			
2. Data Center Acces (Original/ PDF/ Sca	s Form (DCAF) -1 copy nned copy)	PPA Website (Downloadable form)			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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	None	15 mins	ICTD Technical	
	the user the completion of the request.				
TOTAL:		None	30 mins		

Assumption: a. Complete documentary requirement submitted.

b. Presentation of proper identification.



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.

Office/Division:	Information and Communica	ation Techr	nology Departm	nent (ICTD)	
Classification:	Simple		37 1	,	
Type of	G2G – Government to Gove	ernment			
Transaction:					
Who may avail:	Port Management Offices/ 1			ices	
CHECKLIST OF REC	QUIREMENTS	WHERE	TO SECURE		
A. Domestic Vessel					
	n Sheet (VIS) – 1 copy	PPA Web	osite (Download	dable form)	
(Original/ PDF/ Sca		NA - vitina -	la alvatan Avitla a	with a (NAA DINIA)	
2. Marina Certificate	ed copy / Screenshot)	Maritime	Industry Autho	ority (MARINA)	
	B. Foreign Vessel				
	n Sheet (VIS) - 1 copy.	PPA Web	site (Download	dable form)	
(Original/ PDF/ Sc		, . , . ,	one (Dominea)	addie renny	
2. International Tonr	nage Certificate (ITC) – 1			ent of Vessel's	
copy (Photocopy/ Sca	nned copy / Screenshot)		egistry (membe		
		(IMO)	onal Maritime C	rganization	
		(IIVIO)			
Client Steps	Agency Action	Fees to	Processing	Person	
	, ,	be paid	Time	Responsible	
1. Transmits/	1.1 Acknowledges receipt	None	50 mins	ICTD-Helpdesk	
submits	of complete documents.				
Documentary	Dorforms initial validation				
requirements.	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.				
	M-11-1-4 A / 16 14 4				
	Validates/Verifies with the				
	user the completion of the request and closes ticket				
	raised in HITS.				
TOTAL:	,	None	50 mins		

Assumption:

- a. Complete documentary requirement submitted.
- b. Working PPA Application System.
- c. 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).

Office/Division:	Information and Communic	Information and Communication Technology Department (ICTD)			
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	Responsibility Centers/ Port Management Offices/ Terminal Management Offices				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
	quest for System Update (RSU) – 1 copy iginal/ PDF/ Scanned copy)		y PPA Website (Downloadable form)		
(Original/ PDF/ Sca			ite (Download)	able ioiiii)	
(Original/ PDF/ Sca 2. User Account Req	nned copy)		ite (Downloada	,	
· · ·	nned copy) uest Form (UAR) – 1		`	, 	

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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	None	20 mins	ICTD- Helpdesk
	in HITS* 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
TOTAL:	l	None	1 hour	

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

Assumption:

^{*}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.

Office/Division:	Information and Communication Technology Department (ICTD)				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government G2B – Government to Business				
Who may avail:	Responsibility Centers/ Po Management Offices/ Port			rminal	
CHECKLIST OF REQ	UIREMENTS	WHERE T	O SECURE		
1. Request for System (Original/ PDF/ Sca	m Update (RSU) – 1 copy nned copy)	PPA Website (Downloadable form)			
2. User Account Reg (Original/ PDF/ Sca	istration Form – 1 copy nned copy)	PPA Webs	ite (Downloada	able form)	
Client Steps	Agency Action	Fees to be paid Processing Person Responsible			
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* 1.2 Resets/changes password in specified	None	15 mins	ICTD- Helpdesk	
	PPA Application System. 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	Support Team ICTD- Helpdesk	
TOTAL:		None	40 mins		

a. Complete documentary requirement submitted.

Assumption: b. Working PPA Application System.

c. Stable Network Connection.



9. Helpdesk Technical Support - Simple

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

Office/Division:	Information and Communication Technology Department (ICTD)				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business				
Who may avail:	Responsibility Centers/Por Management Offices/Port	•		minal	
CHECKLIST OF REQ			O SECURE		
1. Incident Report – 1 (Original/ PDF/ Sca	• •	PPA Webs	PPA Website (Downloadable form)		
Request for System (Original/ PDF/ Scan		PPA Webs	ite (Downloada	able form)	
Client Steps	Agency Action	Fees to Processing Person Responsible			
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	
TOTAL:		None	1 hr. and 10 mins		

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.

Office/Division:	Information and Communication Technology Department (ICTD)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government G2B – Government to Business			
Who may avail:	Responsibility Centers /Port Management Offices/ Terminal Management Offices			
CHECKLIST OF REC			O SECURE	
Incident Report - 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. Request for Syste (Original/ PDF/ Sca	m Update – 1 copy	PPA Website (Downloadable form)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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 1.2a. For escalated issue from the second level support, retrieves the USR and review the report.	None	1 hr. and 10 mins. 10 mins	Second level (Application Support Team)
	analysis, investigation, and solution.		j	(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
TOTAL:		None	6 days and 2 hours (working days)	

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.

Office/Division:	Information and Communication Technology Department (ICTD)				
Classification:	Highly Technical				
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business				
Who may avail:	Responsibility Centers /Port Management Offices/ Terminal Management Offices / Port Stakeholder				
CHECKLIST OF REQ			VHERE TO SECURE		
Incident Report - 1 copy (Original/ PDF/ Scanned copy)			PPA Website (Downloadable form)		
2. Request for System (Original/ PDF/ Sca		PPA Web	osite (Downloada	able form)	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Transmits/ submits Documentary requirements.	1.1 Receives incident report/query by phone or email. Performs initial validation	None	35 mins	ICTD- Helpdesk	
	and investigation of the request and accompanying documents.				
	Logs the RSU as USR in HITS*				
	Provides the first level of support to Customer				
	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 rd Party)	
	1.2b. External Support Group investigates and provides solution.	None	*22 days	External Support Group (3 rd 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.	None	40 mins	ICTD- Helpdesk	
TOTAL:	Closes the USR	None	22 days and 2 hours (working days)		



Assumption:

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



12. Website Posting

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

Office/Division:	Information and Communication Technology Department (ICTD)				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	Responsibility Centers/ Port Management Offices/ Terminal Management Offices				
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			
Website Posting Re (Original/ PDF/ Sca		PPA Web	osite (Download	dable form)	
Client Steps	Agency Action	Fees to be paid Processing Person Responsible			
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	
TOTAL:		None	2 hours		

Assumption:

a. Complete documentary requirement submitted

b. Working PPA Application System

c. Stable Network Connection

d. Regular working days



13. Terminal Setup/Configuration of Additional Port/Terminal

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

Office/Division:	Information and Communication Technology Department (ICTD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Port Management Offices/ Terminal Management Offices			
CHECKLIST OF REQ	UIREMENTS	WHERE T	O SECURE	
Request for System Update (RSU) - 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
2. Port Code Templa (Original/ PDF/ Sca		PPA Webs	site (Downloada	able form)
Client Steps	Agency Action	Fees to Processing Person Responsible		
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
TOTAL:		None	2 hours	

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.

Office/Division:	Information and Communication Technology Department (ICTD)			
Classification:	Complex			
Type of Transaction: Who may avail:	G2G – Government to Government Responsibility Centers/ Port Management Offices/ Terminal			
CHECKLIST OF REC	Management Offices	WHERE	TO SECURE	
Request for Copy of Records (RCR) -1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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
TOTAL:		None	7 days (working days)	

Assumption:

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

Office/Division:	Information and Communication Technology Department (ICTD)				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	Responsibility Centers/ Por Management Offices			ninal	
CHECKLIST OF RE	QUIREMENTS	WHERE TO	O SECURE		
1. Domain/E-mail A Form - 1 copy (Original/ PDF/ So	ccount Request (DEAR) canned copy)	PPA Websi	te (Downloada	ble form)	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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.				
TOTAL:		None	50 mins		

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.

Office/Division:	Port Management Office		
Classification:	fication: Highly Technical		
Type of Transaction:	G2B-Governn	ment to Business	
Who may avail:	Port Service F transactions	Providers and those private entities with port	
CHECKLIST OF REQI	JIREMENTS	WHERE TO SECURE	
Type A: Port Terminal, Handling, Passenger T RoRo Services	erminal,		
Duly accomplished A	pplication	PPA website/ Business Development	
Form	oo Drofile	Marketing Specialist/ Officer (BDMS/O)	
2. Company and Busine (1- electronic copy)	ess Proffie	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- Applicants with Accreditation from other government agencies (1- electronic copy) 		Provided by Applicant	
 Certified True Copy of Incorporation/Partner laws for Corporations Partnership/ Incorpor cooperatives. (Not apapplicants with a valid accreditation, license franchise by other go agencies.) (1- electro Certified True Copy of Incorporation in the Incorporat	ship and By- /Articles of ation for oplicable for discretificate of discretificate and or granted a vernment onic copy) of the most	Provided by Applicant Provided by Applicant	
recent General Inforn		, , ,	



6.	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) Certified True Copy of the most	Provided by Applicant
	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)	
	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
	Copy of value-added tax or percentage tax return covering the immediately preceding year (1- electronic copy)	Provided by Applicant
	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)		
_	pe B: Port Ancillary Services	
1.	Duly accomplished Application	PPA website/ Business Development
	Form	Marketing Specialist/ Officer (BDMS/O)
2.	Company and Business Profile	Provided by Applicant
	(1- electronic copy)	Dravidad by Applicant
3.	Authenticated Certificate of	Provided by Applicant
	registration, Accreditation/	
	License/Eligibility /Franchise issued by	
	 DTI- Sole Proprietorship 	
	 SEC-Corporations/ Partnership 	
	 CDA- Cooperatives 	
	 License Eligibility/ Franchise- 	
	Applicants with Accreditation	
	from other government	
	agencies	
	(1- electronic copy)	
4.	Certified True Copy of the audited	Provided by Applicant
	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)	
5.	Certified true copy of the Bureau of	Provided by Applicant
	Internal Revenue Certificate of	
	Registration. (Not applicable for	
	applicants with a valid certificate of	
	accreditation, licensed or granted a	
	franchise by other government	
6	agencies) (1- electronic copy)	Provided by Applicant
6.	Duly accomplished and notarized Omnibus Sworn Statement	Provided by Applicant
	(1- electronic copy)	
7	Proof of Authorization (duly	Provided by Applicant
' '	notarized) CDA/SEC registered	
	Entities Secretary's Certificate	



	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	
Tv	groups. (1- electronic copy) pe C: Applicant that has been	
	credited/licensed/ granted	
	inchise by other government	
	encies	
	Duly accomplished Application	PPA website/ Business Development
	Form	Marketing Specialist/ Officer (BDMS/O)
2.	Company and Business Profile	Provided by Applicant
	(1- electronic copy)	
3.	Authenticated Certificate of	Provided by Applicant
	registration, Accreditation/	
	License/Eligibility /Franchise	
	issued by	
	 DTI- Sole Proprietorship 	
	 SEC- Corporations/Partnership 	
	 CDA- Cooperatives 	
	 License Eligibility/Franchise 	
	Applicants with Accreditation	
	from other government	
	agencies	
	(1- electronic copy)	
4.	Duly accomplished and notarized	Provided by Applicant
	Omnibus Sworn Statement	
Ļ	(1- electronic copy)	
5.	Proof of Authorization (duly	Provided by Applicant
	notarized) CDA/SEC registered	
	Entities Secretary's Certificate	
	Single Proprietorship Authorization	
6	Other decumentary requirements	Provided by Applicant
6.	Other documentary requirements a. Service Contract or	Provided by Applicant
	Authorization/Appointment	
	provided by shipping lines/	
	company to a shipping agent/	
	representative (emailed	
	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)
- 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.

	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1.	Performs client registration in the PPA E- Accreditation System	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.		1hour	
		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
3.6 Prints Executive Brief (EB) and PPA Accreditation Certificate.	1 day	Department
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



4. Secures duly signed PPA Accreditation Certificate	Accreditation to POSD for stamping of validity period/effectivity date. 3.12 Prepares transmittal memorandum of signed PPA Accreditation Certificate to PMO. 3.13 Updates inventories of PPA Accreditation. 4. Receives the PPA Accreditation Certificate from Head Office and instructs newly accredited service provider to claim the signed PPA		1 day	Port Operations & Services Department Port Management Office
	Accreditation Certificate.			
	TOTAL:	Accreditation fee + 12% VAT	13 days and 2 hours (working days)	

As per PPA Admin Order No. 14-2020, all applicants/grantees of **certificate of accreditation**, 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 **accreditation**, PTO, certificate of registration, appointment, or award of contract.



Accreditation schedule of fees (PPA MC 03-2019)

Amount	Services
₱ 10,000.00 + 12% VAT = ₱11,200.00	-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 = ₱ 3,360.00	-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.

Office/Division:	Port Managem	ent Office	
Classification:	Highly Technical		
Type of Transaction:	G2B – Govern	ment to Business	
Who may avail:	Transport Serv	vice Providers	
CHECKLIST OF REQ	JIREMENTS	WHERE TO SECURE	
Transport Service P	roviders		
Duly accomplished Form with Omnibu (1- electronic copy)	is Statement	PPA website / Business marketing Specialist / Officer (BDMS/O)	
2 Articles of Incorp Partnership (For corporation/partne Certification of Re - Certificate of R (For sole propr - Certificate of C (For Cooperati (1- electronic copy	ership) gistration egistration ietorship) corporation ve)	DTI / SEC / CDA	
Latest Income Tax for existing entities (1- electronic copy	S	BIR	
4. Proof of Authoriza - Secretary's Cecorporation / properties - Authorization Lector by the sole properties (1- electronic copy	rtificate (For artnership / .etter signed prietor (For or)	Provided by Applicant	
5. List of Truck toget Official Receipt (C Certificate of Regi with Deed of Sale/Assignment/ applicable (1- elec	her with their PR) and stration (CR) Transfer, as	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 officials PPA

website http://www.ppa.com.ph.

website fittp://www.p	ρα.σσιτιριτ.	Fees to be	Processing	Person
Client Steps	Agency Action	paid	Time	Responsible
Perform client registration in the Transport accreditation, Permit and Pass	1.1 Validate documents submitted online.	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist / Officer
for Ports System (TAPPP)	1.2 Determines qualification of applicant to provide service.		1 day	(BDMS/O)
	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)



	documentation provided. 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.		
2. Pays TAPPP fee online	2.1 Endorse application for review to Port Operation & Services Department (POSD)	1 day	Office of the Port Manager (OPM)
	2.2 Review Application 2.3 Print Executive Brief (EB) and PPA TAPPP Certificate. 2.4 Endorses (EB) and Certificate to the AGM Operation (AGMO).	1 day	Port Operation & Services Department (POSD)
	2.5 Endorses (EB) and Certificate to the Office of	1 day	AGM for Operations (AGMO)



	the General Manager (OGM). 2.6 Approves and signs PPA TAPPP Certificate.	3 days	Office of the General Manager (GM)
	2.7 Forwards signed PPA TAPPP certificate to the Office of the Corporate Board Secretary (OCBS) for Stamping of PPA seal.	1 day	
	2.8 Forwards signed and stamped TAPPP Certificate to POSD for encoding of validity period/ effectivity date.	1 day	Office of the Corporate Board Secretary (OCBS)
	2.9 Prepares transmittal Memorandu m of signed PPA TAPPP Certificate to PMO. 2.10 Update inventories of PPA TAPPP	1 day	Port Operation & Services Department (POSD)
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.			
ТОТ	AL	(TAPPP fee + Vehicular Pass fee)+ 12% VAT	16 days and 2 hours (working days)	

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
₱ 10,500.00 + 12% VAT = ₱11,760.00	TAPPP
₱ 100.00 + 12% VAT = ₽ 112.00	Vehicle Pass Sticker / Code
/Truck/Vehicle	
₱ 600.00 + 12% VAT = ₽ 672.00	Replacement of Lost or Damaged TAPPP
₱ 600.00 + 12% VAT = ₽ 672.00	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.

Office/Division:	PMO-PSD/ POSD - TSD					
Classification:	Highly technical					
Type of Transaction:	G2B – Government to E	Business				
Who may avail:	Authorized Local Gover	nment U	nits (LGUs)			
CHECKLIST OF	REQUIREMENTS	\	WHERE TO SI	ECURE		
	HOA Application (1 - ocopy/scanned copy)	LGU				
	Outstanding Financial	PMO / H	Head Office			
3. Certification of No PPA (1 – original		PMO / F	Head Office			
Client Steps	Agency Action	Fees to be paid Processing Respons				
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		



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



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

Office/I	Division:	Business Development I (LSD)/Treasury Departm (PPDD)/Dredging and S	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)				
Classif	ication:	Highly Technical					
Type of	f Transaction:	G2B – Government to Bu	iness				
Who m	ay avail:	Private Port Owner/Ope	tor				
	CHECKLIST OF	REQUIREMENTS	WHERE TO SECU	JRE			
3.	Omnibus Undertaki copy and 2 photoco Original Secretary's authorized represer with the Authority) (photocopy) Hydro-topographic s photocopy)	cation Form and Notarized ng (Sworn Affidavit) (1 original py) Certificate designating the ntative to transact business 1 original copy and 2 survey) (1 original copy and 2 nal copy and 2 photocopy)	 For Items 1: PPA Website (Administrative Order No. 08 or with PMO For Items 2-4: To be provid applicant 	5-2022 Issuance)			
Application Signification	Client Step on for Approval of Zone of nt Port Interest (ZSPI) Plan New/Amendment)	Agency Action	Fees to be paid Time (working days)	Person Responsible			



[T.,	Т	D140 D 1 000
 The applicant submits to PMO the application for ZSPI 	1.1 Receives Application for ZSPI (new/amendment) and	None		PMO Records Officer
(new/amendment) with	routes to the Office of the			
complete documentary	Port Manager.			5 (51.0)
requirements.	1.2 Refers/forwards to	None		Port Manager (PM)
(Note: Incomplete submission	Engineering Services		•	
of documentary requirements	Division.			PMO ESD Authorized
shall not be accepted and shall		None		Personnel
be returned to the applicant immediately)	1.3 Checks if documents are complete and compliant/			
Inimediately)	Coordinates with the Treasury			
	Department (TD) and Legal			
	Services Department (LSD) on		Carrage (7)	
	the issuance of Certificates of No Outstanding Account with		Seven (7) working days	
	the Authority and No Pending		g dayo	
	Legal Case Filed Against the			
	PPA, respectively, then issues order of payment.			
2. The applicant pays non-	Receives payment and issues copy	Php3,000.00 +		PMO Cashier
refundable application fee	of Official Receipt.	12% VAT		
	Checks the proof of	None		PMO-ESD Authorized
	payment/Evaluates the submitted	None		Personnel
	proposed plan if compliant with the			
	design parameters/Conducts ocular			
	inspection if necessary.			
	Endorses/submits findings/	None		PMO-ESD Manager
	technical report to the Port			· ·
	Manager.			
	Endorses the application to Head	None		PMO
	Office - CSD/OAGME/PPDD/DSD,			
	with PMO comments and			
	recommendations.			
	Reviews the documents (technical aspect)/Submits to CSD on the	None		PPDD/DSD
	fourth day upon receipt of the			
	application, the comments/findings			
	on the submitted documents.		Seven (7)	
	Reviews, prepares complete staff	None	working days	CSD
	work and recommends approval to	None		COD
	the General Manager thru AGM			
	for Engineering.			
	Recommends approval to the	None	Two (2)	AGME
	General Manager.	None	working days	AGIVIL
	-			2
	Approves/Disapproves the ZSPI Plan (new/amendment).	None	Three (3) working days	GM
	i an (newanienument).		working days	
	Notifies the PMO on the approved	None	One (1)	CSD Authorized
	application/If disapproved, notifies the client thru PMO on the denial.		working day	Personnel/HO Records Personnel
	and different unto 1 mo on the defilal.			Mecolds Felsoniael
	TOTAL	Application	Twenty (20)	
		Fee:	working days	
		Php3,000.00 + 12% VAT	(extension of 20 working days, per	
		1270 VAI	Rule VII, Section	
			3 (b), page 22 of the IRR of the	
			EODB)	



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

Office/Division:	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)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Private Port Owner/Operator

	(OAGME)/Office of the General Manager (OGM)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Port Owner/Operator			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
	rm and Notarized Omnibus Undertaking) /DTI/CDA Registration or JV Agreement,	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO		
3. Certified true copy of Orig Certificate of Title (TCT) f	inal Certificate of Title (OCT)/ Transfer rom the Registry of Deeds for applied	For Items 2-13: To be provided by the applicant		
the authorized representati	greement cate/Partnership Certificate designating ve of the company to transact business			
with the Authority 5. Audited Financial Statementhe last three (3) years	ts and Sworn Statement of Revenue for			
equivalent to the portion estimated cost of the port	true copy of Credit Line Certificate (CLC) to be financed by funding source the project and/or Bank Certificate provided to cover the estimated cost of the port			
7. For newly established entitied true copy of bank certificate	s, in lieu of Audited Statement, a certified and/or CLC shall be sufficient			
project, economic impac	cope, description, intended use of the ct ct, broken down into major components			
c. General port lay-out pla				
plans, quantity and cost e survey, soil and foundation structural design and load Licensed Civil Engineer and	detailed plans, working drawings/building stimates, hydrographic and topographic investigations, technical specifications, analysis duly signed and sealed by a approved by private port owner/operator)			
Engineer and the Owner	y the Authority and signed by a Geodetic			
(ECC) or Certificate of Non- and Provisional Permit lease/miscellaneous lease Protected Areas (SAPA) or and/or Approved Deed of Rights, whichever is applica	applications, Special Use Agreement on Mineral Production Sharing Agreement Assignment or Transfer of Leasehold			
Reclamation, if applicable * For items 1-13: 1-orignal of				



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
The applicant submits to PMO the application for PDC a private non-commercial port with complete	Receives Application for PDC and routes to the Office of the Port Manager.	None		PMO Records Officer
documentary requirements. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	 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 	None		Port Manager (PM) PMO ESD Authorized
	Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.		Seven (7) working days	Personnel
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		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	Seven (7) working days	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/lf 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.	For Private Non-Commercial Port: If Project cost is below P10M: P40,000.00 + 12% VAT If Project Cost is P10M and above: (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel
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
	TOTAL	Application Fee: Php5,000.00 + 12% VAT and corresponding PDC Fee	Twenty (20) working days (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.



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

	PPA PMO/PPA Head Office - Commoral	al Services Department (CSD)-Rusiness		
Office/Division:	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)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Port Owner/Operator			
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE		
 (1 original copy, 2 photocopy 2. Certified True Copy of SEC/whichever is applicable 3. Certified true copy of Origina Certificate of Title (TCT) for Agreement 4. Original Secretary's Certificate authorized representative transact business with the A 5. Audited Financial Statement the last three (3) years 6. Source of Funds - Certified to (CLC) equivalent to the portice estimated cost of the port project. 7. For newly established entitice certified true copy of bank control of the portice estimated cost of the port project. 8. Private port applicants shall ₱100,000,000 for those approperations 9. Company Profile 10. Port Master Plan or Feasibiliothers the following: a. Summary of project scope project, demand projections/b. Estimated cost of project, (land, civil works, equipment c. General port lay-out plans. d. Vicinity map specifying the plans, quantity and cost esti survey, soil and foundation in structural design, and load a Licensed Civil Engineer and owner/operator 12. ZSPI Plan, duly approved be 13. Certified true copy of valid E (ECC) or Certificate of Non-applicable and Provisional Please/miscellaneous lease a Protected Areas (SAPA) or 1 and/or Approved Deed of As Rights, whichever is applical 	DTI/CDA Registration or JV Agreement, al Transfer Certificate (OCT)/Transfer applied private port and/or Lease ate/Partnership Certificate designating e of the company/partnership to uthority as and Sworn Statement of Revenue for true copy of Credit Line Commitment ion to be financed by funding source the oject and/or Bank Certificate provided to cover the estimated cost of the port as, in lieu of Audited Statement, a certificate and/or CLC shall be sufficient. have a minimum investment of licants whose main business is on port atty study for the project, showing among as, description, intended use of the formarket study, economic impact; broken down into major components at, etc.) and development plan are exact location of the port facility etailed plans, working drawings/building mates, hydrographic and topographic nivestigations, technical specifications, analysis duly signed and sealed by a approved by private port by the Authority invironmental Compliance Certificate Coverage (CNC), whichever is permit or Order Award for foreshore applications, Special Use Agreement on Mineral Production Sharing Agreement assignment or Transfer of Leasehold	 For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO Fore Items 2-14: To be provided by the applicant 		

* For items 1-14: 1-orignal copy, 2 - photocopies



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
The applicant submits to PMO the application for PDC a private commercial port with complete documentary	Receives Application for PDC and routes to the Office of the Port Manager.	None	uays	PMO Records Officer
requirements.	 1.2 Refers/forwards to Engineering Services Division. 	None		Port Manager (PM)
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Seven (7) working days	PMO ESD Authorized Personnel
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		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	Seven (7) working days	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/lf 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.	For Private Commercial Port: If Project Cost Is P100M: P80,000.00 + 12% VAT If Project Cost is above P100M: (P160,000.00 + 1/10 of 1% of the excess of P100M) + 12% VAT		PMO-ESD Authorized Personnel
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
	TOTAL	Application Fee: Php10,000.00 + 12% VAT and corresponding PDC Fee	Twenty (20) working days (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.



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



Client Step Application for Certificate of Registration (COR)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the application for COR, with complete documentary requirements.	Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

Office/Division:	PPA PMO/PPA Head Office - Legal Services Department (LSD)/Treasury Department (TD)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Port Owner/Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Port Owner/Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Omnibus Undertaking 2. Original copy of Secret the authorized represer with the Authority 3. Summary of propose rehabilitation 4. Estimated cost of proposed by breakdown 5. Working drawings/build Licensed Civil Engineer 6. Certified true copy of valicertificate (ECC) or CO (CNC)	ly received by OTS	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2-8: To be provided by the applicant		



Client Step Application for Permit to Improve/Rehabilitation/Expand (PIRE) the Private Port Facilities		Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the application for PIRE the private port facilities with complete documentary requirements. (Note: Incomplete submission)	1.1 Receives Application for PIRE and routes to the Office of the Port Manager. 1.2 Refers/forwards to Engineering Services Division.	None		PMO Records Officer Port Manager
of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Twenty (20) working days	PMO ESD Authorized Personnel
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

3. The applicant pays the corresponding PIRE Fee	Receives Payment from applicant for PIRE Fee. Receives Payment from applicant for PIRE Fee/Issues Official Receipt representing payment of PIRE Fee.	For Private Non-Commercial Port: If Project cost is below P10M: P40,000.00 + 12% VAT If Project Cost is P10M and above: (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT For Private Commercial Port: If Project Cost Is below P10M: P120,000.00 + 12% VAT If Project Cost is P10M and above: (P10,000.00 + 12% VAT If Project Cost is P10M and above: (P10,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT None		PMO-ESD Authorized Personnel PMO Cashier
	Releases Approved PIRE upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	TOTAL	Application Fee: Php3,000.00 + 12% VAT and corresponding PIRE Fee	Twenty (20) working days (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 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

Office/Division:	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)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Busines	SS		
Who may avail:	Private Port Owner/Operator			
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE		
business with the Authori 3. Certified True Copy of S JV Agreement, whicheve 4. Certified true copy of (OCT)/ Transfer Certified Registry of Deeds for all Agreement 5. Certified True Copy of A sealed by the Licensed E 6. Certified True Copy of including the Material Tous system, mooring bollard of the port facility/equipm 7. Certification of Structural facilities certified by a License/miscellaneous lease/miscellaneous lease/miscellaneous lease/production Sharing A	Certificate designating the e of the company to transact ity EC/DTI/CDA Registration or r is applicable Original Certificate of Title cate of Title (TCT) from oplied private port or Lease is-Built Plan duly signed and ingineer and Owner in Project Completion Report Testing results of fendering and other basic components in installed in Soundness of private port installed in Soundness of private port in installed installed in installed installed in installed in installed in installed in installed in i	 For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2 – 10: To be provided by the applicant 		



Client Step Application for Certificate of Registration (COR) of Existing Private Ports	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the application for COR, with complete documentary requirements.	Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

The COR for Change of Name of Private Port is being issued pursuant to PPA AO 05-2022						
Office/Division:	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)					
Classification:	Highly Technical					
Type of Transaction:	G2B - Government to Business					
Who may avail:	Private Port Owner/Operator					
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE				
CHECKLIST OF REQUIREMENTS 1. Duly filled-out application form and Notarized Omnibus Undertaking 2. Original Secretary's Certificate designating the authorized representative of the company to transact business with the Authority 3. Certified True Copy of DTI/SEC/CDA Registration or JV Agreement, whichever is applicable 4. Updated PFSA/PFSP duly received by OTS * For items 1-4: 1-orignal copy, 2 – photocopies						



Client Step Application for Certificate of Registration	Agency Action	Fees to be paid	Processing Time (working	Person Responsible
(COR) for Change of Name in the COR		bo paid	days)	responsible
The applicant submits to PMO the application for COR, with complete documentary requirements. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	1.1 Receives Application for Change of Name in the 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.	None	Nine (9) working days	PMO Records Officer 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
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT & Change of Name Fee: Php10,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

		•				
Office/Division:	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)					
Classification:	Highly Technical					
Type of Transaction:	G2B - Government to Busines	SS				
Who may avail:	Private Port Owner/Operator					
CHECKLIST OF	REQUIREMENTS	w	HERE TO SEC	CURE		
Omnibus Undertaking 2. Original Secretary's (authorized representative business with the Authons). Certified True Copy of Duly Agreement, whicheven 4. Certified True Copy of the proof of conveyarents. Duly notarized confowner/operator of the second county of the county of the toenter into such contrans. Updated PFSA/PFSP distribution. * For items 1-7: 1-original copy, 2: 1. The contrans of the	OTI/SEC/CDA Registration or per is applicable duly notarized legal document ince formity of the previous aid conveyance he Board Resolution or legal signatory of the conveyance act uly received by OTS		5-2022 Issuand	PPA Administrative ce) or with PMO vided by the		
Client Step Application for Certificate of Registration (COR) for the Conveyance of the Port Facilities and COR)	Agency Action	Fees to be paid	Time (working days)	Person Responsible		



		Ι	ı	
The applicant submits to PMO the application for COR, with complete documentary requirements.	1.1 Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
The applicant pays non- refundable application fee and Transfer Fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT & Php100,000.00 + 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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT & Transfer Fee: Php100,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

Office/Division:	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)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Busines	ness			
Who may avail:	Private Port Owner/Operator				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
for its non-commercia 2. The main business Registration shall be 3. One-Reinforced Cone meters and min. widt Port Lighting Faci adequate Mooring an 4. Minimum Draft of during low tide shall be 5. Minimum investment Documentary Requirements: 1. Duly filled-out appli Omnibus Undertaking 2. Original Secretary's authorized represen transact business wit 3. Certified True Copy JV Agreement, which 4. Audited Financial Stayears 5. Feasibility Study of indicating the followir a. Demand Projecti b. Estimated Rever c. Economic Impact d. Technical study on the existing p	s stipulated in the SEC port operations crete berth (min. length of 65 h of 9 meters) complete with lities and equipped with a Fendering System vessel at loaded condition be 5 meters at mllw of P100 million cation form and Notarized Certificate designating the tative of the company to h the Authority of SEC/CDA Registration or sever is applicable attements for the last three (3) the Proposed Conversion again the remaining term at Assessment for improvement to be made out structure PFSP duly received by OTS	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2 – 6: To be provided by the applicant For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Item 2 – 6: To be provided by the applicant			



			Processing	
Client Step Application for Certificate of Registration (COR) for Conversion of a Non- Commercial Private Port to Commercial Private Port	Agency Action	Fees to be paid	Time (working days)	Person Responsible
The applicant submits to PMO the application for COR, with complete documentary requirements.	Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

Office/Division:	Development Division (BDD)/Lega	nmercial Services Department (CSD)-Business al Services Department (LSD)/Treasury Department epartment (PPDD)/Office of the AGM for Engineering anager (OGM)
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	5
Who may avail:	Private Port Owner/Operator	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE
JV Agreement, whicheve 3. Certified true copy of (OCT)/ Transfer Certifica private port or Lease Agr 4. Original Secretary's Certi designating the authori company to transact busi 5. Audited Financial Statem Revenue for the last three 6. Source of Funds - Certifi Certificate (CLC) equiva financed by funding sour port project and/or Bank amount is sufficient to co port project 7. For newly established Statement, a certified tr and/or CLC shall be suffie 8. Private Port applicants sl capital of Php100,000.00 9. Company Profile 10. Port Master Plan or Fea showing among others th a. Summary of project suse of the project, ecc b. Estimated cost of pro components (land, civ c. General port lay-out p d. Vicinity map specifyin port facility 11. Detailed Engineering (w drawings/building plans, hydrographic and topo foundation investigation structural design and local	EC/DTI/CDA Registration or r is applicable Original Certificate of Title ate of Title (TCT) for applied eement ificate/Partnership Certificate ized representative of the iness with the Authority ents and Sworn Statement of e (3) years fied true copy of Credit Line alent to the portion to be once the estimated cost of the Certificate provided that the over the estimated cost of the centities, in lieu of Audited once copy of bank certificate cient all have a minimum paid-up of sibility Study for the project, we following: scope, description, intended conomic impact plan and development plan ong the exact location of the centities of the continuation of the co	For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO For Items 2-14 and Additional Requirements: To be provided by the applicant



- 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-orignal copy, 2 - photocopies



			Processing	
Client Step Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations	Agency Action	Fees to be paid	Time (working days)	Person Responsible
The applicant submits to PMO the application for PDC a private non-commercial port with complete documentary requirements.	1.1 Receives Application for PDC and routes to the Office of the Port Manager. 1.2 Refers/forwards to Engineering Services Division.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Seven (7)	Port Manager (PM) PMO ESD Authorized Personnel
The applicant pays non- refundable application fee	Receives payment and issues copy of Official Receipt	Php10,000.00 + 12% VAT	working days	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)	PPDD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru the AGM for Engineering	None	working days	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 If the Project Cost is P10M and above: (P160,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel



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	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	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

Office/Division:	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)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Private Port Owner/Operator

Office/Division:	Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the General Manager (OGM)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business				
Who may avail:	Private Port Owner/Operator				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
FOR NEW APPLICATION		FOR NEW APPLICATION			

- 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 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
- 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
- * For items 1-6: 1-orignal copy, 2 photocopies

FOR RENEWAL APPLICATION

- 1. Duly filled-out application form and Notarized Omnibus Undertaking
- 2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority
- 3. Certification of Structural Soundness of Private Port Facilities signed by Licensed Civil Engineer
- 4. Amended ECC for additional facilities or improvement not covered in the previous issued ECC, if applicable
- Certificate of Compliance on PFSA and PFSP issued by OTS
- * For items 1-5: 1-orignal copy, 2 photocopies

FOR RENEWAL APPLICATION

- For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO
- For Items 2-5: To be provided by the applicant



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
The applicant submits to PMO the application for COR, with complete documentary requirements.	Receives Application for COR and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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 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
	TOTAL	Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

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

The TAO is being issued pe	PPA PMO/PPA Head Office		Services Departm	ent (CSD)-	
Office/Division:	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)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business				
Who may avail:	Private Port Owner/Operator				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE	
FOR NEW APPLICATION		FOR NEW A	APPLICATION		
Omnibus Undertaking 3. Original Secretary's C	tion form and Notarized Certificate designating the e to transact business with spancy fee paid to DENR	Order	No. 05-2022 Issua ms 1, 3 & 4: To be	•	
* For items 1-4: 1-orignal copy, 2	2 – photocopies	FOR RENE	NAL APPLICATIO	DN .	
FOR RENEWAL APPLICAT	TION	For Item 2: PPA Website (PPA Administrative			
Omnibus Undertaking 3. Original Secretary's C	e to transact business with		No. 05-2022 Issua ms 1, 3 & 4: To be ant		
Client Step Application for Provisional Authority to Operate (PAO)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible	



		1	1	
The applicant submits to PMO the application for PAO, with complete documentary requirements.	1.1 Receives Application for PAO and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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 PAO.	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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

The PTO is being issued pu	irsuant to PPA AO 05-2022			
Office/Division:	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)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Busines	G2B - Government to Business		
Who may avail:	Private Port Owner/Operator			
CHECKLIST OF I	REQUIREMENTS		WHERE TO SEC	CURE
Omnibus Undertaking 3. Original Secretary's Cauthorized representative the Authority 4. Certified True Copy of Description JV Agreement, whicheve Source Copy of Ture appropriate tenurial in applicable	ned-Over Documents and nstruments and ECC, if I Soundness of port facilities ivil Engineer	Order I	No. 05-2022 Issua ms 1, 3 - 6: To be	
Client Step Application for Permit to Operate (PTO) of Turned Over Private Ports	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible



The applicant submits to PMO the application for PTO, with complete documentary requirements. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	1.1 Receives Application for PTO and routes to the Office of the Port Manager. 1.2 Refers/forwards to Business Development Specialist (BDS)/Business Development Management Officer (BDMO)/PMO	None		PMO Records Officer Port Manager
	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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 PTO.	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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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

Office/Division:	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)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Port Owner/Operator			
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE		

Type of Transaction:	G2B - Government to Business	
Who may avail:	Private Port Owner/Operator	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
 Certified True Copy of SEC/whichever is applicable Certified true copy of Original Certificate of Title (TCT) for Agreement Original Secretary's Certificate the authorized representative transact business with the Ast Audited Financial Statementhe last three (3) years Source of Funds - Certified (CLC) equivalent to the portestimated cost of the port project. For newly established entitied certified true copy of bank of a Company Profile Project Proposal, showing a in Summary of project sof project, demand project, demand project in Estimated cost of project (land, civil works, equivaluitied) in Estimated cost of project (land, civil works, equivaluitied) in Estimated cost of project plans, quantity and cost estimated Engineering (with of plans, quantity and cost estimated Civil Engineer and owner/operator) ZSPI Plan, duly approved be certified true copy of valid Engineering (ECC) or Certificate of Nonapplicable and Provisional Flease/miscellaneous lease and Protected Areas (SAPA) or and/or Approved Deed of As Rights, whichever is applicated. 	true copy of Credit Line Commitment ion to be financed by funding source the oject and/or Bank Certificate provided to cover the estimated cost of the port as, in lieu of Audited Statement, a certificate and/or CLC shall be sufficient. Immong others the following: Immong others the port facility imports the exact location of the port facility imports for exact location of the port facility imports fac	 For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO Fore Items 2-13: To be provided by the applicant



			Processing	
Client Step		Fees to	Time	Person
Application for Permit to Develop and Construct (PDC) - River Port	Agency Action	be paid	(working	Responsible
Construct (FDC) - River Fort			days)	
The applicant submits to PMO the application for PDC for river port with complete documentary requirements.	1.1 Receives Application for PDC and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission	1.2 Refers/forwards to Engineering Services Division	None		Port Manager (PM)
of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Seven (7) working days	PMO ESD Authorized Personnel
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)	PPDD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru AGM for Engineering.	None	working days	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.	For Non- Commercial Ports If Project cost is below P10M: P40,000.00 + 12% VAT If Project Cost is P10M and above: (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT For Commercial Ports For Project Cost of Php100M: Php80,000.00 + 12% VAT For Project	PMO-ESD Authorized Personnel
Applicant pays the corresponding PDC Fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	+ 1/10 of 1% of the excess of P10M) + 12% VAT	PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None	PMO-ESD Authorized Personnel
	TOTAL	Application Fee: Php3,000.00 + 12% VAT and corresponding PDC fee PDC fee The section 3 (b), page 22 of the IRR of the EODB) Twenty (20) working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)) F

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

Office/Division:	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)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Private Port Owner/Operator



Client Step Application for Certificate of Registration (COR) – River Port	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the application for COR for River Port, with complete documentary requirements.	Receives Application for COR for River Port and routes to the Office of the Port Manager.	None		PMO Records Officer
(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	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	Nine (9) working days	BDS/BDMO/PMO Authorized Personnel
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
	TOTAL	Application Fee: Php3,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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.

Type of Transaction: G2B/G2G - Government to Business/Government to Government Who may avail: Private Port Owner-Operator/Local Government Units CHECKLIST OF REQUIREMENTS Unified Application Form with the following supporting documents: (for items a-n: 1 original copy and 2 photocopies) PPA Website (downloadable forms)
Who may avail: Private Port Owner-Operator/Local Government Units CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Formal Written Request (1-original copy) To be provided by applicant/private port owner 2. Unified Application Form with the following supporting documents: (for items a-n: 1 original copy and 2 photocopies) a. Proposed Structure to be put up b. Summary of Project Scope and Description c. Estimated Cost d. Vicinity Map e. PMO Certification that the area applied for is not part of PPA future development plan f. PMO Certification that the port facilities to be put up will not pose hazard to navigation g. Proof of Payment of Filing Fee h. Company Profile i. SEC Registration and its Articles Incorporation/DTI Registration j. Original Secretary's Certificate designating company's authorized representative k. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute
CHECKLIST OF REQUIREMENTS 1. Formal Written Request (1-original copy) 2. Unified Application Form with the following supporting documents: (for items a-n: 1 original copy and 2 photocopies) a. Proposed Structure to be put up b. Summary of Project Scope and Description c. Estimated Cost d. Vicinity Map e. PMO Certification that the area applied for is not part of PPA future development plan f. PMO Certification that the port facilities to be put up will not pose hazard to navigation g. Proof of Payment of Filing Fee h. Company Profile i. SEC Registration and its Articles Incorporation/DTI Registration j. Original Secretary's Certificate designating company's authorized representative k. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute
1. Formal Written Request (1-original copy) 2. Unified Application Form with the following supporting documents: (for items a-n: 1 original copy and 2 photocopies) a. Proposed Structure to be put up b. Summary of Project Scope and Description c. Estimated Cost d. Vicinity Map e. PMO Certification that the area applied for is not part of PPA future development plan f. PMO Certification that the port facilities to be put up will not pose hazard to navigation g. Proof of Payment of Filing Fee h. Company Profile i. SEC Registration and its Articles Incorporation/DTI Registration j. Original Secretary's Certificate designating company's authorized representative k. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute
2. Unified Application Form with the following supporting documents: (for items a-n: 1 original copy and 2 photocopies) a. Proposed Structure to be put up b. Summary of Project Scope and Description c. Estimated Cost d. Vicinity Map e. PMO Certification that the area applied for is not part of PPA future development plan f. PMO Certification that the port facilities to be put up will not pose hazard to navigation g. Proof of Payment of Filing Fee h. Company Profile i. SEC Registration and its Articles Incorporation/DTI Registration j. Original Secretary's Certificate designating company's authorized representative k. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute PPA Website (downloadable forms) PPA Website (downloadable forms)
supporting documents: (for items a-n: 1 original copy and 2 photocopies) a. Proposed Structure to be put up b. Summary of Project Scope and Description c. Estimated Cost d. Vicinity Map e. PMO Certification that the area applied for is not part of PPA future development plan f. PMO Certification that the port facilities to be put up will not pose hazard to navigation g. Proof of Payment of Filing Fee h. Company Profile i. SEC Registration and its Articles Incorporation/DTI Registration j. Original Secretary's Certificate designating company's authorized representative 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) I. 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 m. PRA Clearance for the reclamation component of the private port, if applicable n. Environmental Compliance Certificate (ECC) * For items a-n: 1-orignal copy, 2 – photocopies
For items a-n: 1-orignal copy, 2 – photocopies 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 extincted exect of	1.1 Receives Application for CTD and routes to the Office of the Port Manager. 1.2 Refers/forwards to Engineering Services Division for verification/evaluation/processing.	None None		PMO Records Officer Port Manager (PM)
and estimated cost of improvement together with duly notarized Omnibus Undertaking (Sworn Statement)	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
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		РМ
	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
	TOTAL	Filing Fee: Php 1,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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.

•				, ,		
Office/Division:		PMO (Business Develop and Engineering Service		keting Specialist/	Officer	
Classification:		Highly Technical	Highly Technical			
Type of Transa	ction:	G2B - Government to Business G2G - Government to Government				
Who may avail:		Private Port Owner-Operator/Local Government Units				
CHECKLIST	OF RE	EQUIREMENTS WHERE TO SECURE				
(1-original co	ру)	Unified Application Form	pplication Form PMO (Business Development and Marketing Specialist/Officer) / PPA Website			
•	tarized Omnibus Undertaking PM			ss Development a cer) / PPA Webs		
3. Approved Cle photocopy)	earanc	e to Develop (1 –	1 – Applicant			
Other Additional documents)	Requi	irements (supporting	Applicant			
b. Building Plan specification working draw (signed by a c. Copy of Clea photocopy) d. Copy of duly Lease Contr Receipt repr	ns and s; des vings/l Licen arance rotar act/Or esenti	mates (1 – original copy) I other technical ign computations; building plans sed Civil Engineer) to Develop; (1- ized Approved Foreshore der Award, or Official ng payment of Annual 1-photocopy)	hore			
Duly Client	Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible	
Applicant submits duly accomplished Application fo PTC to PPA- PMO togethe with all	r	1.1 Accepts and routes the Application for PTC to the Office of the Port Manager (OPM).	None		PMO Records Officer	
documentary requirements copies per PF AO 06-1995)	(3	1.2 Refers/forwards the Application for PTC to ESD.	None		PM/ Executive Assistant (EA)	



		1.3 Evaluates/ conducts s inspection processes application submits fin recommen for approva ESD Mana	and and dings/ dations al of the	20 days	ESD Authorized Personnel
		1.4 Approves/s the Permit Construct. If disapproves devises the applicant of denial, provends here	ved e if		ESD Manager
		1.5 Issues the of Paymen advises the applicant to the PTC Fe	t and e		ESD Authorized Personnel
2.	Applicant pays the corresponding PTC fee	2. Accepts payment are issues PPA Receipt.	For Private Non- Commercial Port: Project cost is less than P10M (P20,000 + P1,000 filling fee +12%VAT) Project Cost is greater than P10M (P30,000 + 1/10 of 1% of excess of P10M but not to exceed P100,000) + P1,000 filling fee+ VAT)		Cashier



3. Applicant	3. Issues the Permit to	For Private Commercial Port: Project Cost Is less than P10M (P60,000 + P1,000 filing fee +12% VAT) 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) None		ESD
presents proof of payment to ESD.	Construct upon receipt of official receipt			Authorized Personnel/PM
TOTAL:			Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	

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.

Office/Division:	Port Management Services Departm	t Offices (PMOs) / Head Office Commercial nent (CSD)	
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	LGU who have satisfactorily established new port infrastructures LGU who have developed and operated their facilities prior to the creation of PPA		
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE	
For Certificate of Registration	n/Permit to Opera	te (COR/PTO) (New)	
Duly Accomplished Application	on Form with the	PPA Website (downloadable forms)	
following attachments: (1-original a. Proof of Payment of Filing photocopy) b. Original Secretary's Certic Company's Authorized Roriginal copy) c. Project Completion Repode Copy of Tenurial Instrument FLi/LFC/MLi/MLC/MPSA/Award, whichever is appled Receipt representing pay Dues (1-photocopy) e. Photocopy of Transfer Completion Agreement and/or Memode Agreement (MOA), which (for River Ports and Ports area) (1-photocopy) f. Photocopy of approved Complete port with exist without CTD or PTC, or be in Proof of Payment of Fees for Constructing Approval from PPA (pii. As-Built Plan (1-photocopy) i. For RRTS facilities (pleas of PPA A.O 03-2004) ii. RORO docking facilities iii. Marshalling yard iv. Lane meter measurer	g Fee (plus VAT) (1- fficate Designating epresentative (1- int (1-original copy) ents (ex. /SAPA), Order icable or Official ment of Occupancy entificate of Title or Copy of Deed of assignment; Lease randum of never is applicable a along reclaimed entity and PTC (1- ints has no with PPA (1-original ting facility/ies both eTC and Penalty Without Prior olus VAT) se refer to Section 5 interest of the prior o	Supporting documents to be provided by Applicants	
iv. Lane meter measurer	ment area		
v. Parking Area vi. Security and safety fa	cilities		



2.	Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)
Foi	Certificate of Registration/Permit to Opera	te (COR/PTO) (Renewal)
1.	Formal Written Request (1-original copy)	To be provided by applicant/private port owner
2.	Duly Accomplished Application Form with the following attachments: (1-original copy) a. Proof of Payment of Filing Fee (plus VAT) (1-photocopy) b. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy) c. 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) 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) e. Certification that applicant has no outstanding obligations with PPA (1-original copy) f. Certificate of Structural Soundness of Private Port Facility (1-original copy) g. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) j. RORO docking facilities iii. Marshalling yard iv. Lane meter measurement area v. Parking Area	PPA Website (downloadable forms) Attachments to be provided by the 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 (working days)	Person Responsible
Applicant submits complete requirements to Records	1.1 Receives requirements and routes the document to Office of the Port Manager (OPM)	None		PMO Records Officer
	1.2 Refers/forwards to the Business Development Marketing Specialist/Officer (BDMS/BDMO).	None		PM/EA Business
	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		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
corresponding rees	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

PHILIPPINE PORTS AUTHORITY

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
TOTAL for A:	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	



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).

Office/Division:	ad Office - Commercial Services Department- nent Division/ Office of the AGM for of the General Manager	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government G2G - Government	
Who may avail:	Private Port Owner	
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE
1. Formal Written Request (1	-original copy)	To be provided by applicant/private port owner
2. Unified Application Form solocation of the foreshore and in sq.m., intended use/purpostructure to be put-up, with attachments: (1- original coal. Estimated cost of project Soc. Vicinity Map; (1- original copy) d. Certified true copy of Solor and Articles of Incorport original copy) e. Original Secretary's Ceres Designating Company's Representative; (1- original copy) f. PPA Certification that the tobe put up will not portion navigation; (1- original good property) g. PPA Certification that the form has no future PPA of the next five years; (1-h. Certified true copy of All Lease Contract (FLC); copy of foreshore lease received by DENR; or coff Deed of Assignment; copy of Leasehold Right DENR; (1- photocopy) i. Certified true copy of Toff Title (TCT); or certified Deed of Absolute Sale; copy of Lease Agreemed applicable; (1- original)	rea, area size cose, proposed the following copy) ect; (1- original copy) cope, Description; al copy) EC Registration ration; (1- ertificate s Authorized ginal copy) the port facilities se hazard to copy) the area applied development in original copy) pproved Foreshore or certified true e application duly certified true copy g or certified true etts approved by ransfer Certificate ed true copy of or certified true ent; whichever is	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
Submits to PMO the letter of intent together with documentary	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
requirements mentioned in the Checklist of Requirements	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
	TOTAL:	Filing Fee: P1,000.00 + 12% VAT	Ten (10) calendar days	

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)



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).

Port Management Office	e (PMO)/Engineering Services Division (ESD)	
Highly Technical		
G2B - Government to Business G2G - Government to Government		
Private Port Owner		
REQUIREMENTS	WHERE TO SECURE	
quest (1-original copy)	To be provided by applicant/private port owner	
Application Form (1-	PPA Website (downloadable forms)	
mnibus Undertaking 1-original copy)	PPA Website (downloadable forms)	
ce to Develop (1-	Applicant	
Estimates; (1-original s and other technical; (1-original copy) utations; (1-original copy) ings signed by a l Engineer; (1-original copy of Approved ase Contract/Order tified true copy of ot representing payment upancy Fee; (1-tary's Certificate ompany's Authorized of (1-original copy)	Applicant	
	Highly Technical G2B - Government to B G2G - Government to G Private Port Owner REQUIREMENTS quest (1-original copy) Application Form (1- mnibus Undertaking 1-original copy) Ce to Develop (1- irements (supporting Estimates; (1-original cand other technical	



Client Steps	Agency Action	Fees to be	Processing	
		paid	Time	Responsible
Applicant submits the documentary 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
mentioned in the Checklist of Requirements	1.2 Approves/ Disapproves application	None	One (1) calendar day	РМ
	1.3 If approved: Notifies the proponent to pay the corresponding fee and releases	If approved: For Private Non- Commercial Port:	One (1) calendar day	PMO/ESD Authorized Personnel/Cashier
	PTC upon receipt of Official Receipt. If denied: Advises the proponent on	Project cost is below P10M (P20,000 + 12% VAT)		
	such denial	Project Cost is P10M and above (P30,000 + 1/10 of 1% of excess of P10M but not to exceed P100,000 +		
		12% VAT) For Private Commercial Port:		
		Project cost is below P10M (P60,000 + P1,000 +12% VAT)		
		Project Cost is P10M and above (P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000 + 12% VAT)		
	TOTAL	D4 000 00 -409/ VAT	Ton (40)	
	TOTAL:	P1,000.00 +12% VAT and corresponding PTC fee + VAT	Ten (10) calendar days	

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).

Regulations Implementing R.A. 11234).					
Office/Divis	sion:	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)			
Classificati	on:	Highly Technical			
Type of Tra	nsaction:	G2B - Government to Bus G2G - Government to Go			
Who may a	vail:	Private port owner who has port infrastructures	ave satisfactorily established new		
CHECKLIST OF REQUIREMENTS		REQUIREMENTS	WHERE TO SECURE		
1. Written Request (1 – original copy)					
1. Written R	equest (1 – o	riginal copy)	To be provided by applicant		
2. Unified A supporting a. Proceed coops b. Cer	pplication For ng documents ject Completion y) tified true cop	riginal copy) rm with the following s: (1 – original copy) on Report; (1 – original oy of Approved c Contract (FLC); or	To be provided by applicant PPA Website (downloadable forms) and supporting documents to be provided by applicant		

designating company's Authorized Representative; (1 – original copy) Certified true copy of the Office of the Transport Security (OTS) Approved Port

Facility Security Plan (PFSP). (1-

3. Duly Notarized Omnibus Undertaking (Sworn

photocopy)

Affidavit) (1- original copy)

PPA Website (downloadable forms)



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



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).

Office/Division:	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)			
Classification:	Highly Technical			
Type of Transaction: G2B - Government to Bu G2G - Government to G				
Who may avail:	Private port owner who have satisfactorily established new port infrastructures			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Request (1-original copy)		To be provided by applicant		
Unified Application Form with the following supporting documents: (1-original copy)		PPA Website (downloadable forms) and supporting documents to be provided by applicant		
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)				
 b. PPA certification that the owner/operator has no outstanding obligations with PPA; (1-original copy) 				
 c. Original Secretary's Certificate designating company's Authorized Representative; (1-original copy) 				
d. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1-photocopy)				
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
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. 1.2 Reviews, prepares complete staff work and recommends approval of application to the GM. 1.3 Approves/	Filing Fee: Php1,000.00 + 12% VAT None	Ten (10) calendar days Thirteen (13) calendar days	PMO/OPM/ Cashier CSD/BDD OPR/ Department Manager
	Disapproves application. 1.4 Releases approved COR/PTO	None	Six (6) calendar days	GM
		None	One (1) calendar days	CSD OPR/HO Records Personnel
	TOTAL:	P1,000.00 + 12% VAT	Thirty (30) calendar days	

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)



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).

Office/Division:	Port Management Offices (PMO)/Engineering Services Division (ESD)			
Classification:	Highly Technical			
Type of Transaction: G2B - Government to Business G2G - Government				
Who may avail:	ay avail: Private port owner who have satisfactorily established new port infrastructures			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Written Request (1-orig	ginal copy)	To be provided by applicant		
1. Written Request (1-original copy) 2. Unified Application Form with the following supporting documents: (1-original copy) a. Summary of proposed improvement/ expansion/ rehabilitation; (1-original copy) b. Detailed Cost Estimates; (1-original copy) c. Design Computations; (1-original copy) d. Working drawings/building plans signed by a Licensed Civil Engineer; (1-original copy) e. Original Secretary's Certificate designating company's Authorized Representative; (1-original copy) f. Certified true copy of Approved reclamation projects from PRA, if applicable. (1-photocopy)		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
Applicant submits the documentary requirements mentioned in the Checklist of	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
Requirements	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.	Please refer to schedule of fees below	Two (2) calendar days	PM/Cashier
	If denied: Issues letter of denial to the proponent.	None	One (1) calendar day	PM
	1.4 Furnishes Head Office- CSD copy of approved PTC/letter of denial			PMO Records Personnel
	TOTAL:	P1,000.00 +12% VAT and corresponding PTC Fee	Fifteen (15) calendar days	

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).

Office/Division:	Port Management Offices (PMO)/Head Office/Commercial Services Department (CSD)/Business Development Division (BDD)		
Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Bu G2G - Government to G		
Who may avail:	Private port owner who port infrastructures	have satisfactorily established new	
CHECKLIST OF R	REQUIREMENTS	WHERE TO SECURE	
1. Written Request (1-orig	ginal copy)	To be provided by applicant	
b. Certified true cop Foreshore Lease or certified true c Receipt represer Annual Occupan photocopy) c. PPA Certification	ion Report; (1-original by of Approved Contract (FLC); opy of Official ating payment of cy Fee; (1- that the owner/operator ng obligations with PPA; y's Certificate bany's Authorized 1-photocopy) by of the Office of curity (OTS) acility Security	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	Person
Chefit Oteps	Agency Action	rees to be paid	Time	Responsible
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. 1.2 Reviews, prepares complete staff work and recommends approval of the application to the GM. 1.3 Approves/Disapproves application. 1.4 Releases approved Amended COR/PTO. 	Filing Fee: Php1,000.00 + 12% VAT None	Six (6) calendar days Six (6) calendar days	PMO/OPM/ Cashier CSD/BDD OPR/ Department Manager
		None	Two (2) calendar day	GM
		None	One (1) calendar day	CSD OPR/HO Records Personnel
	TOTAL:	P1,000.00 +12% VAT	Fifteen (15) calendar days	



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".

Office/Division:	Commercial Services Department-Business Development Division
Classification:	Complex
Type of Transaction:	G2B – Government to Government G2G – Government to Business
Who may avail:	Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Communication/ letter request	Requesting party

Client Steps Agency Action Fees to be Pr				Person
Client Steps	Agency Action	paid	Processing Time	Responsible
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
	TOTAL:	None	7 working days	



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".

Office/Division:	Commercial Services Department-Port Pricing Division/ Business Development Division/Real Estate Management Division				
Classification:	Highly Technical				
Type of Transaction:	G2G – Governr G2B – Governr				
Who may avail:	Private Port Ov	wner/Les	see/Op	erator/LGU	
CHECKLIST OF REQUIR	CHECKLIST OF REQUIREMENTS		WHERE	TO SECURE	
1. Letter-request			Reque	esting party	
 PMO endorsement and recommendations and details of amount for refund Copy of Official Receipt/Computation Sheet stamped with notation "Verified Correct and remitted to PPA's bank account", and other Additional Documents, but not limited to the following to support the claim; COR/PTO Lease Contract or Permit to Occupy for Lease 		n Sheet ect and id other d to the		anagement Offic	
Client Steps Agenc	•	Fees to paid	be	Processing Time	Person Responsible



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



T	OTAL: None	31 days (working days)	
1.8 Releases Memorar Letter	ndum/ None	1 day	CSD/OPR
1.7 Approves/ Disappro recommer		5 days	AGMO/GM
AGM for Operations or t General Manag			



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

Office/Division:		Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO), Legal Services Department (LSD)/ Port Operation Services Department (POSD)			
Classification:		Highly Technical			
Type of Transaction:		G2B - Government to Bus G2G - Government to Gov			
Who may avail:		Concerned company or Pl	MO		
CHECKLIST OF REQUIRE	MENT	rs .	WHERE TO	O SECURE	
Request from the P	МОо	r Port User;			
2. Port rules and regulatio clarified;	n bein	g requested to be	PMO, Port website/File	User or PPA es	
3. Other pertinent data, e.g receipts, bill of lading, Doc					
Client Steps	Agen	cy Action	Fees to	Processing	Person
-			be		Responsible
PMO or Port User submits request for clarification to Operations Office/CSD.	to th re	MO evaluates and submits of Operations Office/CSD ne comments and ecommendation on the natter.	None	5 days	Port Management Office
	а	leceives/logs and cknowledges receipt and valuates.	None	2 days	CSD OPR/PPD OPR
	d	tefers to other offices or epartments, e.g. LSD, POSD, PMO.	None	5 days	CSD-PPD OPR/CSD Manager/LSD/POSD
	а	repares complete staff work nd submits to CSD Manager or Review and correction.	None	5 days	CSD-PPD OPR
	s to	deviews/corrects complete taff work and recommends to the approval of the AGM or Operations/ General Manager.	None	1 day	CSD-PPD OPR /CSDManager
		1.6 Approve/Disapproved recommendation		1 day	AGMO/GM
		deleases memorandum or etter	None	1 day	CSD OPR
		TOTAL:	None	20 days (working days	



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

Office/Division:	PPD)/ Port Manag	Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)/ Legal Services Department (LSD)/ Port Operation Services Department (POSD)				
Classification:	Highly Technical					
Type of Transaction:	G2B - Governmen	t to	Business			
Who may avail:	Concerned compa	ny c	or PMO			
CHECKLIST OF REQUIR	REMENTS		WHERE T	O SECURE		
	Letter request of the port user for refund addressed to the concerned PMO			signee/Shipping L	ine	
PMO endorsement w and details of amount for			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 PEZA/BOI certificate shipping manifest, cargoes handled, et b. Dockage/VTMS of Vessel, Preliminate Anchorage Report, SPA between prince Vessel Movement		PMO/Consignee/Shipping Line				
Client Steps	Agency Action	Fe	es to be paid	Processing Time	Person Responsible	



Port User files request for	1.1 PMO evaluates request and	None	5 days	PMO PM
refund at the PMO concerned.	endorses the same to Operations Office together with comments and recommendation with complete documents.			
	1.2 Receives/logs and disseminate the request.	None	1 day	CSD OPR
	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 completestaff work for review	None	1 day	Secretary/CSD Department Manager
	and correction of the CSD Manager		1 day	CSD-PPD Manager
	and GGD manager		1 day	CSD-PPD Section Chief
			5 days	PPD-OPR
			2 days	CSD-PPD Section Chief
			5 days	CSD-PPD Manager
	1.6 Recommends approval to the AGM for Operations or the General Manager	None	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
	TOTAL:	None	35 days (working days)	

Request for Refund of Port Charges, PPA Gov't. Share on Cargo Handling Charges qualified for multistage 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.

Office/Division:	Commercial Services Department-Port Pricing Division /Port Management Office concerned/ Office of the Corporate Board Secretary					
Classification:	Highly Technical					
Type of Transaction:	G2B-Government to Bu	siness				
Who may avail:	Private Service Provide Cargo Handlers, Shippii			erators,		
CHECKLIST OF REQUIREM	ENTS	WHERE TO	SECURE			
1. 3 copies of Sworn Filing 4, Sections 7 and 8 of t 2019		Proponent	or applicant			
2. Eligibility Requirements a Rule 5, Section 11 of th 2019	ne PPA AO No. 11-	Proponent	or applicant			
3. Disposition Form as pres 6, Section 14 of the PP	cribed under Rule A AO No. 11-2019	Commercial Services Department				
4. Following requirements 7, Sections 15 & 17 of 2019						
 Special Order creating Panel; 		(OCBS)	•	Board Secretary		
Notice of Public Hea	•		gement Office			
 Minutes of Public He Sheet; 	earing; Attendance	Portiviaria	gement Office			
Draft Report		Port Mana	gement Office	9		
5. Following requirements a Rule 7, Section 23 of th 2019						
Position Paper		Port Users/Attendees				
 Summary of Position Reply of the propon 		Port Mana Office	gement			
comments	CITE ATTU FINIO	Onice				
Publication of the new tariff or rate						
adjustment			al Services De	•		
Client Steps A	gency Action	Fees to be paid	Processing Time	Person Responsible		



1. Submission of request with complete documentary requirements for	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
new rate or rate adjustment	1.2 Endorses the request to CSD. CSD shall validate, evaluate, prepares CSW/disposition paper and endorse the application to OCBS.	None	3 days	CSD Manager/Port Pricing Division (PPD)
	Return of application (add'l 5 working days)			
	1.3 OCBS shall within two (2) working days prepare the PPA SO creating the	None .	5 days	Corporate Board Secretary (CBS)
	Hearing Panel for the conduct of Public Hearing to be signed by the GM.	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



	TOTAL:	None	84 days (working days)	
	TOTAL	None	94 days	
	publication of the MC EB/Operations Memorandum Circular (OMC) for signature of the AGMO. New tariff attached to the OMC for dissemination to the concerned PMO			
	 3.6 CSD prepares the following: Executive Brief Memorandum Circular (MC) for approval of the GM thru the AGMO. Memorandum for the ASD requesting for the 	None	1 day	CSD-PPD OPR
	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
	3.4 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
	3.3 Draft Report to the PPA Board TWG coursed through the OCBS after the public hearing.	None	10 days	PMO Authorized Representative
in writing copy furnished the concerned PMC within three (3) working days.	3.2 The PMO, as part of its	None	33 days	PMO Authorized Representative
3. The proponent shall reply to the participants	3.1 The PMO shall wait for the copy of the proponent's reply to the participants.	None	3 days	PMO Authorized Representative



30. Request for Waiver of Port Charges

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

Office/Division	1	Commercial Services Department- Port Pricing Division (CSD-PPD)/Port Management Office (PMO)					
Classification:		Highly Technical	Highly Technical				
Type of Transaction:			G2B - Government to Business G2G - Government to Government				
Who may avail	:	Bureau of Customs, Department of Healt	•				
CHECKLIST O	FREG	UIREMENTS	WHERE T	O SECURE			
1. Letter request for Waiver of Port Charges supported by the following: • Bill of Lading • Commercial Invoice • Packing List • Consular Invoice • Deed of Donation and Acceptance 2. Comments and recommendation from 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. Note: CSD may require other supporting documents aside from the list to verify the			Port User Concerned PMO Concerned Terminal Operator or Cargo Handler				
validity/veracity Client Steps		ncy Action	Fees tobe	Processi ng	Person Responsi		
			paid	Time	ble		
Consignee files request for waiver with complete supporting documents.	a so re in P (F 1.2	nitial instruction to ort Pricing Division PPD). Division Manager	None	2 hrs. 1 hr.	Receiving Officer/ Secretary/C SD Department Manager		
		ives instruction to ection Chief/OPR			Division Manager		



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



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

Office/Division:		Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)					
Classification:	Classification: Highly Technical						
Type of Transaction	on:	G2B - Government	t to E	o Business			
Who may avail:		Concerned compa	ny o	r PMO			
CHECKLIST OF R	EQUIR		-		TO SECURE		
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.					andling Operator nent Office (PMC		
Client Steps		Agency Action	Fe	es to be	Processing Time	Person Responsible	
1. Cargo Handling Operator files request for adoption of cargo handling or other related charges to the PMO with justification.	requirect control record to (CSE	Reviews/ evaluates		None	4 days 4 days	PMO PM CSD-PPD OPR	
	POS CHO PPA 1.3 reco	proposal. ordinates with SD relative to the D's contract with The Forwards the commendation to the SMO		None	1 day	CSD Department Manager	
		Approves/ approves the posal		None	1 day	AGMO	
		If approved, vards the approval ne PMO for public ring		None	1 day	CSD Department Manager	
		Presents the bosal 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	РМО
1.11 Validates the published rates and forwards to PMO the final CH tariff	None	1 day	CSD
TOTAL:	None	20 days (working days)	



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.

Office/Division:		Commercial Service	Commercial Services Department-Real Estate Management Division				
Classification:		Highly Technical					
Type of Transaction	:	G2B – Government to Business G2C – Government to Citizen					
Who may avail:		Lessees					
CHECKLIST OF REC	UIREME	NTS	WHERE TO	SECURE			
Letter-request o addressed to the	concerne		Lessee				
	t of Renta	nding Account and al Deposit issued by	Port Manage Division	ment Office-Fi	nance Services		
Duly authenticated issued by the Auth		Lease Contract	PMO Concer	ned/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				
Client Steps	Α	gency Action	Fees to be paid	Processing Time	Person Responsible		
	2. CSD reco base regulating warr. 3. CSD	D endorses its mmendation to the MO, thru CSD D reviews the mmendation of PMO ed on the REM lations and validates grounds that will ant the refund D endorses to the est for refund to the	NONE	Three (3) days	CSD		
	4. AGM appr	MO recommends oval of the request endorses to AGFA,	NONE One (1) day AGMO				
		TOTAL:	NONE	Five (5) days			



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.

			1					
Off	fice/Division:		Real Estate Ma	ervices Department- Inagement Division (CSD-REMD) / Port Office-Port Services Division (PMO-PSD)/Legal Etment				
Cla	assification:		Highly Technica	al				
Ту	pe of Transactio	n:	G2B – Governm G2C – Governm					
Wł	Who may avail:		be leased cover	ring not more rtnership/ cor	than 20sq.m.) coporate entity duly	roprietor (for area to mpany/corporations/ organized and		
	·		or part of a lo	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.				
СН	ECKLIST OF RE	QUIREME	ENTS	WHERE TO	SECURE			
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.	3. Licenses, Accreditation or additional permits specifically required for the business operations of the proponent			Applicant				
4.	Vicinity/Location		рофонон	Applicant				
5.	Secretary's Cer	tificate		Applicant				
	(for corporation/			Angliant				
6.	Authorization Le	etter (for si	ngle proprietor)	Applicant				
Cli	Client Steps Agency Action			Fees to be paid	Processing Time	Person Responsible		
1.	Applicant submits to PMO the letter of intent/ application for STL with complete documents and pays non- refundable filing fee upon receipt of	new a STL o perior receip documon its PLUS deter and o	evaluates all applications for over a minimum d of 3 days from pt of complete mentary rements based approved S, the mined needs demands for the osed 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 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
Applicant/Authorized Papragentative	2.1 AGMO countersigns the lease contract	NONE	Three (3) days	AGMO
Representative signs and submits lease contract together with	2.2 CSD transmits the duly signed Lease Contract to PMO	NONE	One (1) day	CSD
annexes	2.3 PMO coordinates with lessee for the notarization of the duly signed LC	NONE	One (1) day	PMO
	TOTAL:	Filing Fee Php 2, 0000.00 + VAT	Twenty-Five (25) days (working days)	



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.

Office/Division:	Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen			
Who may avail:	Must be a Filipino citizens of lawful age/sole proprietor (for be leased covering not more than 20sq.m.) company/corpord cooperative/partnership/ corporate entity duly organized a existing under Philippine laws. Partnerships duly organized under the laws of the Philippin of which at least sixty percent (60%) of the capital contributelongs to citizens of the Philippines and the general partness a Filipino Citizen. Corporation duly organized under the laws of the Philippin of which at least sixty percent (60%) of the outstanding belongs to citizens of the Philippines. For foreign corporation, must be registered in the appagency in the place of incorporation =, and all its paper submitted to Philippine Ports Authority (PPA) should be treated as the second of the property of the place of incorporation in the place of the ports and the second of the property of the place of the			
	in English and duly Apostilled or authenticated by the Philippine Consulate in the Place of Incorporation, whichever is applicable. Prospective lessee is an existing authorized port operator.			
CHECKLIST OF REQUIREME	NTS	WHERE TO SECURE		
Duly filled-out Lease App Form (CRF) with Project B of the proposed used, rent	Applicant/Lessee/ PPA website (downloadable forms)			
2. Duly Notarized Omnibus U	PPA website (downloadable forms)			
Secretary's Certificate (for Corporation/ partnership/ cooperative/ corporate entity) Lessee/Applicant				
4. Authorization Letter signed	by sole proprietor (for single proprietor)	Lessee/Applicant		



5.	5. Legal Requirements Lessee/Applicant					
	a. Certified true copy of SEC/ DTI/ CDA registration, whichever is applicable					
	b. Licenses, Accreditation or additional permits required for the business operations of the proponent					
6.	Financial Requirements a. Proof of Financial Capability of lessee for the business	Lessee/Applicant				
	 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 					
	 Summary of projected income, cost and earnings for the first five years of the operation of the proposed project. 					
7.	Technical Requirement	Lessee/Applicant				
7.	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)	Lessee/Applicant				
	b. Architectural Plan/ Land Use Plan					
	c. Proof of expertise in conducting the proposed business					
	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					
	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					
_	December (Additional December 2014)					
Foi	Renewal: (Additional Requirements) Legal Requirements					
0.	a. Proof of compliance in payment of Taxes due to the government.	LGU concerned				
	b. Tax Clearance from the BIR that the Applicant has no outstanding tax obligation with the government.	BIR				



9. Others

a. PMO Certificate of No Outstanding Account from Finance Office, unless records show otherwise,

PMO Finance Division

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.

PMO concerned

MEDIUM-TERM LEASE (MORE THAN 1 YEAR UP TO 5 YEARS) (THRU PUBLICATION)

MEDIUM-TERM LEASE (MORE THAN I TEAR OF TO 5 TEARS) (THRU PUBLICATION)					
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/applicatio	1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative	
n for medium term lease with complete documents and	1.2 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022		PMO Finance Division	
pays non- refundable filing fee upon receipt of complete documentary requirements		Medium- Term: Php 6,000.00			
roquiiomo	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 complete documents from PMO	None	10 days	CSD	
	1.5 AGMO endorses and recommends approval/signing of transmittal of Notice to Lease Ad to GM	None	2 days	AGMO	
		None	3 days	GM	



	4.0.084 -1: -1			
	1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO			000
	1.7 CSD transmits the Notice to Lease Ad copy to PMO	None	1 day	CSD
	1.8 PM signs Notice to Lease Ad copy	None	1 day	PM
Applicant publishes Notice to Lease Ad thru local newspaper or circulation	to Esaco Ala Sopy		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



	3.1 AGMO countersigns lease contract 3.2 CSD transmits the duly signed Lease Contract to PMO for	None	3 days 1 day	AGMO
	notarization TOTAL:	Filing Fee Php 6, 0000.00 + VAT	Fifty-Four (54) days (working days)	

LONG-TERM LEASE (MORE THAN 5 YEARS UP TO 10 YEARS)(THRU PUBLICATION)

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Lessee/ applicant/ proponent submits to the PMO the letter of intent/applicatio	1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
n for long term lease with complete documents and pays non- refundable filing fee upon receipt of complete documentary requirements	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



	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	
Applicant publishes Notice to Lease Ad thru local newspaper			7 days	
or circulation	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	None	10 days	CSD
	the AGMO.			



			I	
	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. Applicant/ lessee signs and submits lease contract with annexes.				
	3.1 GM countersigns lease contract		3 days	
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization		1 day	
	TOTAL:	Filing Fee	Fifty-Seven	
		Php 10, 0000.00 + VAT	(57) days (working days)	
LONG-1	TERM LEASE (MORE TH	IAN 10 YEARS)		TION)
Client Steps	Agency Action	Fees to be	Processing	Person
1. Lessee/	1.0 PMO BDMO	paid None	Time	Responsible PMO-BDMO/
applicant/ proponent submits to the PMO the letter of intent/applicatio	acknowledges receipt and validates the completeness of documents.	INOTIE	3 days	Authorized Representative
n for long term lease with complete documents and	1.1 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022		PMO Finance Division
pays non- refundable filing fee upon receipt		Php 10,000.00		
of complete		(exclusive of		
documentary requirements		VAT)		
		None	5 days	Port Manager

PHILIPPINE PORTS AUTHORITY

	4.0 Dowt Marianian	1	<u> </u>	
	1.2 Port Manager			
	recommends			
	whether lease			
	proposal will undergo public			
	bidding or			
	publication			
	requirement to			
	AGMO thru CSD	None	10 days	CCD
	4.0.000	None	10 days	CSD
	1.3 CSD evaluates			
	the lease proposal			
	within 10 days			
	upon receipt of			
	complete documents from			
	PMO			
	PIVIO	None	O dovo	AGMO
	1 A ACMO andaress	None	2 days	AGIVIO
	1.4 AGMO endorses			
	and recommends			
	approval/signing of the Memo			
	transmitting the Notice to Lease			
	Ad to GM	None		CNA
	1 F CM andarasa/	None		GM
	1.5 GM endorses/			
	recommends to			
	PPA Board the			
	lease application			
		None		PPA Board
	1.C. DDA Doord	inone		PPA Board
	1.6 PPA Board			
	approves/disappro			
	ves the lease			
	proposal	None		CM
	1.7 CM signs the	None		GM
	1.7 GM signs the			
	Memo informing			
	the PMO the			
	result of the PPA Board deliberation			
	on the lease			
	application/propos			
	al	None	1 40,7	CSD
	1.0 If for eachly	None	1 day	C9D
	1.8 If favorably			
	considered, CSD transmits the			
	Notice to Lease			
		None	1 40,7	PM
	Ad copy to PM	INOTIE	1 day	F IVI
	1.9 PM signs Notice			
	to Lease Ad copy			
2. Applicant	to Lease Au copy		7 days	Applicant/Lessee
publishes Notice			, uays	Applicativessee
to Lease Ad thru				
local newspaper				
or circulation				
or onculation				
	İ.	1	<u> </u>	<u> </u>



		1	1	
		None		
	2.1 Waiting period for Counter Proposal	None	3 days	PMO
	2.2 If no counter- proposal, PMO signs transmittal letter informing applicant of publication result.	None	1 day	РМ
	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			Ann line at the
3. Applicant/ lessee signs and submits lease contract with annexes.	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
TOTAL:	Filing Fee Php 10, 0000.00 + VAT	Fifty-Four (54) days (working days)	



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.

Office/Division:		Curriculum Development and Research Division					
Classification:		Simple					
Type of Transaction:		G2B - Government to Business G2G - Government to Government G2C- Government to Client					
Who may avail:			PPA Personnel/Non-PPA Personnel/Stakeholders/Students/Researchers				
CHECKLIST OF	REQ	JIREMENTS					
		•	tter Request Professor/Librarian				
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible		
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			
TOTAL		None	1 hour and 30 mins	



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.

Office/Division:	PPA Training Institute Training Program Management Division (TPMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business G2G0 Government to Government			
Who may avail:	Cargo Handling/Terminal Operators, Government Agencies/with Port Related Functions, and other Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request for training One (1) Original copy of (1) electronic copy		Prepared by	y the requestin	ig party
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.				

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the letter addressed to the General Manager through any of the following	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
means: Mail/Courier PPA Corporate Bldg. Bonifacio Drive South Harbor, Port Area Manila via ppati@ppa.co m.ph	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
	TOTAL	None	20 days (working days) 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) ca 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.

Office/Division:		Port Police	Department		
Classification:		Simple			
Type of Transaction	on:	G2B – Gove	ernment to B	usiness	
Who may avail:		Security Ag	ency with pre	evious contract	with PPA
CHECKLIST OF	REQUIR	EMENTS	V	WHERE TO SE	CURE
Request from Secu addressed to the G through the PPD M	eneral Mai anager		Security Ag		
Contract informatio	n		Security Ag	-	
Client Steps	Agenc	y Action	Fees to be paid	Processing Time	Person Responsible
1. Submit letter request to the Office of the General Manager, copy furnished the Port Police Department	contrainforr 1.2 Verify evalue of second PMO 1.3 Prepation Certify Company Acce Final Perform Ratin	est. Verify act mation. and ate ratings curity cy from -PPD are ficate of oletion and ptance and ormance g	None	3 days	Port Police Officer Operations Division
2. Receive Certificate of Completion and Acceptance	of Cor	Certificate npletion cceptance.			
		TOTAL	None	3 days (working days)	



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.

Office/Division:		Port Police Department/Intelligence and Investigation Division			
Classification:		Technical			
Type of Transact	tion:	G2G, G2C			
Type of Transact			ernment Agencies	/∩ther	
Who may avail:		Complaina	•		
CHECKLIST O	F REQUIREMENTS		WHERE TO SEC	URE	
1 - 11 - 1 - 1 - 1 - 1 - 1		Complaint	Center Agency He	ead/	
Letter of request f	or investigation	Governmen			
Complaint from co	oncerned citizen	Email sent	by complainant		
Other attachment	s/evidence				
Client Steps	Agency Action	Fees to	Processing	Person	
Chefft Steps	Agency Action	be paid	Time	Responsible	
1. Submit letter	1.1 Forward letter/	None	1 day	Port Police	
request/	complaint to the			Division	
complaint	Manager PPD/				
from other	OGM/AGMO (if				
Government	applicable)				
Agencies/					
Citizen	1.2 Direct PPD IID	None	1 day	Manager, PPD	
	to conduct			GM/AGMO	
	investigation.				
	1.3 Plan, review,	None	3 days	Assigned	
	and evaluation			Investigator-	
	of submitted			on Case	
	complaints			(LOC)	
	1.4 Data gathering				
	and verification.				
	1.5 Evidence data	None	25 days	Assigned	
	and analysis			Investigator/	
				Team (LOC)	



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



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.

Office/Division:		Port Police Department			
Classification:		Complex			
Type of Transacti	ion:	G2G - Government to	o Governm	ent	
Who may avail:		HRMD / PMO			
CHECKLIST	OF R	EQUIREMENTS		WHERE TO SE	CURE
Letter request			HRMD / F	PMO	
List of applicants a	ind po	sition applied for	PMO Adn	nin / HRMD, HR	RSD
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
1. PMO /HRMD requests for technical and physical agility examination for port police applicants	1.2	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 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	None	1 day-Online 1 day-F2F	Manager, PPD
	l l	1.2.3 Travel period indicated in the		1 day-F2F	



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

^{*}Depending on travel constraints.



PORT CONSTRUCTION AND MAINTENANCE DEPARTMENT (PCMD) External Services



1. Request for Accreditation of Supplier/Manufacturer

Office/Division:

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.

Port Construction and Maintenance Department

Office/Division.	1 Oit Constituct	Tort Construction and Maintenance Department			
Classification:	Highly Technic	cal			
Type of Transaction	on: G2B – Govern	ment to Bus	siness		
Who may avail:	Supplier, Man	ufacturer, T	rader, and Con	tractor	
CHECKLIST OF	REQUIREMENTS	1	WHERE TO SE	CURE	
 Letter of Intent/En (1 original) 	ndorsement Letter	Supplier/	Manufacturer/0	Contractor	
2. Company Profile	(1 original)	Supplier/	Manufacturer		
3. DTI Certificate (if applicable, 1 ph	notocopy)	Departm Industry/	ent of Trade ar Supplier	nd	
 SEC Certificate (if applicable, 1 pł 	notocopy)	SEC/Sup	pplier		
5. BIR Certificate (1	• • • • • • • • • • • • • • • • • • • •	BIR/Sup	olier		
Permit (1 photoco	Updated Business Permit/Mayor's Permit (1 photocopy)			Supplier	
and BIR Latest In (1 photocopy)	7. Latest Audited Financial Statement and BIR Latest Income Tax Return (1 photocopy)		Supplier/Manufacturer		
	List of Work Experience/Track Record/Completed Projects (1 original)		Supplier/Manufacturer		
List of Equipment photos (1 original)		Supplier/	Supplier/Manufacturer		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
submit a request for accreditation of their endorsed supplier/ Supplier to submit a request for	Record receipt of the Contractor's/ Supplier's request for accreditation and forwards it to the PCMD Manager. Acknowledge the request and	None	1 hour	PCMD Record Officer/ Secretary/ Authorized Personnel Department Manager	
accreditation/ reaccreditation (including the	forward it to the concerned Division				



complete requirements) *The request may be submitted manually or electronically	or Construction Support Staff. 1.3 Acknowledge the request and assign technical personnel for the evaluation of same. 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.	None	4 hours 2 days	Division Manager/ CSS Head Technical Staff
2. Shall submit/ provide documents that are lacking.	2.1 Re-evaluate the submitted documents. 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. 2.1.1b Prepare a report of inspection and recommend approval. 2.1.2 For requests of product accreditation that are unrelated to the construction of port facilities, advise the supplier/ contractor through a letter.	None	15 days	Technical Staff



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	None	1 day	Department Manager/ Division Manager
contractor. 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
TOTAL:	None	20 days (working days)	



2. Request for Contract Time Extension/Suspension

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

Office/Division:	Port Construction	on and Maintenance Department		
Classification:	Highly Technica	 al		
Type of Transaction:	G2B – Governm	nent to Business		
Who may avail:	Contractor			
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE		
1. Letter of Request (1	original)	Contractor		
Supporting Documents 1.1 For unworkable we sea conditions: - PAGASA Certification (1 original) - Coast Guard Certification (1 original)	eather/rough ation	PAGASA, PCG		
(1 original) - Daily Accomplish (1 photocopy)	ment Report	Assigned PM/PE		
- NAMRIA Report (1.2 For suspension/re order (Refer to Se Paragraphs 10.1-1 RA 9184):	sumption c.10,	NAMRIA		
- Duly signed letter/ communication regarding suspension/resumption orders. (1 photocopy) 1.3 For port operation problem:		Contractor/PCMD Office		
- Suspension Orde items of work, if a (1 photocopy)		Contractor/PCMD Office		
- Certification and/or Summary Schedule of Port Operations (1 original) 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:		PMO/TMO		
- Approved Variation - Approved Variation Tabulated Compute (1 photocopy) 1.5 For destructive type earthquakes and expension to the compute type of the compute type o	utation phoons, floods,	PCMD Office/Contractor		



shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the contractor.

 Certification of Appropriate Government Agencies such as DTI, DOLE, DILG, and DND, among others (1 original)

1.6 Proposed Revised PERT/CPM (1 original)

DILG/PAGASA/PCG/DTI/LGU

PCMD

	(1 original)				
	Client Steps	Agency Action	Fees to	Processing	Person
	<u> </u>		be paid	Time	Responsible
•	1. Submit a letter of request addressed to the Department Manager with attached supporting documentation.	1.1 Record receipt of the Contractor's request for Time Extension and forward it to the Department Manager.	None	1 hour	PCMD Record Officer / Secretary
	Note: Supporting documents may be submitted	1.2 Acknowledge the request and forward it to the concerned Division.	None	1 day	Department Manager
	electronically for evaluation, however, the original copy/ies of the documents	1.3 Assign a Technical Staff to evaluate/ review the request.	None	4 hours	Division Manager
	should still be submitted to PCMD.	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	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
	TOTAL:	None	19 days and 6 hours (working days)	



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.

Office/Division: Port Construction			n and Mai	ntenance Depa	artment	
Classification:		Highly Technica	ly Technical			
Type of Transac	Type of Transaction: G2B – Gov		ent to Bus	siness		
Who may avail:		Contractor				
CHECKLIST C	F REC	QUIREMENTS	V	WHERE TO SE	CURE	
Justification for Order (1 original)	al)		PCMD			
Lay-Out Plan/ F (1 photocopy)	Revised	d Plan	PPDD/ P	CMD/AGM-EC)/PMO	
3. Detailed Estim	nates (1	original)	Field Offi	ce PPA/Contra	actor	
4. Quantity Calcu (1 original)	ulation	Sheets	Field Offi	ce PPA/Contra	actor	
5. Canvass Cost any (1 original)	ing for	Materials, if	Field Offi	ce PPA/Contra	actor	
6. Related Comm (1 photocopy)	nunicat	ions	PCMD O	ffice/PMOs		
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible	
1. Submit/ prepare required documents for a request for a Variation Order/Chang e Order/Extra Work Order	the corproduction the Market M	cord receipt of e Contractor's informe on the oposed V.O. d forward it to e PCMD inager. Cknowledge and ward the comitted cuments to the incerned	None	1 hour	PCMD Record Officer / Secretary/ Authorized Personnel Department Manager	
	Div 1.3 As Te che cor eva doc sul Pro	vision Manager.	None	1 day	Division Manager	



		TOTAL:	None	20 days (working days)	
	r te	Forward the ecommendation o the AGM-EO/DGM.	None	1 hour	Record Officer
	a tl	Recommend the approval of VO to he AGM-EO/	None	1 day	Department Manager
	(((e ((Endorse for approval the abulated computations for variation orders including time extension analysis [if any]) the Department Manager	None	6 hours	Division Manager
 To submit/ provide documents, which are lacking or inappropriate. 	2 2 2 2 3 4	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
	s d a c a a C fii d th	evaluate the ubmitted ocuments/ ttachments for ompleteness and ppropriateness, nd advise the contractor about ndings/lacking ocuments (if any) prough a etter/phone all/email.	None	4 days	Project Manager/ Technical Staff



4. Customer Communication Procedure - Simple

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

'		T				
Office/Division: Port Construction		n and Mai	ntenance Depa	artment		
Classification: Simple						
Type of Transaction:		G2B – Governm G2C – Governm	G2G – Government to Government G2B – Government to Business G2C – Government to Citizen			
Who may avail:		Contractor/ PPA Others	RC/PMC	Js / Governme	ent Agencies /	
CHECKLIST OF	REC	QUIREMENTS	WHERE TO SECURE			
Letter of Request (*	1 oriç	ginal)	Applicant			
Client Steps	Α	gency Action	Fees to be paid	Processing Time	Person Responsible	
Submit the letter of request/ communication. *May be submitted		Record receipt of the customer communication and forward to the PCMD Manager	None	1 hour	PCMD Record Officer/ Secretary/ Authorized Personnel	
manually or electronically.		Endorse to the concerned division/CSS staff	None	1 day	Department Manager	
	1.3 Do O pr		None	2 hours	Concerned Division/ CSS Staff	
	1.4	Prepare a letter reply/ response	None	1 day	Technical Staff	
		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	
		TOTAL:	None	3 days (working days)		



5. Customer Communication Procedure - Complex

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

Office/Division:	Office/Division:		Port Construction and Maintenance Department				
Classification:		Complex	Complex				
Type of Transaction:		G2G – Government to Government G2B – Government to Business G2C – Government to Citizen					
Who may avail:		Contractor/ PPA Others	/ PPA RC / PMOs / Government Agencies /				
CHECKLIST (OF REC	QUIREMENTS	WHERE TO SECURE				
Letter of Reques	t (1 ori	ginal)	Applicant				
Client Steps	Αg	gency Action	Fees to be paid	Processing Time	Person Responsible		
1. Submit letter of request for Information/ Reports/other s *May be submitted	the re int re fo	ecord receipt of e customer's quest for formation/ ports and rward to the CMD Manager	None	1 hour	PCMD Record Officer/ Secretary/ Authorized Personnel		
manually or electronically.	re ur ap	orward to the sponsible nit/division for opropriate action	None	1 day	Department Manager		
	se co re int ar	valuate validity/ ensitivity; onsolidate quired formation/data nd prepare reply tter	None	5 days	Division Manager/ CSS Staff/ Technical Staff		
	re int fo er E(is	oprove/sign the quested formation/data r release and/or ndorse to AGM-O (if the request addressed to GM-EO)	None	6 hours	Department Manager		
		orward the ata/information	None	1 hour	PCMD Records		



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



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.

Office/Division:	Port Construction and Maintenance Department
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	PMOs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
 Memorandum from the PMO addressed to the AGM-EO (1 original) Supporting Documents: Program of Works (1 original) Summary of Cost Derivation (1 original) Detailed Cost Estimate (1 original) Summary Sheet of Prices signed by ESD/PM (1 original) FORMS re Listing of Proposed Engineering Projects Classified as CAPEX or Maintenance (1 original) Approved Program of Project (1 photocopy) Plans (1 original) Others, as necessary (photos, PERT-CPM, etc 1 original) 	PMO
	Fore to Processing Porson

Client Steps	Agency Action	Fees to	Processing	Person
Cheffi Steps	Agency Action	be paid	Time	Responsible
1. Submit a	1.1 Record receipt of	None	1 hour	PCMD
memorandum	the approved POWs			Record
including	of PMOs from AGM-			Officer/
supporting	EO and forward to			Secretary/
documents	PCMD Manager.			Authorized
				Personnel
	1.2 Forward to the	None	1 day	Department
*May be	Division Manager			Manager
submitted	concerned.			
manually or				
electronically	1.3 Designate a	None	1 day	Division
	Technical Staff to			Manager
	review/evaluate the			
	computations and			



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
1.7Forward the recommendation to the AGM-EO.	None	1 hour	Record Officer
TOTAL:	None	19 days and 2 hours (working days)	



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.

Office/Division:		Port Construction and Maintenance Department		
Classification	:	Complex		
Type of Transaction:		G2G – Government to Government		
Who may avai	l:	PMOs		
CHECKLIST	OF REQUIREMENTS	V	HERE TO SE	CURE
 Memorandum request from PMO (1 original) Report on the actual utilization of funds signed by ESD/PM (1 original) Others (request for billing of the contractor, others – 1 original) 		РМО		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit a memorandum requesting the release of the balance of funds including supporting	1.1 Record receipt of the memorandum and forward to PCMD Manager 1.2 Forward to the	None None	1 hour	PCMD Record Officer/ Secretary/ Authorized Personnel Department
documents *May be	Division Manager concerned.			Manager
submitted manually or electronically	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



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



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.

Office/Division:	Dredging and Survey Department- PSD and DMD
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Contractor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
 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

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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



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



	ey the ted area;			
Cons and p surve Plotti - Sub	ey data: - solidation processing of ey data; -	None	6 days	PSD Survey Team
2.4 Signi plan;	ng of survey	None	3 days	PSD, Contractor and DSD Manager
surve (DMI	emination of ey plan D and ractor)	None		DMD / Signed by DSD Manager
	TOTAL:	None	20 days (working days)	



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.

Office/Division:	Dredging and Survey Department- PSD and DMD				
Classification:	Highly Technical				
Type of Transaction:	G2B – Government to Business				
Who may avail:	Contractor				
CHECKLIST OF REG	QUIREMENTS	WHERE TO SECURE			

CHECKLIST OF REQUIREM	ENTS WHERE TO SECURE	
Request Letter (1 original cop scan copy)	contractor	

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit letter	1.1 DSD records	None	2 days	DSD -
request for	receipt of			Secretary
Time	Contractor's			
Extension /	request;			
Temporary				
Suspension	1.2 DSD Manager	None		DSD
of the project	review			Manager
including the	the submitted			
correspondin	request and			
g justification	instruct DMD to			
and	evaluate the			
supporting	request, take			
documents,	necessary action/			
addressed to	recommendation;			



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



1.8	submit additional documents / information; 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	O Approval or Endorsement to Top Management by the DSD Manager.	None		DSD Manager
1	TOTAL:	None	20 days (working days)	



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.

Office/Division:		Dredging and Survey Department- PSD and DMD				
Classification:		Highly Technica	ıl			
Type of Transac	tion:	G2B – Governm	nent to Bus	siness		
Who may avail:		Contractor				
CHECKLIST O	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			CURE		
Request Letter (either from the Contractor, PMOs or Port Users) (1 original copy or 1 scan copy)		Contractor / PMO's/ Port Users		rt Users		
Project Status/ Accomplishment Report (1 original copy or 1 scan copy)		Project M	lanager/Projec	t Engineer		
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible	



				1
1. Submit letter request for Variation Order (Recapitulation), including the corresponding justification and	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
supporting documents.	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



Status of the project; 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; 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;	None	10 days	Project Manager DMD Manager
	None	3 days	DSD Manager



1.8 Approval or Endorsement to Top Management by the DSD Manager.			
TOTAL:	None	20 days (working days)	



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;

Office/Division:		Dredging and Survey Department- PSD and DMD				
Classification:		Highly Technica	ıl			
Type of Transaction:		G2B – Governm	Government to Business			
Who may avail:		Contractor				
CHECKLIST O	F REC	UIREMENTS	V	WHERE TO SE	CURE	
 Request Letter f (1 original copy) 		ne Contractor	Contracto	or		
Client Steps	Αç	gency Action	Fees to be paid	Processing Time	Person Responsible	
1. Submit letter request for Billing, including corresponding justification	1.1 DSD records receipt of Contractor request for payment;		None	2 days	DSD - Secretary	
/supporting documents.	1.2DSD 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		
1	.4DMD 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	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	.7DMD Manager upon receipt of evaluated SWA, checks its completeness including the attached supporting documents, if necessary, require	None		DMD Manager



	TOTAL:	None	20 days (working days)	
	Endorsement to Top Management by the DSD Manager.	None	o dayo	Manager
1	Contractor to submit additional documents / information; work involved and submits to the DSD Manager for approval and subsequent endorsement to Top Management;	None	3 days	DSD



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.

Office/Division:	Dredging and Survey Department- PSD and DMD
Classification:	Highly Technical
Type of Transaction:	G2G-Government to Government
Who may avail:	NG/LGU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter from NG/LGU, requesting	
hydrographic and/or Topographic	
Surveys (1 original copy)	NG/LGU
2. Map/location of the requested area	

(1 original copy)

L	(1 original copy)				
	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
	1. Submit letter request for the	1.1 DSD records receipt of	None	1 day	DSD - Secretary
	survey	request;			,
		1.2 DSD Manager review the submitted request and instruct PSD to	None		DSD Manager
		evaluate the request, take necessary action and coordinate with the requesting party, if necessary;			
		1.3 PSD, along with the Principal Engr, evaluates the request, work includes research on the proposed site, prevailing	None	6 days	PSD Manager



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



	OTAL: None	20 days	
2.5 Disseminat survey plar			DSD Manager
2.4 Signing of survey plan	None	3 days	PSD and DSD Manager
2.3 Processing survey data - Consolida and proces of survey d Plotting; - Submission survey plan	a: ution sing ata; -	5 days	PSD Survey Team
equipment materials; - Establishm verification control poir - Survey pr - Review / evaluation data; - If inconsis was found raw data; re survey the affected are	ent / of ots; oper; of raw stency in the		



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

DSD is PPA lead office that implements dredging works.

Office/Division:		Dredging and Survey Department- PSD and DMD				
Classification:		Complex				
Type of Transact	ion:	G2G-Governme	nt to Gove	ernment		
Who may avail:		PMO'S/NG/LGU	J			
CHECKLIST OF	REC	QUIREMENTS	V	VHERE TO SE	CURE	
 Letter from NG/L Dredging Project Map/Location of (1 Original Copy) 	ts (1 C	Original Copy)	NG/LGU			
Client Steps	Αg	gency Action	Fees to be paid	Processing Time	Person Responsible	
request for dredging project	 1.1 DSD records receipt of request for dredging project; 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; 1.3 PSD, along with the Principal Engr, evaluates the request, work includes research on the proposed site, 		None None	2 days	DSD - Secretary DSD	
			None		Manager	
1			None	4 days	PSD Manager	
1	re to	SD submits ecommendation the DSD lanager, 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
TOTAL:	None	7 days (working days)	



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.

Office/Division:		Dredging and S	urvey Dep	artment- PSD a	and DMD
Classification:		Highly Technica	I		
Type of Transac	ction:	G2B – Governm	ent to Gov	vernment	
Who may avail:		PMO			
CHECKLIST C	F REG	QUIREMENTS	V	VHERE TO SE	CURE
 Request Memo 	(origin	al copy)	PMO's		_
Client Steps		ency Action	Fees to be paid	Processing Time	Person Responsible
Submit memo request for the dredging or survey	red	SD records ceipt of PMO's quest;	None	2 days	DSD - Secretary
works.	rev su rec ins ev rec ne an wit	SD Manager view the bmitted quest and struct PSD to aluate the quest, take cessary action d coordinate th the questing party, necessary;	None		DSD Manager
	the Er ev rec inc on sit we as su sc of	SD, along with e Principal agineer, aluates the quest, work cludes research the proposed e, prevailing eather pattern, signing of rvey team, heduling, right way issue, etc.	None	10 days	PSD Manager
	red	SD submits commendation the DSD	None	5 days	PSD Manager



Manager, either for approval or not; 1.5 If considered, PSD to: - Include the proposed dredging on DSD Annual Dredging Program;	None	0.45	PSD Manager
1.6 PSD to prepare reply letter to the Concerned PMO informing the management decision.	None	3 days	DSD Manager
TOTAL:	None	20 days (working days)	



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.

Office/Division:	Office/Division: Port Planning and			partment (PPD	D)
Classification:		Highly Technical			
Type of Transacti	ion:	G2B – Government	t to Business		
Who may avail: Consultancy Servi		es Provide	ers (Consultant	s)	
CHECKLIST O	FRI	EQUIREMENTS	W	HERE TO SE	CURE
Letter requestir (1 Original Cop		r Time Extension 1 Electronic Copy)	Provided b	by the Consulta	ant
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits letter of request for time extension addressed to the Assistant General Manager for Engineering (AGME). Note: If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically. The request should be officially sent to the ASD's e-mail address:	1.2	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. The PPDD Manager thereafter. 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	20 minutes 1 day	PPDD Secretary PPDD Manager



horecords@ppa.c	appropriate			
om.ph, for transmittal to PPDD.	recommendation/s thereof with corresponding justification/s, if needed.			
	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.	None	5 minutes	PPDD Secretary
	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.	None	20 minutes	PIAD, PPD or DED Secretary
	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.	None	3 hours	PIAD, PPD or DED Manager/Staff



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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.	None	5 minutes	PIAD, PPD or DED Secretary
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. Note: Evaluation/s and recommendation/s are based on the existing Terms of Reference (TOR) and Contract.	None	12 days	PIAD, PPD or DED Staff
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.	None	2 days	PPDD Manager PIAD, PPD or DED Manager/Staff



	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)	2. The concerned Division/PMT informs the Consultant whether the request for time extension has been approved or disapproved. Note: Consultant is provided with a copy of approved/disapproved request for time extension. 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 email address for official transmittal of the same to the Consultant.	None	1 day and 4 hours	PIAD, PPD or DED Manager/Staff
	TOTAL:	None	20 working days	



2. Request for Technical Assistance (External Services)

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

Office/Division:		Port Planning and Design Department (PPDD)			
Classification:		Highly Technical			
Type of Transacti	on:	G2G – Government to Government			
Who may avail:		Government Agencies (e.g. LGUs, DPWH, DOTr)			
CHECKLIST O	F RE	QUIREMENTS	W	HERE TO SE	CURE
Letter requesting for Technical Assistance (1 Original Copy or 1 Electronic Copy)		Provided b	by the Client		
Client Steps	,	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits letter of request for technical assistance addressed to the AGME. Note: If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically. The request should be officially sent to the ASD's e-mail address: horecords @ppa.c om.ph, for transmittal to PPDD.	le th ir Pre- te a 1.2 T M th ir C M P fa 1.3 R (FD a	Ipon receipt of the etter-request from the OAGME with instructions, the IPDD Secretary ecords the Client's equest for echnical essistance. The PPDD Manager reviews the request and estructs the concerned Division Manager (PIAD, IPD or DED) to ecilitate the same. The Request is private to the concerned Division PIAD, PPD or DED) for ppropriate ction/s.	None None	15 minutes 1 hour 15 minutes	PPDD Secretary PPDD Manager PPDD Secretary
	facili	evaluates the ity requirements e port.			



1.3.1a The PIAD	None	30 minutes	PIAD Manager
Manager instructs the Technical Staff to prepare the evaluation report of the facility requirements.		30 111114100	
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. PPD facilitates the	None	30 minutes	PIAD Manager /Secretary
project evaluation.			
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



				T
	for review/			
	consideration.			
de pr	ED evaluates the esign plans and epares evaluation port.			
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	None	30 minutes	DED Manager
	report. • Design/ Structural		2 days	Civil/Structural Engineer
	Architectural		2 days	Architect
	Electrical		2 days	Electrical Engineer
	 Estimating 		2 days	Civil Engineer/ Estimator
	 Duration for the need to request/ coordinate additional data from client. 		2 days	Technical Staff/Client
	 Duration for the need to conduct joint site inspection. 		2 days	Technical Staff/Client
1.3	3.3b The DED Manager reviews and submits the evaluation report summary to the PPDD Manager for	None	1 hour	DED Manager/ Secretary



	review/			
	consideration.			
	1.4The PPDD Manager receives the results of the evaluation from the concerned Division (PIAD, PPD or DED), and instructs to finalize the report.	None	1 hour	PPDD Manager
	1.5The PPDD submits the evaluation report with draft reply/memo to the AGME for consideration.	None	1 day	PPDD Manager/ Secretary
Receives the results of the evaluation report.	2. The PPDD releases the results of the evaluation report. Note: 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	None	30 minutes	PPDD Manager/ Staff
	to the Client.	None	20 working	
			days	



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.

Office/Division:	Port Planning and [Port Planning and Design Department (PPDD)		
Classification:	Complex			
Type of Transaction	G2G – Governmen	t to Government		
Who may avail:	at PPA He	ead Office, Por	t Management	
CHECKLIST OF REQUIREMENTS		W	HERE TO SE	CURE
Accomplished Req Records Form (1 0 Electronic Copy)	Original Copy or 1	PPDD		
Memorandum requ and Data (1 Origina Electronic Copy)		Provided by PMO	by the HO Dep	artment or
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits accomplished request for copy of records form or memo/ request for documents and data. Note: If in any	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
_	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
	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
	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



1	memorandum together with the requested documents/data to the PPDD Manager. .9 The PPDD Secretary routes	None	5 minutes	PPDD Secretary
	the memorandum/ communication letter to the PPDD Manager.			
1	.10 The PPDD Manager reviews and signs the memorandum/ communication letter.	None	1 day	PPDD Manager
2. Receives 2 requested documents/ data.	2. The PPDD forwards the requested documents/data to the requesting party.	None	1 day and 4 hours	PPDD Manager/Staff
fa ti p fa c A fa fa ti	Note: If in any case face-to-face ransaction 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			
r	requesting party.	None	7 working	



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.

Office/Division:	Office/Division: Port Planning and Design Department (PPDD)					
Classification:	Highly Technical					
Type of Transaction:	G2G – Governmen	t to Government				
Who may avail:	Port Management (Offices (PMOs)				
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE				
 Memorandum request of POW (1 Original Copy) 		Provided by the PMO				
Project Evaluation Cl (1 Original Copy or 1	Electronic Copy)	Project Identification and Appraisal Division				
Summary of Facility I (1 Original Copy or 1	Electronic Copy)	Project Identification and Appraisal Division				
 Summary of Past and Port Traffic Template or 1 Electronic Copy) 	(1 Original Copy	Project Identification and Appraisal Division				
Port Traffic Projection (1 Original Copy or 1		Project Identification and Appraisal Division				
Project Evaluation Re (1 Original Copy or 1		Project Preparation Division				
7. Checklist in preparati (1 Original Copy or 1		Detailed Engineering Division				
8. Project Feature (1 Original Copy or 1		Detailed Engineering Division				
Individual Project Pro (1 Original Copy or 1		Detailed Engineering Division				
10. Breakdown of Estima (1 Original Copy or 1		Detailed Engineering Division				
11. Approved Budget for (1 Original Copy or 1	the Contract	Detailed Engineering Division				
12. Bill of Quantities (1 Original Copy or 1		Detailed Engineering Division				
13. Construction Schedu (1 Original Copy or 1		Detailed Engineering Division				
14. Detailed Cost Estima	tes	Detailed Engineering Division				



			T		
` '		1 Electronic Copy)			
	L (1 Original Copy	Detailed E	ngineering Div	rision	
	16. Unit Price of Materials (1 Original Copy			ngineering Div	vision
or 1 Electronic (Сору	<u>'</u>)	Detailed L	ngineening Div	7131011
17. Summary of Ca			Detailed E	ngineering Div	rision
Materials (1 Orig	_	Copy or 1			
Electronic Copy	,				
18. Summary of Co			Detailed E	ngineering Div	rision
		1 Electronic Copy)	D. (. '		• . •
19. Design Calculat		1 Flootropio Conv	Detailed E	ngineering Div	rision
(1 Original Copy	/ 01	1 Electronic Copy)	Face to	Drococina	Deveen
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits POW	1.1	Upon receipt of the	None	5 minutes	PPDD
for evaluation,		letter-request from			Secretary
with complete		the OAGME with			·
supporting		instructions, the			
documents, for		PPDD Secretary			
the approval		records the			
and funding of		submitted POW			
the AGME.		with complete			
Mater If in any		supporting			
Note: If in any case face-to-face		documents.			
transaction is not	1.2	The PPDD	None	10 minutes	PPDD
possible,	1.2	Manager forwards	None	(1.2 & 1.3)	Manager/
submission of		the POW to		(1.2 & 1.0)	Secretary
documentary		different divisions			000.010)
requirements may		(PIAD, PPD and			
also be done		DED) depending			
electronically.		on the status of the			
		submitted POW.			
The request should		DDD5 11 277 33			
_		e: PPDD identifies if			
the ASD's e-mail		submitted project			
address: horecords@ppa.co		oosal is included in			
m.ph, for	uie	IVITETE.			
transmittal to	1.3	If the submitted	None		PPDD
PPDD.		proposed project is	110110		Manager/
		not included in the			Secretary
		MTPIP, POW will			,
		be forwarded to			
		PIAD and PPD.			
	Not	e : POW is			
		e. POW IS arded to PIAD.			
	וע וטין	araoa to i ind.			



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1.3.1 The PIAD Secretary then receives/logs the submitted POW and supporting documents.	None	30 minutes	PIAD Secretary
1.3.2 The PIAD Manager instructs the assigned Section Chief to facilitate the review, assessment and validation of the proposed project necessity.	None	30 minutes	PIAD Manager
Note: PIAD identifies if the proposed project is already evaluated by the Head Office.			
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.	None	30 minutes	Section Chief (Principal Engineer A)
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: • Assessment of existing port facilities.	None	1 day	Technical Staff with the Section Chief Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port Draftsman, Financial



<u> </u>	_			,
	 Analysis of the past and present port traffic analysis, including berth occupancy rate, and traffic forecast. Calculation of actual facility requirements. 			Planning Analyst, and Assistant Port Engineers
	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. Note: The PIAD identifies if the proposed project is necessary or not based on PIAD review, assessment and validation.	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
	1.3.3.1 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 revalidation.	None	3 hours	PIAD Manager



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p p r b F a a v T S o v o a j t t F o v	f the proposed project is not necessary pased on PIAD review, assessment and validation, the rechnical Staff discusses with the assigned Section Chief he preparation of draft memo with attached documents and ustifications o return 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
1.3.3.2a Manage draft me support docume justifica	ing ents/	None	30 minutes	PIAD Manager
proje eval Hea PIAI rece subr and	e proposed ect is not yet uated by the d Office, the D Secretary vives/logs the mitted POW supporting uments.	None	30 minutes	PIAD Secretary
_	er instructs tion Chief for	None	30 minutes	PIAD Manager



	ation of the itted POW.			
Chief Techr evalua	ne Section instructs the nical Staff to ate the sed project.	None	30 minutes	Section Chief (Principal Engineer A)
Staff e neces propo	ne Technical evaluates the esity of the sed project gh project ation.	None		
will be evalua neces	ollowing steps e used in ating the sity of the sed project:			
the	sessment of e existing port cilities.		4 hours	Principal Port Draftsman
Ar an tra be rat un	nalysis of past d present port offic, including of the occupancy te, and dertake traffic recast.		1 day	Financial Planning Analyst
• Ca	alculation of tual facility quirements.		4 hours	Principal Engineer C/ Supervising Engineer A and Assistant Port Engineers
1.3.4.1	If the proposed project is necessary,	None	3 hours	Technical Staff with the Section Chief
	based on PIAD Evaluation, the Technical Staff discusses with Section			Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port



Chief the recommendat ion 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 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



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1	1.4.1	The PPD Manager instructs the Section Chief to evaluate/validate the proposed project.	None	1 hour	PPD Manager
1	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: Orientation, scale, character, direction and location of the proposed development project in relation to the Master Plan of the subject port. Proposed development configuration if within the scope of the development plan and aligned with the Master	None	1 day	Technical Staff Principal Port Draftsman Principal Engineer C/ Supervising Engineer A



	Plan of the port.			
1.4.4	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)	None	3 hours	Technical Staff with Section Chief
the pri	PPD identifies if roposed project is cordance with the er Plan.			
1.4.5	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.	None	30 minutes	PPD Manager
1.4.6	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	None	30 minutes	Technical Staff with Section Chief



			
attached supporting documents/justifi cations and/or recommended/re vised suggested plans to return the POW to PMO.			
1.4.6a The PPD Manager reviews the draft memo, supporting documents/justificati ons, 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



Т	. , , ,			<u> </u>
	instructions from the DED			
	Manager.			
	Manager.			
1.5.3	The Technical	None		Technical Staff
	Staff (Design,			
	Estimate,			
	Architect and			
	Electrical)			
	submits the			
	evaluation reports. POW			
	returns to the			
	DED Manager			
	with evaluation			
	reports from the			
	Technical Staff.			
	The Structural		3 days	Structural
	Engineer/			Engineer/
	Principal			Principal Engineer
	Engineer reviews and			Liigiiiooi
	evaluates the			
	design and			
	detail			
	drawings of			
	the submitted			
	POW (including			
	related			
	documents).			
	• The		3 days	Estimating
	Estimating			Engineer/
	Engineer/			Principal
	Principal			Engineer
	Engineer			
	reviews and evaluates the			
	Quantity take			
	off and			
	Detailed Cost			
	Estimates of			
	the submitted			
	POW			
	(including related			
	documents).			
	The Architect/		3 days	Architect/
	Principal			



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	Architect			Principal
	reviews and			Architect
	evaluates the			
	architectural			
	designs and			
	drawings as needed.			
	The Electrical		2 days	Electrical
	Engineer/		2 days	Engineer/
	Principal			Principal
	Engineer			Engineer
	reviews and			
	evaluates			
	electrical			
	plans and			
	drawings as			
	needed.			
1.5.4	The DED	None	30 minutes	DED Manager
	Manager returns			
	POW to PPDD			
	Manager with			
	attached memo			
	for signature.			
Note:	DED identifies if			
the P	OW is in order.			
1.5.5	If POW found to	None	30 minutes	DED Manager
	be in order (No			
	Findings), the			
	DED Manager			
	submits memo to			
	be signed by the			
	PPDD Manager			
	endorsing the POW to AGME			
	for funding.			
155	The PPDD	None	5 minutes	PPDD
	anager reviews		· · · · · · · · · · · · · · · · · · ·	Manager
1	d signs the memo			
	ached to POW.			
1.5.6	If POW found not	None	30 minutes	DED Manager
	be in order or	-		
	ve findings (have			
on	e or more			
	dings), the DED			
Ma	anager submits			



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



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.

Of	fice/Division:		Port Planning and Design Department (PPDD)				
Cla	assification:		Complex	ex			
Ту	pe of Transaction	n:	G2G – Government	G2G – Government to Government			
Wł	no may avail:		Port Management C	Offices (PM	1Os)		
	CHECKLIST O	F RE	QUIREMENTS	W	HERE TO SE	CURE	
1.	of POW (1 Origi Copy)	nal C	copy or 1 Electronic	Provided by the PMO			
2.	POW (1 Origina Copy)	І Сор	y or 1 Electronic	Provided b	by the PMO		
3.	Terms of Refere (1 Original Copy		if needed Electronic Copy)	Provided b	by the PMO		
	Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
1.	Submits POW for ECC application, with complete supporting documents, for the approval and funding of the AGME.	re th P si do ro P	he PPPD Secretary ecords receipt of the submitted OW with complete supporting ocuments and putes it to the PDD Manager hereafter.	None	20 minutes	PPDD Secretary	
ca: tra po: sui	ote: If in any se face-to-face nsaction is not ssible, bmission of cumentary	re ai P to	he PPDD Manager eviews the request and instructs the PD Manager evaluate the POW or ECC application.	None	1 day	PPDD Manager	
red als ele Th be	•	S re w fr	he PPDD ecretary routes the equest and POW, ith the instructions om the PPDD lanager, to the PD Manager.	None	5 minutes	PPDD Secretary	



o dala o o c	T		<u> </u>	
address: horecords@ppa.co m.ph, for transmittal to PPDD.	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.	None	20 minutes	PPD Secretary
	1.5 The PPD Manager reviews the request and instructs the Section Chief to undertake appropriate action/s.	None	2 hours	PPD Manager
	1.6 The PPD Secretary routes the request and POW, with instructions from the PPD Manager, to the Section Chief.	None	5 minutes	PPD Secretary
	1.7 The Section Chief assigns the PPD Staff to evaluate the POW.	None	2 hours	Section Chief
	1.8 The PPD Staff undertakes the following: a. Evaluates the POW with complete supporting documents covering the amount of funds necessary for ECC	None	3 days and 4 hours	PPD Staff
	application; and b. Prepares appropriate action papers	None	1 day	PPD Staff





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).

Office/Division:	Port Planning and Design Department (PPDD)			
Classification:	Highly Technical			
Type of Transaction: G2G – Government		ent to Government		
Who may avail:	Other Departments Offices	ments at PPA Head Office, Port Managemo		
CHECKLIST OF RE			HERE TO SE	
 Memorandum reque Assistance (1 Origin Electronic Copy) 		Provided to PMO	by the HO Dep	artment or
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
memo/request memo/request for technical the assistance in addressed to the AGME.	Ipon receipt of the nemo/request from ne OAGME with nstructions, the PPDD Secretary ecords the Client's equest for echnical ssistance.	None	15 minutes	PPDD Secretary
possible, submission of documentary requirements may also be done electronically. 1.2 T N Comparison of N Comparison of N P	The PPDD Manager reviews ne request and nstructs the oncerned Division Manager (PIAD, PPD or DED) to acilitate the same.	None	1 hour	PPDD Manager
sent to the ASD's 1.3T e-mail address: for horecords @ppa.c (Formal transmittal to PPDD.	The request is privarded to the concerned Division PIAD, PPD or DED) for ppropriate ction/s.	None	15 minutes	PPDD Secretary



BIAB		<u> </u>	
PIAD evaluates the			
facility requirements			
of the port.			
	None	30 minutes	PIAD Manager
1.3.1a The PIAD			
Manager instructs			
the Technical Staff			
to prepare the			
evaluation report of			
the facility			
requirements.			
'	None	3 days	Technical Staff
1.3.1b The Technical			
Staff prepares the			
evaluation report of			
the facility			
requirements.			
requirements.	None	1 hour	PIAD Manager
1.3.1c The PIAD	INOTIE	i iloui	I IAD Manager
Manager reviews			
the submitted			
evaluation report of			
the facility			
requirements.			DIAD M
	None	30 minutes	PIAD Manager
1.3.1d The PIAD			/Staff
Manager submits			
the evaluation			
report to the PPDD			
Manager.			
PPD facilitates the			
project evaluation.			
	None	30 minutes	PPD Manager
1.3.2a The PPD			
Manager instructs			
the Technical Staff			
to conduct and			
prepare project			
evaluation.			
3.3.3.3	None	3 days	Technical Staff
1.3.2b The Technical			
Staff conducts and			
prepares project			
evaluation.			
Ovaluation.	None	1 hour	PPDD
1.3.2c The PPD	INOITE	i iloui	
			Manager
Manager reviews			
and submits the			



	<u> </u>		
project eva summary r the PPDD for review/ considerat	report to Manager		
DED evaluate design plans prepares eva report.	and	30 minutes	DED Manager
1.3.3a The DE Manager re the reques instructs th concerned Technical s (Designer, Estimator, and Electri Engineer) conduct ar	eviews It and It		DED Ivianagoi
prepare ev report. • Design Structu	/	2 days	Civil/Structural Engineer
		2 days	Architect
Archite Electrice		2 days	Electrical Engineer
• Estima	ting	2 days	Civil Engineer/ Estimator
need to coordin	nal data	2 days	Technical Staff/Client
Duratio	n for the conduct e	2 days	Technical Staff/Client
1.3.3b The DE Manager re		1 hour e	DED Manager/ Staff



	and submits the evaluation report summary to the PPDD Manager for review/ consideration. 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. 1.5 PPDD submits the evaluation report with draft reply/		1 hour	PPDD Manager PPDD Manager/ Secretary
2. Receives the results of the evaluation report.	memo to the AGME for consideration. 2. PPDD releases the results of the evaluation report. Note: 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.	None	30 minutes 20 working	PPDD Manager/ Staff
			days	



CONTROLLERSHIP DEPARTMENT (CD) Internal Services



1. Processing of Disbursement Vouchers for Payment of Cash Advances

Office/Division	Controllership Department/Accounting Division
Classification	High Technical
Type of Transaction:	G2G – Government to Government
Who may avail	PPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Local Travel	
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. Foreign Travel	
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 I 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 to airline/ticketing office/t		Travel agency		
Copy of the United Nat Programme (UNDP) ra subsistence allowance country of destination to of DSA to be claimed	ate for the daily (DSA) for the	UNDP websit	е	
Document (BSP Refer the dollar to peso exch date of grant of cash a	ange rate at the	BSP Exchange Rate Bulletin		
Where applicable, authof the President (OP) trepresentation expens	o claim	Office of the F	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 a previous cash advance liquidated and account	e has been	Accounting Division		
C. Other Cash Advar	noos - Eiold/Activity (Current Opers	oting Evnonces (C	·OE)
Budget Utilization Req		Responsibility Centers (RCs) Concerned		
Disbursement Vouche	r (DV)	Responsibility Centers (RCs) Concerned		
Special Order as Special Officer	ial Disbursing	Human Resource Management Dept.		
Approved Budget for COE of the agency field office or agency activity in the field		Budget Section, Controllership Department		Department
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsi ble
Submits the complete required documents	1.1 Receives the Disbursement Voucher/s (DV) together with the supporting documents.	None	1 hour	Secretary



Attaches Routing Slip to each DV/s; then forwards to the Department Manager (Controller). (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).			
1.2 Evaluates the DV/s and supporting documents; writes/ notes in the <i>Routing Slip/s</i> then returns the DVs to the Secretary. (Or the Secretary retrieves all the evaluated DV/s from the Controller.)	None	2 hours	Controller
1.3 Assigns Control Number (CN) for each DV/s. Stamps in the lower left portion of the DV the date of receipt and the CN.	None	1 hour	Secretary



				1
	Records/ logs			
	the DV			
	transaction/s in			
	Excel File with			
	the following			
	information:			
	Date Received,			
	Control			
	Number, DV			
	Number,			
	Particulars/Des			
	cription,			
	Amount, RC			
	Origin, Date of			
	Release of DV,			
	Check Number,			
	Check Date,			
	Date of			
	Release of			
	Check.			
	Forwards the			
	DV/s and			
	supporting			
	documents to			
	the Supervising			
	Fiscal			
	Examiner (SFE/			
	Fiscal			
	Examiners (FE)			
	for pre-audit/			
	fiscalization.	NI	0 -1	0
	1.4 Evaluates the	None	3 days	Supervisin
	completeness			g Fiscal
	of the			Examiner/
	supporting			Fiscal
	documents and			Examiner
	accuracy of			
	amount			
	requested for			
	cash advance			
	Checks if			
	previously			
	issued cash			
	advance is			
	liquidated. If			
	yes, prepares a			
	Certification			
I	that the			



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. If claim is found to be complete and correct, stamps "Fiscalized By" and affixes initials.			
Forwards the fiscalized documents to the Sr. Corporate Accountant/ Sr. Corporate Accounts Analyst.			
1.5 Creates transaction entries thru the AFMS Oracle System - Accounts Payable (AP) Invoice Module. Validates the AP Invoice, prints the Journal Entry Sheet (JES) and affixes initials.	None	2 days	Sr. Corporate Accountant / Sr. Corporate Accounts Analyst



1.6 Checks the completeness of supporting documents. 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.	None	2 days	Corporate Finance Services Chief
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. Signs the Certification that the claimant has no unliquidated cash advances. Certifies that cash is available and amount claimed is proper.	None	1 day	Accounting Division Manager



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Affixes signature on the JES and the DV.			
Forwards the signed DV/s to the Secretary.			
1.8 Secretary forwards the signed DVs to the Controller for approval of payment.		1 hour	Secretary
1.9 Approves the payment and affixes signature in the DV/s.		1 day	Controller
Forwards the approved DVs to the Secretary. (Or the Secretary takes the approved DVs.)			
s 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.	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
TOTAL		10 working days	

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

Office/Division:	Controllership Department/Accounting Division
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Authorized PPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Purchase of Supplies, Materials and	Semi-expendables
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	Decreasibility Contant (DCs) Consequent
Purchase Request	Responsibility Centers (RCs) Concerned
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. Representation (Meals)	
Budget Utilization Request (BUR)	
Disbursement Voucher	Bassansihilitu Caratara (BCs) Carata
Purchase Request	Responsibility Centers (RCs) Concerned



Inspection and Acceptance Report		
Official Receipt/Invoices	Suppliers	
Attendance Sheet/Guest's List	Responsibility Centers (RCs) Concerned	
C. Gasoline		
Budget Utilization Request (BUR)		
Disbursement Voucher (DV)		
Purchase Request	Responsibility Centers (RCs) Concerned	
Statement of Account/Billing Statement/Official Receipts/Invoices	Suppliers	
Travel Order (as needed)		
Vehicle Trip Ticket	Responsibility Centers (RCs) Concerned	
D. Repairs and Maintenance - Motor Ve	ehicles and Equipment	
Budget Utilization Request (BUR)		
Disbursement Voucher (DV)	-	
Purchase Request	Administrative Services Department	
Request for Pre-Inspection	, varimienante cerviece 2 aparament	
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	
E. Travel Expenses	·	



Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned
E.1. Local Travel	
Liquidation Report (if previously issued a cash advance)	Personnel Concerned
Office Order/Travel Order	Responsibility Centers (RCs) Concerned
Original Itinerary of Travel	
Actual Itinerary of Travel	Personnel Concerned
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	
E.2. Foreign Travel	
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)	



Host/Sponsoring Agency
UNDP website
BSP Exchange Rate Bulletin
Airline Company, Bus Company, Shipping Company
Treasury Department
Personnel Concerned
Responsibility Centers (RCs) Concerned
Responsibility Centers (RCs) Concerned
Property Division, Administrative Services Department
Service Provider
Personnel Concerned
Responsibility Centers (RCs) Concerned
Bids and Awards Committee



Notice of award to the winning bidder of procurement activity being claimed Certification that the procurement involves competitive bidding Attendance Sheet listing names of attendees to the BAC meeting			Awards Comm	ittee
H. PPA Lawyers' Legal Services (Appearance F			s)	
Budget Utilizatio	n Request (BUR)			
Disbursement V	oucher (DV)			
Certificate of Ap Office of the Cle	pearance issued by the rk of Court	Legal Ser	vices Departm	ent
·	he Agency Accountant being claimed is within der the GAA	Accounting Division, Controllership Department		ntrollership
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits the complete required documents	1.1 Receives the Disbursement Voucher/s (DV) together with the supporting documents.	None	1 hour	Secretary
	Attaches Routing Slip to each DV/s;			
	then forwards to the Department Manager (Controller).			



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.)	None	2 hours	Controller
1.3 Assigns Control Number (CN) for each DV/s. Stamps in the lower left portion of the DV the date of receipt and the CN. 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. Forwards the batch of DV/s and supporting documents to the Supervising Fiscal Examiner (SFE/ Fiscal Examiners (FE) for pre-audit/ fiscalization.	None	1 hour	Secretary
1.4 Evaluates the completeness of the supporting	None	3 days	Supervising Fiscal Examiner/



documents and accuracy of amount for payment of the reimbursement on all claims enumerated.	Fiscal Examiner
If claims are found to be valid and correct, stamps "Fiscalized By" and affixes initials.	
Forwards the fiscalized documents to the Sr. Corporate Accountant/Sr. Corporate Accounts Analyst.	
For additional expenses incurred relative to the previously issued cash advance on travel:	
Checks the claimant's previously issued cash advance and determine if claim for reimbursement of additional expenses is valid. Fiscalizes the reimbursement/ liquidation report.	
(NOTE: The cash advance should have been liquidated/accounted for in the books at least two days from receipt of the Liquidation Report.)	



1.5 Creates transaction entries thru the AFMS Oracle System - Accounts Payable (AP) Invoice Module.	None	2 days	Sr. Corporate Accountant/Sr. Corporate Accounts Analyst
Validates the AP Invoice, prints the Journal Entry Sheet (JES) and affixes initials.			
1.6 Checks the completeness of supporting documents.	None	2 days	Corporate Finance Services Chief
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.			



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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.	None	1 day	Division Manager - Accounting
Signs the JES. Forwards the signed DV to the Secretary			
Note:			
a) Certifies that cash is available and amount claimed is proper; and			
b) approves the Disbursement Voucher, in accordance with the Revised Delegation of Authority			
■ Up to P0.500M			a) Accounting Division Manager b) CD Department Manager
■ Over P0.500M			a) CD Department Manager b) AGM- FLA/GM
1.8 Secretary forwards the signed DVs for approval of payment	None	1 hour	Secretary



1.9 Approves the payment and affixes signature in the DV/s1.10 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
TOTAL		10 working days	

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.



Processing of Notice of Approved Operating Budget (NAOB) – Simple

Office/Division:	Controllership Department/FCMSD			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office – Responsibility Centers (RCs) and Port Management Offices (PMOs)			
A. Request of funds for Personnel Services				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
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			
Budget Proposal (BP) Form Submitted	Respective Operating Units (RCs and PMOs) Concerned			
B. Request of Funds for Maintenar (MOOE)	nce and Other Operating Expenses			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Memorandum Request by RCs and PMOs	Respective Operating Units (RCs and PMOs) or Controllership Department			
Schedule of Monthly Expenses (Actual and Estimated Expenses	Port Management Office (PMO) or Responsibility Center (RC)			
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			



0.	Travel Order		Port Management Office (PMO) or Responsibility Center (RC) Concerned				
9.	9. Billing Statement			Port Management Office (PMO) or Responsibility Center (RC)			
10. Official receipts, Invoices, and other proofs				anagement Off nsibility Center	` ,		
11	.Recommenda by Concerne	ation/Endorsement d RCs	Concern Responsibility Center's – Office the Assistant General Manager for Engineering, Human Resource Management Department, Administrative Services Department, Port Police Department, etc.				
C.		Funds for Repair and (FS/DE), and Desilt			bility Study/Detailed penses		
CH	HECKLIST OF	REQUIREMENTS	WHER	E TO SECURE			
1.	Memorandun	n Request by RCs	Office of Engine	of the Assistant General Manager for eering			
2.	Medium Tern Program (MT	n Public Investment		eneral Manager for			
	0 (,	Linginie	ering (AGME)			
3.		edging Program		ng and Survey	Department		
					Department Person Responsible		
C	Approved Dre	edging Program	Dredgir Fees to be	ng and Survey Processing	Person		



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



TOTAL	None	3 days (working days)	
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
1.10 Approves the recommended allocation of funds	None	1 hr	Department Manager
1.9 Verifies and recommends budget to the Department Manager	None	1 hr & 30 mins.	Division Manager
1.8 Receives the NAOB, reviews and submits it to the Division Manager	None	2 hrs.	Corporate Finance Services Chief
Budget (NAOB) in Budget Module System (Oracle)			



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.
- 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

Office/Division:	Controllership Department/FCMSD
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Head Office – Responsibility Centers (RCs) and Port Management Offices (PMOs)
A. Request for Overtime Pay and Night S	hift Differential Pay
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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. Request of Funds for Outsourced Pers Services, Other General Services, and	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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
C. Request of Funds for Security Services	S



CHECKLIST OF REQU	IIREMENTS	WHER	E TO SECUR	E	
Memorandum Request	by RCs and PMOs	Respective Operating Units (RCs and PMOs) or Controllership Department			
Security Guard Deployr	Port Po	Port Police Department			
Billing Summary/Statement of Account			Port Management Office (PMO) or Port Police Dept		
Contract Agreement			anagement Of olice Dept	fice (PMO) or	
Supplemental Agreeme for Security Services	nt to the Contract		anagement Of olice Dept	fice (PMO) or	
Wage Order and Summ Adjustment	nary of Salary		anagement Of olice Dept	fice (PMO) or	
`	and Maintenance – E ysical Faci, Capital C office Furniture, Fixtu	outlays -	Construction in		
CHECKLIST OF RE	QUIREMENTS	WHE	RE TO SECU	RE	
Memorandum Requ PMOs	est by RCs and	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 mer of Administrative Se for Capital Outlay co PMO	_	nistrative Serv artment	rices		
Client Steps	Agency Action	Fees Processing Person Responsition paid			



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



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

- 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.
- 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)

Office/Division:		Controllership Department/FCMSD			
Classification:	lassification: Simple				
Type of Transaction:	Type of Transaction:		G2G – Government to Government		
Who may avail:		Cente	Office – Respo rs (RCs) and F gement Offices	ort	
CHECKLIST OF REQU	IREMENTS	WHER	RE TO SECUR	E	
Memorandum Request	by RCs and PMOs	Respective Operating Units (RCs and PMOs) or Controllership Department			
Fund requirement or Fu	Fund requirement or Funds Flow		ctive Operatin S and HORCs	•	
Approved Notice of Budget Allocation (NAOB)		Controllership Department - FCMSD		tment -	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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
TOTAL		3 days (working days)	



- 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)

Office/Division:		Control	lership Depart	ment/FCMSD
Classification:		Simple		
Type of Transaction:		G2G –	Government to	o Government
Who may avail:			and Port Mana	nsibility Centers gement Offices
CHECKLIST OF REC	QUIREMENTS	WHER	E TO SECURE	
Memorandum Reque	st by RCs and PMOs	-	ctive Operating 1Os) or Contro ment	·
Fund requirement or	Funds Flow	Respec	ctive Operating	Units
Client Steps	Agency Action	Fees Processing Person to be Time Responsi		
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



TOTAL	3 days (working days)	
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- 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)

Office/Division:		Contro	llership Depart	ment/FCMSD
Classification:		Simple		
Type of Transaction:	Type of Transaction:		G2G – Government to Government	
Who may avail:		Head C (RCs)	Office – Respoi	nsibility Centers
CHECKLIST OF REQU	JIREMENTS	WHER	E TO SECURE	
Memorandum Request	by RCs		ctive Responsi or Controllersh	bility Centers ip Department
Annual Procurement Pr	ogram	Admini	strative Service	es Department
Medium Term Public In (MTPIP)/ Annual Progra			of the Assistan er for Enginee	
Approved Dredging Pro	gram	Dredging and Survey Department		Department
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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	None	30 mins	Division
forwards the same documents to Budget Analyst for action			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
TOTAL		3 days (working days)	

- 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.
- 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)

Office/Division		Controllership Department/FCMSD		
Classification:		Simple		
Type of Transa	ction:	G2G -	- Government	to Government
Who may avail			Office – Respo rs (RCs)	onsibility
CHECKLIST OF	REQUIREMENTS	WHER	RE TO SECUR	E
Purchase Order		Admin	istrative Servic	ces Department
Abstract of Quot Quotation	tation or Price	Admin	istrative Servio	ces Department
Sales Invoice or	Official Receipt	Admin	istrative Servic	ces Department
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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)		
TOTAL	3 days or 24hrs (working days)	

- 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.

Office/Division:	Treasury Department	<u> </u>				
Classification:		Complex				
Type of Transaction	n:	G2B – Government t	o Business			
Who may avail:		Oil Companies				
<u> </u>	CHECKLIST OF REQUIREMENTS			VHERE TO S	SECURE	
Letter request			Oil Compa	ny		
2. Customer Registra	ation I	Form (CRF)	PPA Webs Download	ite (<u>www.ppa</u> Form	a.com.ph)	
3. Set the minimum r	nainta	aining Revolving	PMOs			
4. Initial Deposit – RF	- Acc	ount	RF Accoun	nt		
PPA Non-VAT Offi Receipt	icial <i>P</i>	Acknowledgement	PPA Treas	ury Departm	ent	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
Submits the letter request for the application of Revolving Fund		knowledged receipt the letter request.	None	5 mins	PPA TD Secretary Receiving Clerk	
2. Accomplishes the Customer Registration Form (CRF)	Re	ustomer egistration Form RF)	None	15 mins	RF Customer	
3. Submits the duly accomplished CRF to Treasury Department	a	hecks the CRF to be oproved by HO-reasury Department	None	10 mins	Treasury Management Specialist	
•	IC	ubmission of CRF to CTD for enrollment in he system	None	15 mins	TD, RF Administrator and ICTD Help Desk personnel	
	Se	D sends memo to all ervicing PMOs for se submission of the	None	30 mins.	Treasury Management Specialist and PMOs Finance Officer	



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



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.

Office/Division:		Treasury Department	t		
Classification:		Simple			
Type of Transaction: G2B – Government t G2C – Government t G2G – Government t			o Citizen	ent	
Who may avail: Port Customers					
CHECKLIST O	F RE	QUIREMENTS	V	VHERE TO S	ECURE
Request of Walk-in 1. Letter Request	port	user	Requesting	g Party/Port C	Customer
Request through Port Operations Services Department 1. Memo from Port Operation Services Department			POSD		
Online Confirmation 1. Request sent thru		website	Requesting	g Party/Port C	Customer
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits the Original copy of Letter Request/ submits the request thru PPA	r	Acknowledged eceipt of the letter equest	None	1 min	PPA TD Secretary/ Clerk Processor
	f F	Verify said account from the Accounts Receivable (A/R) Database	None	2 mins	Treasury Management Specialist
	(Prepare the Certificate of No Outstanding Account	None	3 mins	Treasury Management Specialist
	(Review the Certificate of No Outstanding Account	None	2 mins	TMSD Manager/ SCS Chief
	(Signs the Certificate of No Outstanding Account	None	1 hr	TD Manager



Receive the Certificate of No of Outstanding Account	Release the Certificate to the requesting port user/customer	None	2 mins	Treasury Management Specialist/ Clerk Processor
	TOTAL:	None	1 hr and 10 mins.	

For port customers/service providers **with outstanding Account**, they will coordinate with Treasury Department and PMO concerned for the settlement of their unpaid accounts.



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.

Office/Division:		Treasury Department			
Classification:		Complex			
Type of Transacti	on:	G2B – Government to	Business		
Who may avail:		Oil Companies			
	EQUIREMENTS	WH	IERE TO SE	CURE	
SOA and Sched (Original Copy/E	/Electronic Copy) of Revenues (1 copy) onic Copy)	PPA Port Loading (Operations and Finance Division) PPA Treasury Department			
LBP Account) (1 Copy/Electronic	Cop	y)	RF Custom	ner	
4. Form 2307 (EW Copy)	, ,		RF Custom	ner	
Official Receipt Copy/Electronic				ury Departme	ent
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
prepares the Summary of Wharfage Report (Loading/ Unloading) based o the Oil Shipment report submitted and validated by PMO-Finance and	State (SOA Reve base Oil S RF c 1.2 TD s SOA	erepares/review ement of Account A) and Summary of enue Schedule ed on the validated chipment report from eustomer. ends the approved for replenishment e RF customer	None	2 days 5 mins	Treasury Management Specialist A/ Corporate Finance Services Chief/ TMSD Manager Treasury Management Specialist A PPA Port of Loading Operations



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



4. Request for Restructuring of Unpaid Accounts

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

					9719101111
Office/Division:		Treasury Departmen	t		
Classification:		Highly Technical			
Type of Transaction	on:	G2B – Government t G2C – Government t			
Who may avail: Port Users					
CHECKLIST C)FR	EQUIREMENTS	WH	IERE TO SE	CURE
1. Letter Request			Port Users		
2. PMO Recommer	ndati	on	Operations	Unit (OU) (F	PMO)
3. Updated Stateme	ent c	of Account	Operations	Unit (PMO)	
Port User's Audit for the last three		Financial Statement rears	Port Custo	mer	
Post-dated checks approved amortization			Port Custo	mer	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
PMO Sends recommendation for the customer.	requi confi requi subm Coor PMC accu then 1.1b If not Oper	hecks the submitted red documents and rms the validity of the est. Review the nitted SOA. dinates with the concerned. if rate & complete, proceed.	None	2 days	Treas. Mgmt. Specialist A/Corp. Finance Services A
	Revidence 1.3 The Rest Agre	ares, Initials and ews Restructuring ement (RA) unsigned ructuring ement will be sent e OU thru memo.	None None	2 days 1 hr	Corp. Finance Services A/ TMSD Manager/ TD Manager Corp. Finance Services A



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



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.

Office/Division:		Treasury Department				
Classification:		Complex				
Type of Transacti	on:	G2B – Government t G2C – Government t				
Who may avail:		Port Consumers				
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
1. Letter Request			Port Custo	mer		
2. Recommendation	on of	AGM for Operations	PPA-Assist Operations	tant Manager	for	
3. PMO's Recomm	nenda	ation	Operations	Unit (OU) (F	PMO)	
4. Duly verified PP	A Of	ficial 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			·	Unit (PMO)		
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
Recommendation from AGM for Operations.	author Received of the company of th	confirms the enticity of Official eipts and the validity e Claim for refund, if olete, then proceed. It return to the rating Unit (OU). ess ends here.	None	1 day	Treasury Management Specialist/ Corp. Finance Services A	
	appr	ess the claim for oval and submits to General Manager.	None	2 days	Corp. Finance Services/ TMSD Manager/TD Manager	
		oves and signs the n for Refund.	None	1 day	General Manager	



or credit mer PMO where was filed.		7 days (working	Services A
1.5 TD prepares claim and ca	sh transfer	1 day	Treas. Mgmt. Specialist/ Corp. Finance
1.4 Prepares/ap transfer/cred		2 days	Corporate Accounts Analyst/ Corp. Finance Services A/TMSD Manager/TD Manager



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.

Office/Division:	OGM and Treasury Department (TD)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Surety and Insurance	Companies/Corporation		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Duly accomplished A	pplication Form	PPA Head Office – Treasury Department or can be downloaded from the PPA website		
2. Company and Busine	ess Profile	Provided by Applicant		
Authenticated Certification / Licens	cate of Registration, se / Eligibility/			
Franchise issued by				
DTI - Sole Proprietor	ship			
SEC - Corporations I	Partnership	Provided by Applicant		
CDA - Cooperatives				
License/eligibility/Fra with Accreditation fro agencies	• •			
4. Certified true copy of General Information and received by SEC	Sheet duly filed with,	Provided by Applicant		
5. Certified true copy Tax Clearance Cer Executive Order No 2005	tificate per	Provided by Applicant		
6. Certified true copy o Financial Statemen (3) years duly stamp	t for the last three	Provided by Applicant		
7. Certified copy of Cer Accreditation issued Commission		Provided by Applicant		
Current Mayor's Per Licenses	mit / City Municipal	Provided by Applicant		
Tax Clearance Certi year	ficate for the current	Provided by Applicant		
10. Duly accomplished Omnibus Sworn Sta	and notarized atement stating that:	Provided by Applicant		



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);	
b)	It has no unsettled money claims to any government office/agency or instrumentality, national or local, as well as any private entity;	
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	
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.	
co Att pro ve	pard Resolution, in case of a progration, or Special Power of sorney, in case of single prietorship, authorizing PPA to rify any or all documents bmitted for accreditation.	Provided by Applicant
Su re-	nount of exposure of the Applicant trety or Insurance Company and its insurer, supported by details at the ne of the application for registration	Provided by Applicant
a. Dul <u>'</u> 1.	her Documentary Requirements: y notarized Certification stating that: 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	Provided by Applicant



- employee or official of PPA, including those separated from PPA within one (1) year from separation.
- 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.

b. Certificate of no outstanding account with PPA

Issued by Treasury Department upon request of the Applicant

c. Articles of Incorporation/Partnership and By-laws for Corporations Articles of Cooperation for Cooperatives

Provided by the Applicant

Provided by the Applicant

d. Certified true copy of the Bureau of Internal Revenue Certificate of Registration

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
and documentary requirements for accreditation to the Office of the General Manager in hard copy or	General Manager forwards the application letter and documentary requirements to	None	3 days	OGM – Clerk Processor	
Application)	TD performs completeness check after receipt of the documentary requirements	None	30 mins	Senior Insurance / Risk Analyst A (SI/RAA)/Sr. Insurance Risk Officer (SIRO)	
	If incomplete, TD informs the applicant for the lacking documentary requirements thru email and phone call. Procedure ends here.	None	30 mins.	(0.1.0)	



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
1.4 TD recommends approval of the Certificate of	None	1 day	(CFSC)/TMS Division Manager
Accreditation to the OGM thru OAGMFA 1.5 OAGMFA forwards the	Heile	. aay	Department Manager
Certificate of Accreditation to OGM.	None	1 day	OAGMFA Clerk Processor
OGM approves and signs the Certificate of Accreditation.	None	3 days	General Manager
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
1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD	None	1 day	Processor 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
	TOTAL:	Php 5000.00	19 days, 1 hr & 30 mins. (working days)	



TREASURY DEPARTMENT (TD) Internal Services



7. Payment to PPA Employees

To release check for payments to PPA Employees.

Office/Division:	Port Manageme	Port Management Offices / Head Office			
Classification:	Simple				
Type of Transaction	G2G - Governm	ent to Gover	nment		
Who may avail:	Payees that hav	e collectibles	s or claims fron	n PPA	
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SE	CURE	
Valid Identification (II picture and signate)	,	To be prov	ided by client		
2. Valid authorization of Attorney (SPA)	•	To be prov	ided by client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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 acknowledge ment portion of voucher and abstract.	None	2 mins.	Cashier A/ Cashier B	
	TOTAL:	None	9 mins.		



HUMAN RESOURCE MANAGEMENT DEPARTMENT (HRMD) External Services



1. Status of Employment Applications

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

Of	ffice/Division:		PPA, HRMD, HRSD, HRSS			
CI	lassification:		Simple			
Ту	pe of Transaction	1:	G2C – Govern	ment to Citize	n	
W	ho may avail:		Applicants			
	CHECKLIST OF R	EQ	UIREMENTS	V	VHERE TO SE	CURE
	Name: Position Applied for (w/Item No.): Department/PMO:		Client – Text/Phone Call/Email			
	Client Steps	A	gency Action	Fees to be Processing Person Responsible		
1.	Applicant sends inquiries regarding the status of their application thru Text message/ Telephone call/Email	reind chapred de the ca	cknowledges ceipt of the quiry and eecks propriate sponse epending on e applicants' se 2 Informs the policant on the ocedures of PA ecruitment ocess	None 1 day HRMPs Secreta		HRMPSB Secretariat
			TOTAL:	None	1 day (working	



2. Assistance to Online Recruitment Portal

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

Of	fice/Division:		PPA, HRMD, H	HRSD, HRSS		
CI	assification:		Complex			
Ту	pe of Transaction	1:	G2C – Govern	ment to Citize	n	
W	ho may avail:		Applicants			
	CHECKLIST OF R	EQI	JIREMENTS	V	VHERE TO SE	CURE
	Name: Specific Issue/s E	nco	untered:		t/Phone Call/Er	mail
	Client Steps	A	gency Action	Fees to be paid	Processing Time	Person Responsible
1.	Applicant sends inquiries regarding the registration and application in ORP thru Text message/ Telephone call/Email	redind ch appress de the ca 1.2 appste to 1.3 tro whap ex teo	cknowledges ceipt of the quiry and ecks propriate sponse pending on e applicants' se 2 Informs the plicants of the eps to register ORP 3 Performs publeshoot nen the policant perience chnical poblem	None	3 days	HRMPSB Secretariat HRIS Team
			TOTAL:	None	3 days (working days)	



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.

	T			
Office/Division:	PPA-HRMD-CDD-CPMS			
Classification:	Complex			
Type of Transaction:	G2C - Government to	Citizen		
Who may avail:	Student Trainee			
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SI	ECURE
 School Endorsen original copy) Certificate of Reg – photocopy) Certificate of Goo (1 original copy) Resume with Photoriginal copy) Copy of School II Deed of Undertak 	pistration (COR) (1 od Moral Character oto (duly signed) (1	HRMD, F	Requesting P	arty
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Client submits the complete requirements.	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



 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
	TOTAL:	None	3 days and 45 mins (working days)	



HUMAN RESOURCE MANAGEMENT DEPARTMENT (HRMD) Internal Services



4. Request for PPA Online exam

Replies to HO/PMO HRMPSB secretariat regarding online examination requests

Tropiles to 110/1 MO 1111Mi Ob secretariat regarding offiline examination requests					
Office/Division: PPA, HRMD,			HRSD, HRSS		
Cla	assification:	Complex			
Ту	pe of Transaction	: G2G – Govern	ment to Gove	rnment	
Wł	ho may avail:	HO/PMO HRM	IPSB Secretai	riat	
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
	List of examinees	(excel file)	Client - Ema	il	
	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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	None	5 days	Task Force Online Exam (TFOE)

5 days (working

days)

1.2 Informs the secretariat of the set schedule

TOTAL:

None



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

Office/Division:	PPA, HRMD, I	HRSD, HRSS		
Classification:	Complex			
Type of Transaction	: G2G – Govern	ment to Gove	rnment	
Who may avail:	RC concerned			
CHECKLIST OF R	EQUIREMENTS	V	VHERE TO SE	CURE
Memorandum req	uest; or	RC Head		
Letter Request		PPA Plantilla	a Personnel	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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
	TOTAL:	None	7 days (working days)	



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

Office/Division:	PPA, HRMD, HRSD-HRSS				
Classification:	Complex				
Type of Transaction:	Type of Transaction: G2G – Government to Government				
Who may avail:	RC Heads				
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SI	ECURE	
1. Memo from requestin	g RC Head.	Requesti Heads	ng PMO and	HO-RC	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
RC Head sends memo request to HRMD for the issuance of a	1.1 Evaluates the completeness of documents.	None	1 day	HRSS Personnel	
Special Order.	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	
	TOTAL:	None	7 days (working days)		



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.

Office/Division:	PPA, HRMD, HRSD, CBS	PPA, HRMD, HRSD, CBS					
Classification:	Simple	Simple					
Type of	G2G - Government to Gov	ernment					
Transaction:	G2C - Government to Citiz	G2C - Government to Citizen					
Who may avail:	Who may avail: PPA Employees, Retirees, Separated from the service						
CHECKLIST (OF REQUIREMENTS	W	HERE TO S	ECURE			
Request form.		HRMD-C	BS				
Client Steps	Agency Action	Fees to	Processing	Person			
Cheffit Steps	Agency Action	be paid	Time	Responsible			
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.	Releases certificate to client.	None	10 mins	HRMO, HRMO II			
	TOTAL:	None	3 days (working days)				



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.

Office/Division:	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Go G2C - Government to Cit		t	
Who may avail:	PPA Employees, Retirees	s, Separa	ated from the	service
CHECKLIST C	F REQUIREMENTS	W	HERE TO S	ECURE
Letter of intent copy)	to retire. (4 – original	From clie	ent	
2. Ombudsman C copy, 3 photoc	Clearance (1 – original opy)	HRMD-H	IRSD-CBS	
3. HO Clearance and Deed of		HRMD-H	IRSD-CBS	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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. 1.2 HRMD sends the HO clearance and Deed of Undertaking for the retiree's signature and his/her immediate supervisor and Department 	None	2 days	HRMO



Ť				
	Manager. Other			
	pertinent documents			
	are also provided to			
	be filled-up by the			
	retiree.			
	1.3 HRMD provides for			
	the retiree's service			
	record, Certificate of			
	last day of actual			
	service, and			
	certificate of no			
	pending			
	administrative case.			
2. Fills-up the	2.1 Receives the	P 150.00	1 day	HRMO
application for	Ombudsman			
Ombudsman	Clearance Form and			
Clearance &	prepares letter to			
submits to	Office of the			
HRMD with the	Ombudsman to			
corresponding	secure Ombudsman			
clearance fee to	Clearance, for			
be paid during	signature of the			
the filing.	HRMD Manager.			
	2.2 Pays the	None	4 hrs	Liaison Officer
	corresponding fees			
	at the Post Office			
	and secure receipt			
	as proof of payment			
	to the client.			
3. Retiree	3.1 Receives Clearance	None	10 days	HRMO
forwards the	and routes to other			
accomplished	signatories.			
НО				
Clearance	3.2 Upon completion	None	1 days	HRMO
and the Deed	of signatories for the		-	
of	clearance and deed			
Undertaking	of undertaking and			
	submission of			
to HRMD.	Submission of			
	complete retirement			
forwards the accomplished HO Clearance and the Deed of	as proof of payment to the client. 3.1 Receives Clearance and routes to other signatories. 3.2 Upon completion of signatories for the clearance and deed of undertaking and		·	



TOTAL:	P 150.00	20 days (working days)	
3.5 HRMD prepares endorsement letter to GSIS for submission of pertinent documents. Retains copy for 201 file.		2 hrs	HRMO/Liaison Officer
3.4 Once the GM signed the clearance and other retirement documents, OGM returns the documents to HRMD.	None	2 hrs	OGM Staff
3.3 HRMO prepares EB and attached complete retirement documents for the GM's signature.	None	5 days	HRMO
prepares other documents.			

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.

Off	ice/Division:	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
Cla	ssification:	Highly Technical			
Туј	pe of Transaction:	G2G - Government to G2C - Government to		nent	
Wh	o may avail:	PPA Employees, Reti	rees, Sep	arated from	the service
	CHECKLIST OF R	EQUIREMENTS	W	HERE TO SI	ECURE
1.	Letter of intent to recopy)	etire. (4 original	РМО		
2.	PMO Clearance (4	original copy)	PMO		
3.	Ombudsman Clear copy, 3 photocopy)	, -	PMO		
4.	HO Clearance (4 –	original copy)	HRMD-C		
	Client Steps	Agency Action		Processing	
			be paid		Responsible
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
			OGM Staff
1.5 Once the GM signed the clearance and other retirement documents, OGM returns the documents to HRMD.	None	4 hrs	
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
TOTAL:	None	20 days (working days)	



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.

Office/Division:	PPA-HRMD-HRSD-CE	S / PPA-	PMO-ASD	
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to		ent	
	G2C - Government to (Citizen		
Who may avail:	PPA Employees, Retirees, Separated from the se			he service
CHECKLIST OF F	REQUIREMENTS	W	HERE TO S	ECURE
Letter of intent to retire. (4 – original		HRMD-CBS		
copy)		F 222 42	Duo accaina	Davasa
Client Steps	Agency Action	be paid	Processing Time	Person Responsible
1. Client submits	1.1 Upon receipt of	None	2 days	HRMO
letter of intent.	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.			
	1.2 HRMD sends the	None		
	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			



				1
	be filled-up by the retiree.			
	1.3 HRMD provides for the retiree's service record, Certificate of last day of actual service, and certificate of no pending administrative case.			
2. Fills-up the application for Ombudsman Clearance and submit 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.	P150.00	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
the accomplished HO Clearance and the Deed of Undertaking to	3.1 Receives Clearance and routes to other signatories. 3.2 In case of issue on accountability or pending administrative case, the	None	9 days	HRMO CD/ LSD Staff



	Controllership			
	Department or			
	Legal Services			
	Department			
	returns the			
	unsigned Clearance to			
	HRMD informing			
	the			
	accountability/			
	case of the			
	retiree.			
	3.3 HRMD informs			HRMO
	client on the			7 11 (11/10)
	status of the			
	clearance.			
4. Retiree responds	4.1 Receives		1 day	HRMO
to the	information and			
issue/problems	returns the			
seen during the	clearance to CD			
routing of the clearance. Retiree	with attached Official receipt.			
informs HRMD that	For LSD, copy of			
the issue was	the			
already settled.	resolution/decision			
	of the case will be			
	attached to the			
	clearance.			
	4.2 Upon completion	None	1 days	HRMO
	of signatories for	-		_
	the clearance and			
	deed of			
	undertaking and			
	submission of			
	complete			
	retirement documents,			
	HRMO evaluates			
	and prepares			
	other documents.	None	5 days	HRMO



TOTAL:	None	20 days (working days)	
submission of pertinent documents. Retains copy for 201 file.			
4.5 HRMD prepares endorsement letter to GSIS for			
clearance and other retirement documents, OGM returns the documents to HRMD.			Officer
GM's signature. 4.4 Once the GM signed the	None	2 hrs	HRMO/Liaison
EB and attached complete retirement documents for the	None	2 hrs	OGM Staff
4.3 HRMO prepares			



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.

Office/Division:	PPA-HRMD-HRSD-CB	S / PPA-	-PMO-ASD	
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to G G2C - Government to G		ent	
Who may avail:	PPA Employees, Retire	ees, Sep	arated from t	the service
CHECKLIST OF F	REQUIREMENTS	W	HERE TO S	ECURE
a. Letter of intent to recopy)	a. Letter of intent to retire. (4 – original copy)		BS	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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. 1.2 Clearance routed for signatories. 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	12 days	Personnel Specialist/ HRMO, HRMO II HRMO



	the accountability/ case of the retiree.			
		None		HRMO
	1.4 HRMD informs			
	client on the			
	status of the			
	clearance.			
2. Retiree responds to		None	1 day	HRMO
the issue/problems	information and			
seen during the	returns the			
routing of the	clearance to CD			
clearance. Retiree	with attached			
informs HRMD that	Official receipt.			
the issue was	For LSD, copy of			
already settled.	the			
	resolution/decision			
	of the case will be			
	attached to the			
	clearance.			
	0.011	Mana	4 - 1	Danasaasal
	2.2 Upon receipt of	None	1 days	Personnel
	accomplished/			Specialist/ HRMO,
	signed clearance, HRMO evaluates			HRMO II
				HKIVIO II
	and prepares other documents.			
	other documents.			
	2.3 HRMO prepares	None	5 days	Personnel
	EB and attached	INOHE	3 days	Specialist/
	complete			HRMO,
	retirement			HRMO II
	documents for the			HKIVIO II
	GM's signature.			
	2.4 Once the GM	None	4 hrs	OGM Staff
	signed the	INOLIG	41113	OGIVI Stail
	clearance and			
	other retirement			
	documents. OGM			
	returns the			
	documents to			
	HRMD.			
	TIIXIVID.			



TOTAL:	None	20 days (working days)	
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



12. APPLICATION FOR CLEARANCE (TRAVEL ABROAD) - HEAD OFFICE

Head Office and PMO personnel applying for clearance and issuance of travel authority for travel abroad.

Office/Division:	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to	Governn	nent	
Who may avail:	PPA Employees, Ret	irees		
CHECKLIST OF R	EQUIREMENTS	W	HERE TO S	ECURE
a. Letter of intent to trav	el abroad (1 original	From Clie	nt	
b. Authorization/Deed o original copy)	f Undertaking (1	HRMD (H	O)	
c. Duly Approve Leave original copy)	Application Form (1	From Clie	nt	
d. Certification of person the duties and respor copy)		From Clie	nt	
e. Certification of No Pe Case (1 original copy)	HRMD (HO)		
f. Indorsement from the (1 original copy)	RC Head (for PMO)	From Clie	nt	
g. HO/PMO Clearance	1 original copy)	HRMD (H		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits the following (2 copies):	1.1 Receives the request and	None	2 days	Personnel
* 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	evaluates the documents. 1.2 Prepares HO Clearance, Deed of Undertaking for personal travel abroad. 1.3 Clearance routed to signatories.		15 days	Specialist/ HRMO, HRMO II



	TOTAL:	None	20 days (working days)	
	1.7 HRMD records and retains copy of documents for 201 File. Forwards the approved documents to the requesting client.			
	1.6 After the GM signed and approved the clearance, OGM returns the documents to HRMD.		4 hrs	HRMO
	1.5 HRMO prepares EB and attached complete required documents for the GM's signature.		4 hrs	OGM Staff
* Certification of No pending Admin Case * Clearance * Letter request for Authority to Travel Abroad * Indorsement form RC Head (for PMOs)	1.4 Upon completion of signatories for the clearance and deed of undertaking and submission of complete documents, HRMO evaluates other documents.		1 day	HRMO



13. ISSUANCE OF TRAVEL AUTHORITY - Head Office/PMO

Issuance of Travel Authority to Head Office and PMO Personnel for Travel Abroad

	- The tricad office and	u i ivio i	0.00101	
Office/Division:	PPA-HRMD-HRSD-CE	BS / PPA	-PMO-ASD	
Classification:	Complex			
Type of Transaction:	G2G - Government to	Governn	nent	
Who may avail:	PPA Employees, Retir	ees		
CHECKLIST OF R	EQUIREMENTS	W	HERE TO S	ECURE
a. Letter of intent to tra original copy)	avel abroad (1	From CI	ient	
b. Authorization/Deed original copy)	of Undertaking (1	HRMD (HO)	
c. Duly Approve Leave (1 original copy)	e Application Form	From CI	ient	
d. Certification of pers assume the duties a (1 original copy)	and responsibilities	From CI	ient	
e. Certification of No F Administrative Case	•	HRMD (HO)	
f. Indorsement from the PMO) (1 original co	`	From CI	ient	
g. HO/PMO Clearance	e (1 original copy)	HRMD (HO)	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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	documents. 1.2 HRMO prepares EB and Travel Authority and	None	1 day 5 days	Personnel Specialist/ HRMO, HRMO II HRMO II
	1.3 Once signed, the documents will be	None	4 hrs	OGM Staff



	TOTAL:	None	6 days 4 hrs. and 10 mins. (working days)	
* Certification of No pending Admin Case * Clearance * Letter request for Authority to Travel Abroad * Indorsement form RC Head (for PMOs)	returned to HRMD. 1.4 HRMD indorses the Approved Travel Authority to concerned PMO/HO personnel.	None	10 mins	HRMO/ Personnel Specialist



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.

Office/Division:	PPA-HRMD-HRSD-C	BS / PPA	-PMO-ASD	
Classification:	Highly Technical			
Type of Transaction	: G2G - Government to	Governn	nent	
Who may avail:	PPA Employees, Ret	irees		
CHECKLIST OF	REQUIREMENTS	W	HERE TO S	ECURE
a. Application for le	ve (1 original copy) HRMD-CBS			
b. Justification (Pur	pose of the	Client		
Monetization) (1	original copy)	Client		
Client Steps	Agency Action	Fees to	Processing	Person
Ollent Oteps	Agency Action	be paid	Time	Responsible
1. Submits the duly accomplished Application for Leave Form (sign by RC Head) to HRMD.	1.1 Receives and evaluates application for leave monetization. 1.2 Consolidates all application for leave monetization. 1.3 Computes for leave balances and allowable leave for monetization. 1.4 Forwards evaluated application and prepared	None None None	1 day 10 days 3 days	Personnel Specialist/ HRMO, HRMO II HRMO/ Personnel Specialist HRMO/ Personnel Specialist HRMO/ Personnel Specialist
	EB/Memo to HRMD Manager for signature.			



	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
	TOTAL:	None	20 days (working days)	



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.

	T			
Office/Division:	PPA-HRMD-HRSD-C	BS / PPA	-PMO-ASD	
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to	Governn	nent	
Who may avail:	PPA Employees, Reti	rees		
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE			
Application for leave original copy)	e (Monetization) (1	HRMD-C	BS	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
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
TOTAL:	None	20 days (working days)	



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.

Office/Division:	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PPA Employees, Retirees			
CHECKLIST O	F REQUIREMENTS	W	HERE TO S	ECURE
Application for le	eave (Monetization)	HRMD-C	BS	
Client Steps	Agency Action		Processing	
	Agonoy Action	be paid	Time	Responsible
1. Submits the	1.1 Receives and	None	1 day	Personnel
duly	evaluates application			Specialist
accomplished	for leave			HRMO II
Application for	monetization.			
Leave Form				
(signed by RC	1.2 Consolidates all	None	4 days	HRMO/
Head) to	application for leave			Personnel
HRMD.	monetization.			Specialist
	1.3 Computes for leave	None	1 day	HRMO/
	balances and			Personnel
	allowable leave for			Specialist
	monetization and			
	forwards application			
	to signatories.			
	1 1 Ciano the application	None	1 bro	LIDMD
	1.4 Signs the application	None	4 hrs	HRMD
	for leave			Manager
	Monetization.			
	1.5 Submits documents			
	for payroll	None	4 hrs	HRSD
	preparation.			
	TOTAL:	None	7 days	_
			(working	
			days)	
			,	



17. ISSUANCE OF SPECIAL ORDER - Local Training

Responsibility Center (RC) Heads requests HRMD for the preparation/issuance of Special Orders for local training.

-	_				
Office/Division:	PPA-HRMD-CDD-SGS				
Classification:	Highly Technical	Highly Technical			
Type of Transaction:	G2G - Government to Government				
Who may avail:	PPA Employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Memo request (1 original copy) Nomination form (1 original copy/electronic copy/scanned copy) Training invitation with program details		HRMD, Requesting PMOs/RCs			

resperienzimenes, justiment		Face to December 1		
Client Steps	Agency Action	be paid	Processing Time	Person Responsible
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	2.1 Coordinates with the unit/nominee concerned re status of nomination.	None	1 day	HRMO or Personnel In- charge
b. Billing statement from the organizer	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



to Records- Administrative Services Division for dissemination numbering and dissemination. TOTAL:	None	10 days and 10 mins.	charge; Records Officer – Admin Department
	None	10 mins	•



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.

Office/Division:	PPA-HRMD-CDD-TDS			
Classification:	Highly Technical	Highly Technical		
Type of Transaction:	G2G - Government to Government			
Who may avail:	PPA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memo request (1 o	riginal copy)			
2. Course design (1 o	riginal copy/electronic			
copy/scanned copy)		HRMD, Requesting PMOs/RCs		
3. List of participants	(1 original			
copy/electronic copy/s	scanned copy)			

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. PPATI or PMO/RC sends memo-request re: conduct of training program with attached program of	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
activity, course design and proposed budget.	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
	TOTAL:	None	10 days and 20 mins. (working days)	



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.

	•	1 0			
C	Office/Division:	PPA-HRMD-CDD-TD	S		
C	Classification:	Highly Technical			
T	ype of Transaction:	G2G - Government to	Governn	nent	
Who may avail: PPA Employees					
	CHECKLIST OF R	EQUIREMENTS	W	HERE TO SI	ECURE
1	 Memo request (1 or Nomination Form (1 copy/electronic copy) Contract of Service 	original/scanned y)	HRMD, Requesting PMOs/RC		
	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
:	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 memorequest 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. 2.3 Transmit endorsed Executive Brief with attached Special Order to AGM-FA/OGM. 2.4 Inform/update PMO/RC concerned. 2.5 Transmits signed Special Order to Records Unit- Admin. Department	None None None	4 days 1 day 10 mins	HRMO or Personnel Incharge HRMO or Personnel Incharge; HRMD Manager HRMO or Personnel-Incharge; AGMFA/OGM personnel HRMO or Personnel Incharge; Records
for numbering and dissemination. TOTAL:	None	10 days	Officer -Admin Department
		and 20 mins (working days)	



ADMINISTRATIVE SERVICES DEPARTMENT (ASD) External Services



1. Request for Use of PPATI DORMITORY Facilitate the request for use of PPA Dormitory

Office/Division:		Administrative Services Department/General Services Division				
Classification:		Simple				
Type of Transaction: G2B – Government to Business G2G – Government to Government						
Who may avail:		Head Office Respons	sibility Cent	ers		
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
 1.2.1.1.1.1 Letter Request to include: Duration of Stay Number of Pax Contact Person/Name/Address 			Prepared by the requesting party			
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Transmit/ submit the letter request	o e c d a	Acknowledge receipt f documents and valuates the ompleteness of the etails; Ascertain vailability of ormitory	None	1 day	Senior Administrative Assistant III, Office of the ASD Manager/ Executive Assistant A, OGM/ Manager, GSD	
	S	Vrite/notify takeholder on the tatus of the request	None	1 day	Clerk, GSD	
	1.3 A	approval of Request.	None	1 day	Manager, ASD	
	A a	approved, ssignment of Rooms nd Provision of ormitory Essentials			Clerk, GSD/ Manager, GSD/ PPATI Personnel	
		TOTAL:	None	3 days (working days)		



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

Office/Division:	Office/Division: Administrative Solution				Services Department/General Services			
Classification: Simple								
Type of Transaction: Who may avail:		G2B – Government to Business G2G – Government to Government G2C – Government to Citizen PPA Personnel/ Non-PPA Personnel/ Stakeholders						
CHECKLIST OF F	REQU	JIREMENTS	V	WHERE TO SE	CURE			
Letter Request appropriate Manager (One (1) or photocopy)		•	ASD Ma	anager				
Client Steps		gency Action	Fees to be paid	Processing Time	Person Responsible			
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 1.2 Department Manager to approve/ disapprove Letter Request		None	12 mins	RCD Personnel			
			None	1 day	Department Manager, Administrative Services Department			
	disa Req forw Ger Divi	Approved/ approved Letter quest to be varded to the neral Services sion for ropriate action	None	30 mins	Building and Equipment Maintenance System Staff/ General Services Division			
	clier app	Inform the nt on the roval/approval of the	None	30 mins	Authorized personnel/ General Services Division			



2. Claim the copy of the request to be presented on the requested date of usage	request via telephone call 2. Prepare Training Room and set-up sound system and projector	None	1 hour and 15 mins	Utility personnel/ General Services Division
	TOTAL:	None	1 day 2 hours 27 mins (working days)	



ADMINISTRATIVE SERVICES DEPARTMENT (ASD) Internal Services



3. Request for Copy of Records – Manual

Office/Division:		Administrative Services Department/Records and Communication Division (ASD-RCD)			
Classification:		Simple		,	
Type of Transacti	ion:	G2G – Government t	o Governm	ent	
Who may avail:		Internal Customers			
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE
Duly accomplished Records Form(RCRF)		•		ind Communi Administrative nt	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits duly accomplished Request for Copy of Records Form (RCRF) to the ASD-RCD, OPR-DI	1.2 #	Checks and evaluate mandatory fields are completely filled-out prior to receipt, and/or notifies the requesting entity for other concern/s; Approves RCRF request by affixing signature on the accomplished RCRF.	None None None	5 mins 5 mins	OPR-Documented Information (OPR-DI) Authorized Approver
	ti re 1.4 R re fc R 1.5 S	lectronic date and me stamping to ecord onset of etrieval process; letrieves the equested DI and repares a copy in the ermat stated in the ECRF submits RCRF for lectronic date and me stamping to	None	2 working days, 7 hrs, and 35 mins 3 mins	OPR-DI



2. Acknowledges	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
receipt of the requested DI and affixes signature of OPR-DI on the RCRF	acknowledged/signed; files copy for reference	None	4 mins	OPR-DI
	TOTAL:	None	3 days (working days)	



4. Request for Copy of Records – Electronic

Office/Division: Administrative Service Records and Common			ces Department unications Division (ASD-RCD)			
Classification:		Simple				
Type of Transact	ion:	G2G - Government to	Governme	ent		
Who may avail:		Internal Customers				
CHECKLIST	OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
•		Online Request for	PPA Wel	osite		
Copy of Record	ds Fo	orm (O-RCRF)	EDECEMBER OF THE SETTINGS AUTHORIT	Ÿ	and Control	
			An or Part Disryo Disryolan Mari Brand. PAGA and Parasis Informatical Arctics. NO.18	ADVISORY ADVISORY ADVISORY AND ADVISORY AD		
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Clicks on the link to the RCRF Online, fills out all mandatory fields, and submits accomplished form	S C fi fi re th	rints the online ubmitted RCRF and hecks if mandatory elds are completely lled-out prior to eceipt, and/or notifies ne requesting entity or other concern/s;	None	15 mins	OPR- Documented Information (OPR-DI)	
	a o	Evaluates the request nd affixes signature n the accomplished CRF;	None	5 mins	Authorized Approver	
	re	Retrieves the equested DI at RCD ecords keeping ystems;	None	2 days, 7hrs and 30 mins.	OPR-DI	
	c re	Sends electronic opy/ies of the equested DI to the equesting entity.	None	5 mins	OPR-DI	



2. Acknowledges	2. Prints a copy of the	None	5 mins	OPR-DI
receipt to the	email sent to RCRF			
OPR-DI	requestor and files			
	copy for reference			
			3 days	
	TOTAL:	None	(working	
			days)	



5. Vehicle Service Request (VSR) within Metro Manila

Facilitate the use of Service Vehicle upon submission of approved Vehicle Service Request (VSR).

rtequest (vort).					
Office/Division:		ASD/General Services Division (GSD) -Transport Services Section (TSS)			
Classification:	Simple				
Type of Transact	ion:	G2G – Government t	o Governm	ent	
Who may avail:		Head Office Respons	ibility Cent	ers	
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE
1.2.1.1.1.2 Vehice (VSR) Form for		ervice Request within Metro Manila	ASD .	Services Sec	ction, GSD-
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
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. 		None	6 mins	D
	2.2 lı \ 1	If not in order, return to requesting entity for correction. Indorses the signed /SR to the GSD-Div. Manager for signature/ approval.	None	3 mins	Chief, TSS- GSD
		or approved request, prepares trip ticket			



and assigns service vehicle and driver to the VSR.	None	3 mins	10
TOTAL:	None	15 mins	



6. Vehicle Service Request (VSR) outside Metro Manila

Facilitate the use of Service Vehicle upon submission of approved Vehicle Service Request (VSR).

Office/Division:		ASD/General Services Division (GSD) -Transport Services Section (TSS)				
Classification:		Simple				
Type of Transact	ion:	G2G – Government t	t to Government			
Who may avail:		Head Office Respons	sibility Cent	ers		
CHECKLIST	OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
1. Vehicle Service trips outside M		quest (VSR) Form for Manila	Transport ASD	Services Sec	ction, GSD-	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
Secure VSR Form for trips outside Metro Manila	1.1 Issue VSR Form 1.2 Evaluate the request form.		None	1 day	Transport Dispatcher (TD)	
2. Submits accomplished VSR Form	2.1a	Checks/verify the completeness of information in the form and availability of service vehicle and driver. If in order, assign a Control Number and indorses it to the Chief, TSS for initials in the recommending approval portion. If not in order, return to requesting entity for correction.	None		TD	
	th M in	ndorses the VSR to ne GSD-Div. lanager for signature n the recommending pproval portion.	None		Chief, TSS- GSD, Div. Manager	
		ndorses the signed SR to the ASD	None		GSD, Manager/ ASD Manager	



TOTAL:	None	1 day (working day)	
2.4 For approved request, prepares trip ticket and assigns service vehicle and driver to the VSR.	None		
Manager for signature/approval.			TD



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.

Office/Division:	ASD/ General Service Maintenance Section		-Building &Ed	quipment	
Classification:		Simple			
Type of Transact	ion:	G2G – Government t	o Governm	ent	
Who may avail:		Head Office Respons	sibility Cent	ers	
CHECKLIST	OF R	EQUIREMENTS	WH	IERE TO SE	CURE
 Repair and Mail Form 	ntena	nce (R/M) Request	BEMS-GS	SD-ASD	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Secure R/M Request Form		sues R/M Request orm	None	3 mins	Clerk Processor
2. Submits accomplished R/M Request Form	ci ir fc 2.1a	Checks/verify the ompleteness of aformation in the orm. If in order, indorses it to the Chief, BEMS for initials. If not in order, return to requesting entity for correction.	None	3 mins	Clerk Processor
	l (ndorses the R/M Request Form to the GSD-Div. Manager for signature/ approval.	None	3 mins	Chief, BEMS/GSD Div. Manager
		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
	TOTAL:	None	12 mins		



8. Request for Supply/ies

Facilitate distribution of available supplies upon submission of complete documentary requirement.

Office/Division:		Administrative Services Department/Property Management Division				
Classification:		Simple				
Type of Transacti	ion:	G2G – Government to	Governm	ent		
Who may avail:		Head Office Responsi	bility Cent	ers		
CHECKLIST	OF R	EQUIREMENTS		HERE TO SE		
1. Purchase Reque	est			CLE provided d/end user	by the RC	
2. Requisition and	Issu	e Slip (RIS)	PMD/Sto	rekeeper		
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Secure R/M Request Form	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 follo R.A. 9184 process.		None		Procurement Officer	
	1.2 Indorses the RIS to the PMD-Div. Manager for approval.1.3 Upon approval, issue		None		Storekeeper/ PMD-Div. Manager	
	ı	he supply/ies to the equesting end user.			Storekeeper	
2. Signs the Requisition and Issue Slip (RIS) and receives supply/ies.		Receives the signed slip and file.	None		Storekeeper	
		TOTAL:	None	1 day (working day)		



9. Request for Procurement of Goods and Services

Facilitate the request for procurement upon submission of complete documentary requirements by the end user.

Office/Division:		Administrative Servic	es Departm	nent/Property	Management	
		Division				
Classification:		Highly Technical				
Type of Transacti	on:	G2G – Government t	o Governm	ent		
Who may avail:	y avail: Head Office Responsibility Centers					
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
1. Purchase Req	uest		Via ORAC concern/ e	LE provided and user	by the RC	
7. Specifications applicable)	or Te	erms of Reference (if	End user			
8. Canvass Docu	men	ts (if applicable)	End user			
Client Steps		Agency Action	Fees to	Processing	Person	
Client Steps		Agency Action	be paid	Time	Responsible	
1. Submit	1.1 C	Check/review the	None	5 days	PMD staff/	
complete	V	eracity of the			Authorized	
documentary	S	ubmitted			Representativ	
requirements.	d	ocumentary			e (AR)	
	re	equirements. Check				
	if	item is included in				
	tŀ	ne current year's				
	Α	PP. (Annual				
		rocurement Plan)				
	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.				
	ı	Prepare other pertinent documents for use of the BAC	None	10 days	PMD staff/ Authorized Representativ e (AR)	



process. TOTAL:	None	15 days (working days)	
procurement process. 1.3 Follow R.A. 9184			
Office to facilitate the			



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.

Office/Division:	ion: Administrative Service Division			nent/Property	Management	
Classification:		Complex				
Type of Transacti	G2G – Government t	to Government				
Who may avail:		sibility Cent	ers			
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
1. Purchase Req		Via ORAC concern/ e	CLE provided end user	by the RC		
2. Specifications applicable)	or Te	erms of Reference (if	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	
	w	Ifter consolidation, ill check for vailability of stocks.	None	1 day	Storekeeper	
		If available from stocks, the item will be issued to the concerned RC.			Procurement Officer	
		If not available, Procurement Officer will proceed to canvassing and follow R.A. 9184 process.				
		TOTAL:	None	6 days (working days)		



11. Newspaper Publication of PPA Issuances, Memorandum and Notices

Office/Division:	Office/Division:		Administrative Services Department, Records and Communications Division (ASD-RCD)			
Classification:		Simple				
Type of Transaction: G2G - Government t			Governme	ent		
Who may avail:		Internal Customers				
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
Material to be published (i.e., Signed PPA Issuance, Memorandum and/or Notices)			Internal C	uat a ma a ra		
2. Memo request	from	n RC to ASD.	Internal C	ustomers		
***For next day p		ation, cut-off est is at 10:00am.				
Client Steps		Agency Action		Processing		
•	4 4 .		be paid	Time	Responsible	
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.	1.2 I	Receives the request and checks the specifications of the material to be published including other preparation for the budgetary needs for the publication. Facilitates the publication in coordination with service provider to be followed by the forwarding of the material to be published	None		Administrative Services Assistant A / General Services Chief B Administrative Services Assistant A / General Services Chief B	
	1 } 3	Monitor the actual release of the oublished 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.			
TOTAL:	None	3 days (working days)	



12. UP-ONAR and PPA Website Publication of PPA Issuances

Office/Division:	Office/Division:		Administrative Services Department, Records and Communications Division (ASD-RCD)			
Classification:		Simple				
Type of Transacti	on:	G2G - Government to Government				
Who may avail:		Internal Customers				
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
Copy of Publis published in th		•				
2. Soft Copy (MS	Wor	d format) of issuance	Internal C	ustomers		
3.Three (3) certificular issuance	ied tr	ue copy of the				
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Submit requirements to ASD-RCD, OPR - UP ONAR Publication	•	acilitation of request: Reproduction Certification Proof-reading of MS word format against the original	None	1 day and 4 hours	OPR - UP ONAR Publication	
	U a	Online submission to IP ONAR of request and requirements for ublication	None	2 hours	OPR - UP ONAR Publication	
	re C S	orwards the equirements to communications ervices Section for ctual transmittal to IP-ONAR.	None	2 hours	OPR - UP ONAR Publication	
	ν p	acilitation of PPA Vebsite Publication, osting in the PPA ssuance subweb.	None	1 day	OPR - Issuance Subweb, PPA Website	
		TOTAL:	None	3 days (working days)		



13. Accession of Records to the PPA Records Storage Facility (PPA-RSF)

Facilitate accession of records, upon submission of complete filled-out accession form.

()TTICE/I)IVISION'		Administrative Services Department/Records and Communication Division					
Classification:		Highly Technical					
Type of Transaction	on:	G2G - Government to	Governme	ent			
Who may avail:		PPA Head Office Res	sponsibility	Centers			
CHECKLIST C)FR	EQUIREMENTS	WH	IERE TO SE	CURE		
			Records a	and Commun	ication		
Filled-out Access	ion c	of Records Form	Division –				
			_	ent Section	D		
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible		
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 Communicati ons 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	3.1 Recieves the request for turn-over of boxes with approved accession of records form.	None	15 mins.	Clerk Processor A
by the concerned Head Office RC	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



TOTAL:	None	15 days (working days)	
3.4 Facilitates the turn- over of boxes with approved accession of records from the Head Office to PPA Records Storge Facility (PPA-RSF)	None	6 hrs.	RSF Coordinator



VI. Feedback and Complaints

FEEDBACK AND (COMPLAINTS MECHANISM
How to send Feedback?	The following methods may be used to send feedback:
	 Fill-out the Client Satisfaction Measurement (CSM) Form and drop it at the designated drop box ideally placed on all Divisions of Port Management Offices and Head Office Departments.
	 Fill-out the Client Satisfaction Measurement (CSM) Form online through the following channels:
	 Kiosk, located within the PPA premises. QR Code, located at the Satisfaction Measurement Corner within the PPA premises. URL link, which can be accessed at the EC/unit Satisfaction Measurement Corner or the link sent through email.
	 Fill-out the Client Satisfaction Measurement (CSM) Form and drop it at the designated drop box placed the designated Public Assistance and Complaint Desks.
How is Feedback processed?	The designated member of the Client Satisfaction Measurement Team, at the end of each week, collects, compiles, and records all the feedback submitted.
	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.
	The answer of the office is then relayed to the citizen.



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	For inquiries and follow-ups, clients may contact the following information:
	For PMO: Contact Nos: Refer to Section VII – List of Offices
	For Head Office: Contact Nos: (02) 8-527-6439 Email: PMSODD@ppa.com.ph
How to file complaints?	The following methods may be used to file complaint:
	 Fill-out the Client Satisfaction Measurement (CSM) Form and drop it at the designated drop box ideally placed on all Divisions of Port Management Offices and Head Office Departments.
	 Fill-out the Client Satisfaction Measurement (CSM) Form online through the following channels:
	 Kiosk, located within the PPA premises. QR Code, located at the Satisfaction Measurement Corner within the PPA premises. URL link, which can be accessed at the EC/unit Satisfaction Measurement Corner or the link sent through email.
	 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.
	 Complaints can also be filed via telephone, e-mail, and letter. Make sure to provide the following information:



	 Full name and Contact Information of the Complainant Name of person being complained Incident/Details of the complaint Evidence For inquiries and follow-ups, clients may contact the following information:
	For PMO: Contact Nos: Refer to Section VII – List of Offices. Email: Please provide email address per 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 Complaints/reports can also be filed through the following channels:
	PPA Whistleblowing Portal Website: http://ppa.com.ph/ Email: ogm@ppa.com.ph Contact Nos: (02)8-527-8356 up to 83 ARTA
	Email: complaints@arta.gov.ph Contact Nos: 1-ARTA (2782) Presidential Complaints Center (PCC) Contact Nos: 8888
How complaints are processed?	Contact Center ng Bayan (CCB) Contact Nos: 0908-881-6565 (SMS)
How complaints are processed?	The procedure hereunder shall be applied to process complaints:
	For complaints originating from the Client Satisfaction Measurement



- (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: <u>Insert official email address of the PMO.</u>

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



Contact Information:	ARTA Email: complaints@arta.gov.ph Contact Nos: 1-ARTA (2782)
	Presidential Complaints Center (PCC) Contact Nos: 8888
	Contact Center ng Bayan (CCB) Contact Nos: 0908-881-6565 (SMS)



VII. List of Offices

Office	Address	Contact Information	
Port Management Offices			
Port Management Office of NCR-North	PMO Administration Bldg., Radial Road 10, North Harbor, Tondo Manila	 8-245-2930 8-245-2931 pmoncrnorth@ppa.com.ph 	
Port Management Office of NCR-South	Marsman Bldg., Muelle De San Francisco St., South Harbor, Port Area Manila	8-527-4424pmoncrsouth@ppa.com.ph	
Port Management Office of Northern Luzon	Port Operations Bldg., Maglaoi Norte, Currimao, Ilocos Norte	(077) 774-3658(077) 774-3654pmonlz@ppa.com.ph	
Port Management Office of Bataan/Aurora	Administration Bldg., Brgy. Lamao, Limay Bataan	(047) 244-6936(047) 244-6246pmobataan_aurora@ppa.com.ph	
Port Management Office of Batangas	PPA Administration Building, Por Access Road, Calincanto, Batangas City	(043) 722-2429(043) 723-0164pmobatangas@ppa.com.ph	
Port Management Office of Marinduque/Quezon	Port Operations Building, Brgy. Talao-talao, Port Area, Lucena City	(042) 785-1250pmomarquez@ppa.com.ph	
Port Management Office of Mindoro	PMO Administration Bldg., Port Area, San Antonio, Calapan City	(043) 441-6696(043) 288-1843pmomindoro@ppa.com.ph	
Port Management Office of Palawan	Port Area, Brgy. Bagong Pag-asa, Puerto Princesa City	(048) 434-5626(048) 434-4881pmopalawan@ppa.com.ph	
Port Management Office of Bicol	PMO Administration Bldg., Government Regional Center, Rawis, Legazpi City	(052) 482-0303pmobicol@ppa.com.ph	
Port Management Office of Masbate	Port Area, Brgy. Bapor Pier Site, Masbate City	(056) 578-6618pmomasbate@ppa.com.ph	



Port Management Office of Panay/Guimaras Port Management Office of Negros Occidental/Bacolod/Banago/Bredco	Iloilo Commercial Port Complex, Iloilo City Barangay Banago, Banago Port, Bacolod City	 (033) 337-6945 (033) 337-7791 to 93 pmo_panay/quimaras@ppa.com.ph (034) 458-0095 pmonbb@ppa.com.ph
Port Management Office of Negros Oriental/Siquijor Port Management Office of Bohol	Port Area Lo-oc, Dumaguete City, Negros Oriental Port Area, Tagbilaran City,	 (035) 422-8914 pmonos_official@ppa.com.ph (038) 501-8969 (038) 501-8138
Port Management Office of Eastern Leyte/Samar Port Management Office of Western Leyte/Biliran	Bohol Port Area, Tacloban City Lot 2, Block 13 Dona Feliza Meija Subd., Veloso St.	 onepmobohol@ppa.com.ph (053) 321-6704 ppapmoels@ppa.com.ph (053) 832-1815 (053) 561-4664 pmowlbrecords@ppa.com.ph
Port Management Office of Misamis Occidental/Ozamiz Port Management Office	Ormoc City Port Area, Ozamiz City Port Area, Iligan	 (088) 521-0238 (088) 521-1538 pmomoz@ppa.com.ph (063) 223-1346
of Lanao Del Norte/Iligan Port Management Office of Surigao Port Management Office of Agusan	City Brgy. Taft, Port Area, Surigao City Port Area, San Francisco St.,	 (063) 223-9124 ppalni@ppa.com.ph (086) 826-2015 pmosurigao@ppa.com.ph (085) 342-5352 pmoagusan@ppa.com.ph
Port Management Office of Misamis Oriental / Cagayan De Oro Port Management Office of Socsargen	Butuan City PPA Bldg. 2 Agora, Cagayan de Oro City Makar Wharf, Labagal, General	 (088) 856-9098 (088) 856-1264 pmomoz@ppa.com.ph (083) 552-4446 (083) 552-4484
Port Management Office of Davao Port Management Office of Zamboanga	Santos City Km. 10 Port Area, Sasa Davao City R.T. Lim Boulevard, Zamboanga City	 pmosocsargen@ppa.com.ph (082) 235-2564-68 pmodavao@ppa.com.ph (062) 991-2037 to 39 (062) 991-2360
Port Management Office of Zamboanga del Norte	Port Area, San Vicente, Dapitan City	 pmozamboanga@ppa.com.ph (064) 213-6595 (064) 213-3606 pmozdn@ppa.com.ph



Head Office Departments			
Philippine Ports Authority-Head Office	PPA Corporate Bldg. Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines	 (0632) 7-954-8800 (0632) 8-405-5500 (0632) 8-527-8356 up to 83 ogm@ppa.com.ph 	
Port Management Systems & Organization Development Department	PPA Corporate Building, Mezzanine Floor	(02) 8-527-6433PMSODD@ppa.com.ph	
Information & Communication Technology Department	PPA Corporate Building, Fifth (5 th) Floor	(02) 5-301-9452 ictdofficialmail@ppa.com.ph	
Corporate Planning Department	PPA Corporate Building, Fifth (5 th) Floor	(02) 8-527-4755(02) 8-527-4721corplan@ppa.com.ph	
Legal Services Department	PPA Corporate Building, Fifth (5 th) Floor	(02) 5-301-9064(02) 8-527-7892Isd@ppa.com.ph	
Port Operations & Services Department	PPA Corporate Building, Third (3 rd) Floor	(02) 5-301-9065posd_ho@ppa.com.ph	
Commercial Services Department	PPA Corporate Building, Third (3 rd) Floor	(02) 5-336-5159csdbds@ppa.com.ph	
PPA Training Institute	Moserco Bldg. Gate 4, South Harbor, Port Area, Manila	(02) 5-301-95-12(02) 5-301-95-13ppati@ppa.com.ph	
Port Police Department	Moserco Bldg. Gate 4, South Harbor, Port Area, Manila	 (02) 8-527-2492 (02) 8-527-2489 ppd_ho@ppa.com.ph 	
Port Construction & Maintenance Department	PPA Corporate Building, Fourth (4 th) Floor	(02) 5-301-9068pcmd@ppa.com.ph	
Dredging & Survey Department	PPA Corporate Building, Fourth (4 th) Floor	(02) 5-301-9070dsd@ppa.com.ph	
Port Planning and Design Department	PPA Corporate Building, Fourth (4 th) Floor	(02) 5-336-5157pdd@ppa.com.ph	
Controllership Department	PPA Corporate Building, Third (3 rd) Floor	(02) 5-301-9062controllership_department@ppa.com.ph	
Treasury Department	PPA Corporate Building, Ground Floor	(02) 5-336-5149treasury2@ppa.com.ph	



Human Resource Management Department	PPA Corporate Building, Third (3 rd) Floor	 (02) 8-404-38-81 (02) 5-301-95-13 hrmd-cdd@ppa.com.ph
Administrative Services Department	PPA Corporate Building, Mezzanine Floor	(02) 8-527-4830asd_gsd@ppa.com.ph
Office of the Corporate Board Secretary	PPA Corporate Building, Sixth (6 ^{th)} Floor	(02) 8-310-9513ho_ocbs@ppa.com.ph
Corporate Communication Staff	PPA Corporate Building, Fifth (5 th) Floor	(02) 8-527-4753ccs_ppa@ppa.com.ph
Internal Security Affairs Staff	PPA Corporate Building, Third (3 rd) Floor	(02) 8-527-8356 loc 554isas@ppa.com.ph



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(PPA – CART)