



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER 2023 (6th Edition)



I. Mandate:

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

II. Vision:

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

III. Mission:

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

IV. Service Pledge:

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

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



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PORT MANAGEMENT OFFICE External Services



1. Vessel Entrance Formalities

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

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 Shipping Line Representative/Agent CHECKLIST OF REQUIREMENTS WHERE TO SECURE A. Domestic Vessel PPA website for online application; Marine/Harbor Office for manual application 2. Application for Berth/Anchorage (3 copies) PPA website for online application; Marine/Harbor Office for manual application 3. Vessel's Roll Book Shipping Lines 4. Passenger Manifest (3 copies) Shipping Lines 5. Dangerous Cargo Manifest (if applicable) Shipping Lines 6. Duly signed Inward Coasting Manifest (3 copies) Shipping Lines 7. Waste on Board Vessel Information Form (WOBVIF) PMO Marine Section B. Foreign Vessel PPA website for online application; Marine/Harbor Office for manual application 2. Application for Berth/Anchorage PPA website for online application; Marine/Harbor Office for manual application 3. Passenger Manifest (if applicable) Shipping Lines 4. Dangerous Cargo Manifest (if applicable) Shipping Lines 5. Inward Foreign Manifest (3 copies) Shipping Lines		•	
Type of Transaction: G2B-Government to Business G2G-Government to Government Vessel or Shipping Line Representative/Agent CHECKLIST OF REQUIREMENTS A. Domestic Vessel 1. Notice of Arrival (3 copies) PPA website for online application; Marine/Harbor Office for manual application 2. Application for Berth/Anchorage (3 PPA website for online application; Marine/Harbor Office for manual application 3. Vessel's Roll Book 4. Passenger Manifest (3 copies) 5. Dangerous Cargo Manifest (if applicable) 6. Duly signed Inward Coasting Manifest (3 copies) 7. Waste on Board Vessel Information Form (WOBVIF) B. Foreign Vessel 1. Notice of Arrival (3 copies) PPA website for online application; Marine/Harbor Office for manual application Marine/Harbor Office for manual application; Marine/Harbor Office for manual application Shipping Lines	Office/Division:	Port Services D	Division-Marine Section
Who may avail: Vessel or Shipping Line Representative/Agent CHECKLIST OF REQUIREMENTS A. Domestic Vessel 1. Notice of Arrival (3 copies) PPA website for online application; Marine/Harbor Office for manual application 2. Application for Berth/Anchorage (3 Copies) Nessel's Roll Book 4. Passenger Manifest (3 copies) Shipping Lines 5. Dangerous Cargo Manifest (if application Form (WOBVIF) B. Foreign Vessel 1. Notice of Arrival (3 copies) PPA website for online application; Marine/Harbor Office for manual application Shipping Lines Shipping Lines Shipping Lines Shipping Lines Shipping Lines PMO Marine Section PMO Marine Section PPA website for online application; Marine/Harbor Office for manual application PPA website for online application; Marine/Harbor Office for manual application 2. Application for Berth/Anchorage (3 copies) PPA website for online application; Marine/Harbor Office for manual application 2. Application for Berth/Anchorage (3 copies) PPA website for online application; Marine/Harbor Office for manual application Shipping Lines	Classification:	Simple	
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Marine/Harbor Office for manual application 2. Application for Berth/Anchorage (3 copies) 3. Passenger Manifest (if applicable) (3 copies) 4. Dangerous Cargo Manifest (if applicable) Shipping Lines 5. Inward Foreign Manifest (3 copies) Marine/Harbor Office for manual application; Marine/Harbor Office for manual application Shipping Lines Shipping Lines			
(3 copies) Marine/Harbor Office for manual application 3. Passenger Manifest (if applicable) (3 copies) 4. Dangerous Cargo Manifest (if applicable) 5. Inward Foreign Manifest (3 copies) Marine/Harbor Office for manual application Shipping Lines Shipping Lines	Notice of Arrival (3 copie	es)	Marine/Harbor Office for manual
 3. Passenger Manifest (if applicable) (3 copies) 4. Dangerous Cargo Manifest (if applicable) 5. Inward Foreign Manifest (3 copies) Shipping Lines Shipping Lines Shipping Lines 		chorage	Marine/Harbor Office for manual
applicable) 5. Inward Foreign Manifest (3 copies) Shipping Lines	· · · · · · · · · · · · · · · · · · ·	pplicable)	
	applicable)	·	Shipping Lines
Waste on Board Vessel Information Form PPA PMO Marine/ Harbor Office (WOBVIF)	(WOBVIF)		PPA PMO Marine/ Harbor Office
C. Additional requirements for Vessel on Maiden Voyage	•	nts for Vessel	
1. Vessel Information Sheet PPA Website (downloadable forms)			,
Certificate of Inspection (domestic vessels) MARINA	vessels)		MARINA
3. International Tonnage Certificate Shipping Lines/ Flag Registry (foreign vessel)		ertificate	Shipping Lines/ Flag Registry



Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and Anchorage (ABA) together with the Waste on Board Vessel Information Form (WOBVIF)	1. Acknowledge receipt of documents, evaluate, and verify the accuracy of the entries in the documents. If found in order, schedules the client for a Berthing Meeting.	None	2 hrs and 15 mins.	PPA Harbor Operations Officer/ Authorized Representative

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	2. Conducts the	None	2 hrs.	PPA Harbor
	Berthing Meeting.	Berthing			Master/
		Meeting for			Authorized
		allocation of			Representative
		berth and			
		discussion and			
		preparation of			
		other important			
		matters.			
		* If in any case			
		* 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,			



			1	
	GoToMeeting,			
	and the likes.			
3. Submits the complete set of documents for entrance formalities at the PPA Marine Section.	3.1 Checks/ verifies the completenes s of the submitted documents.	None	3 mins.	PPA Harbor Operations Officer/ Authorized representative
a. 3 copiesApplication forBerth/Anchorageb. 3 copies	3.2 Logs Actual Time of Arrival at the Vessels Logbook.	None		
Passenger Manifest (if applicable)	3.3 Stamps manifest	None		
c. Dangerous Cargo Manifest (if applicable)	and/ or roll book "Entered" .			
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 requirements for a maiden voyage.				
maiden voyage.	TOTAL:	None	4 hrs. 18 mins.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



2. Vessel Departure Clearance

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

Of	fice/Division:		Division-Marine Section/ Finance Division/
		Assessment &	Collection
Cla	assification:	Simple	
Ту	I Vne of Transaction:		ent to Business ent to Government
WI	ho may avail:	Vessel or Ship	ping Line Representative/Agent
(CHECKLIST OF REQI	JIREMENTS	WHERE TO SECURE
A.	Domestic Vessel		
1.	Vessel's Roll Book		Shipping Lines
2.	Passenger Manifest (3 copies)	Shipping Lines
3.	Duly signed Outward Manifest (3 copies)	Coasting	Shipping Lines
4.	Certificate of Service from Shore Reception applicable)		Shore Reception Facility Operator
5.	Dockage Report		PPA Vessel Entrance and Clearance Section
6.	Lifting Order for Hold applicable)	Over (if	Concerned Agency
7.	Computation Sheet at Vessel Invoice for rev payment		PPA Assessment Counter
8.	Official Receipts for p Dues	ayment of Port	PPA Cashier
9.	BIR Form 2307 (if app	olicable)	Shipping Lines
10	PPA Certification for I from Port Charges (to hours but not less that to vessel's departure)	be secured 3 n 1 hour prior	PPA Office of the Port Manager
	Foreign Vessel		
1.	Passenger Manifest (applicable)	3 copies) (if	Shipping Lines
2.	Outward Foreign Mar copies)	nifest (3	Shipping Lines
3.	Certificate of Service from Shore Reception applicable)		Shore Reception Facility Operator
4.	Dockage Report		PPA Vessel Entrance and Clearance Section
5.	Lifting Order for Hold applicable)	Over (if	Concerned Agency
6.		o Foreign Port	Bureau of Customs



7. Computation Sheet and/or PPA Vessel Invoice for revolving fund payment	PPA Assessment Counter
8. PPA Official Receipts for payment of Port Dues	PPA Cashier
9. BIR Form 2307 (if applicable)	Shipping Lines
10. PPA Certification for Exemption from Port Charges (to be secured 3 hours but not less than 1 hour prior to vessel's departure), if applicable	PPA Office of the Port Manager

	Client Steps	Agency Action	Fees to be	Processing	Person
			paid	Time	Responsible
1.	Submits a complete set of documents for vessel departure clearance at the PPA Marine Section.	1.1 Checks/ verifies the completeness of the submitted documents.	None	5 mins.	PPA Harbor Operations Officer/ Authorized Representative
a. b.	Passenger Manifest (if applicable)	1.2 Checks for any violation, hold departure order, or such	None		
C.	Service Rendered from SRF (if	other similar orders or issuances.	N		
	applicable) Lifting Order for Holdover (if applicable) PPA	1.3 Check/verify entries on the dockage report.	None		
	Certification for Exemption from Port Dues (if applicable)	* For clients that could not physically appear, Marine			
f.	3 copies Outward Coasting Manifest (domestic)	Section forwards the documentary requirements to the Finance Assessment			
g.	Vessel's Roll Book (domestic) 3 copies	Section for proper assessment.			
	Outward				
	Foreign	1.4 For vessels that are	None		



Manifest (foreign) i. Clearance of Vessel to Foreign Port (foreign) *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. Submits the	exempted from port charges, PPA proceeds to Departure Clearance procedure.	None	5 mins.	PPA Cashier/
Dockage Report and other documentary requirements to the assessment window. * If in any case, a face-to-face transaction is not possible, the client will have to wait for	2.1 Provides assessment by checking and verifying the completeness of the submitted documents and entries on the Dockage Report.	None	5 mins.	Collection Representative/ Authorized Representative
the email from the Assessment Section of their respective Computation Sheet and/or PPA Invoice.	2.2 Checks for any violation, hold departure order, or such other similar orders or issuances, and compute charge/s against the vessel, if applicable.	None		
	2.3 Prepares Computation Sheet and/or	None		



	DDAL			1
	PPA Invoice for revolving fund payment.			
	2.4 Informs client to proceed to the collection/ cashier section for payment. * For clients that	None		
	could not physically appear, Assessment Section will send the Computation Sheet and/or PPA invoice to the client via			
	email.			
3. Proceeds to collection/ cashier section present the Computation Sheet and/or PPA Invoice for payment of port dues. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Treasury Department via email (treasury@ppa.com.ph).	email. 3.1 Cashier checks the Computation Sheet and/ or Vessel Invoice and Dockage Report. 3.2 Check for BIR Form 2307. 3.3 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 Department will	For Domestic Vessel: (Dockage (Domestic)) + (Lay-up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) -Usage Fee (GRT x .80 x No. of Days) -Lay-up Fee (GRT x .80 x	5 mins.	PPA Cashier/ Collection Representative/ Authorized Representative



	N. (
forward the	No. of	
client's official	Days x	
receipt via email.	50%)	
	-PPA	
	Share on	
	Pilotage	
	(Prescribe	
	d Rate x	
	10%+12%	
	VAT)	
	,	
	<u>For</u>	
	<u>Foreign</u>	
	<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)	
	Dookoss	
	-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 PPA Marine Section and presents the Official Receipts as proof of	4.1 Performs Vessel Departure Clearance procedure.	None	5 mins.	PPA Harbor Operations Officer/ Authorized representative
payment and original documentary requirements for vessel departure clearance.	4.2 Checks/ verifies the completeness of the submitted documents.	None		
	4.3 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.	None		
		None		



		T	Г		
		4.4 For vessels			
		that are			
		exempted			
		from port			
		charges, PPA			
		stamps "Port			
		Charges			
		Exempt"			
5.	Vessel leaves	5.1 Ensures the	None	None	PPA Harbor
	port before the	vessel's			Operations
	expiration of the	departure at			Officer/
	clearance or	the port.			Authorized
	otherwise the	uie port.			
	same shall be	F 2 Ac por c	None		representative
		5.2 As per a	None		
	revalidated.	report from			
		the vessel,			
		records the			
		time of			
		departure on			
		the Vessel's			
		Logbook and			
		affixes his			
		signature.			
		TOTAL:	For	20 mins.	
			Domestic		
			<u>Domestic</u>		
			<u>Domestic</u>		
			Domestic Vessel:		
			Domestic Vessel: (Dockage (Domestic		
			Domestic Vessel: (Dockage (Domestic)) + (Lay-		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) +		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage +		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT)		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12%		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable))		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) For		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) For Foreign		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) For		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) For Foreign Vessel:		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) For Foreign Vessel: (Port Dues		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) For Foreign Vessel: (Port Dues +		
			Domestic Vessel: (Dockage (Domestic)) + (Lay- up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) For Foreign Vessel: (Port Dues		



	Dockage-	
	at-	
	Anchorag	
	e + (PPA	
	Pilotage +	
	12% VAT)	
	+ (VTMS ´	
	Fee (only	
	if ` ´	
	applicable	
))	
Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:		
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and		

government agencies with 24 hours operations

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.

Office/Division:	Port Services Division-Terminal Section/ Finance Division/ Assessment & Collection		
Classification:	Simple		
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen		
Who may avail:	Shippers, Co	onsignee, Shipping Line Representative	
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE	
A. Domestic Cargoes			
1. Bill of Lading (3 copie	es)	Cargo Handling/Terminal Operator	
Cargo Handling/Term Operator Official Rec		PPA Assessment Counter	
Computation Sheet a Invoice for revolving final payment		PPA Cashier	
4. PPA Official Receipts payment of Wharfage		Shipping Lines	
5. BIR Form 2307 (if applicable)		Shipping Lines	
B. Foreign Cargoes			
1. Bill of Lading (3 copie	es)	Shipping Lines	
Cargo Handling Oper Receipt (3 copies)	ator Official	Cargo Handling Operator	
Computation Sheet a Vessel Invoice for rev payment	olving fund	PPA Assessment Counter	
4. PPA Official Receipts payment of Wharfage		PPA Cashier	
5. BIR Form 2307 (3 copies) (if applicable)		Shipping Lines	
6. Export Declaration (if applicable)		Bureau of Customs	
C. RoRo- Cargoes und	er RRTS		
Shipping Line Lane N Receipt		Shipping Lines	
2. PPA RoRo Terminal	Fee	PPA Terminal Fee Counter	



		Fees to be	Droccoin-	Person
Client Steps	Agency Action	rees to be paid	Processing Time	Responsible
1. Upon settling all the requirements with the Cargo Handler proceeds to the PPA assessment counter with	1.1 Provides assessment by checking and verifying the completeness of the submitted documents.	None	5 Mins.	PPA Cashier/ Collection Representati ve/ Authorized Representati ve
the following documents: a) 3 copies Bill	1.2 Encodes the cargo details.	None	1 hr.	
of Lading or Pro-forma Bill Lading b) Export Declaration (foreign) c) 3 copies Cargo Handling Operator Official Receipt For cargoes under RRTS: After payment of the Lane Meter Vehicle Fee to the Shipping	1.3 Prepares Computation Sheet and/or PPA Invoice for revolving fund payment. * For clients that could not physically appear, Assessment Section will send the Computation Sheet and/or PPA invoice to the client via email.	None	10 Mins.	
Lines, proceeds to the PPA/Terminal Operator RoRo Terminal Fee (RRTF) Counter or the Cashier/ Collection Representative/ Authorized Representative for payment of terminal fee	1.4 Informs client to proceed to the collection/ cashier section for payment.	None		



		<u> </u>		
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	2.1 Cashier	Domestic	5 mins.	PPA
collection/	checks the	Wharfage:		Cashier/
cashier	Computation			Collection
section and	Sheet and/or	Non-		Representati
presents the	PPA Invoice.	Containerized		ve
Computation		:		-
Sheet and/or	2.2Check for BIR	Php 9.00 per		
PPA Invoice	Form 2307.	Metric Ton		
for payment				
of wharfage	2.3Receives	Php 7.00 per		
dues and 3	payment and	revenue Ton		
copies of BIR	issues Official	TOVOTIGO TOTI		
Form 2307, if	Receipt.	Containerized		
any.	recoupt.	·		
arry.	* For payments	<u>-</u>		
* Client may opt	coursed via e-	10 ft:		
to pay via e-	payment facilities	Php 63.00		
	or through	F 11p 03.00		
payment facilities	_	20 ft:		
or through	banks, proper			
banks, e-	verification prior	Php 126.00		
payment Confirmation	to receipting shall be done.	35 ft:		
Receipt or	The Treasury	Php 157.00		
Validated	Department will	40 %		
Deposit Slip as	forward the	40 ft:		
proof of payment	client's official	Php 189.00		
shall be	receipt via email.	45 4.		
forwarded to the		45 ft:		
Treasury		Php 221.00		
Department via		F		
email		Foreign		
(treasury@ppa.c		Wharfage:		
om.ph).				



		1		1
		Non-		
		Containerized .		
		-		
		Php 18.35		
		per Metric		
		Ton		
		Dhn 45 05		
		Php 15.25 per revenue		
		Ton		
		Containerized		
		<u>:</u>		
		20 ft:		
		Php 259.70		
		1 110 200.70		
		35 ft:		
		Php 329.		
		40 ft:		
		Php 391.05		
		r		
		45 ft:		
		Php 458.25		
For cargoes under RRTS:	Issues the RRTF	RRTF inclusive of		
Pays the	NNIF	VAT		
correspondin				
g amount of		Type 1:		
terminal fee		Php 65.00		
		Type 2:		
		Php 129.00		
		T 0		
		Type 3: Php 258.00		
		F11p 230.00		
		Type 4:		
		Php 516.00		
3. Proceeds to	3.1 Checks/	None	5 mins.	PPA
terminal	verifies the			Terminal
section and presents the	accuracy of submitted			Supervisor/ Sr. Terminal
PPA Official	documents.			Operations
receipts and				Officer/
other	3.2 If in order,	None		Terminal
requirements	stamps "OK			Operations



for stamping of "OK for Loading" 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.	for Loading" in the Bill of Lading.			Officer/ Authorized Representati ve
Per Part 6 3 1 1 of ART	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.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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			
	Logs and Lumber/Heavy Lift Per Metric Ton				
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 10.55			
b.	b. Others Per Revenue Ton P15.25				
Fo	Foreign Transhipment				
As	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.055			
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 Per Revenue Ton	P5.00	P6.00	P7.00
Minimum Charge	P10.00	P12.00	P15.00
10' Box or shorter	P43.00	P52.00	P63.00
20' Box	P86.00	P105.00	P126.00
35' Box	P107.00	P131.00	P157.00
40' Box	P129.00	P157.00	P189.00
45' Box	P151.00	P184.00	P221.00

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

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

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



4. Withdrawal of Cargoes

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

Of	fice/Division:		Port Services Division-Terminal Section/ Finance Division/ Assessment & Collection				
CI	assification:	Simple	Simple				
Ту	pe of Transaction	nn'	G2B-Government to Business G2C-Government to Citizen				
W	ho may avail:	Shippers, Co	Shippers, Consignee, Shipping Line Representative				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE				
A. Domestic Cargoes							
1. Bill of Lading (3 copies)			Shipping Lines				
2.	Cargo Handling/ Operator Official		Cargo Handling/Terminal Operator				
3.	Cargo Handling	Gate Pass	Cargo Handling Operator				
4.	Computation Sh Invoice for revolupayment		PPA Assessment Counter				
5.	PPA Official Rec						
6.	BIR Form 2307						
	B. Foreign Cargoes						
1. Bill of Lading (3 copies)			Shipping Lines				
2.	Cargo Handling Receipt (3 copie		Cargo Handling Operator				
3.	Cargo Handling		Cargo Handling Operator				
4.	Computation Sh Vessel Invoice for payment	eet and/or PPA or revolving fund	PPA Assessment Counter				
5.	PPA Official Rec payment of Wha	•	PPA Cashier				
6.	BIR Form 2307		Shipping Lines				
	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible		
1.	Upon settling all the requirements with the Bureau of Customs (BOC) and/or	1.1. Provides assessment by checking and verifying the completenes s of the	None	5 mins.	PPA Cashier/ Collection Representative / Authorized Representative		



		I			
	Cargo	submitted			
	Handler,	documents.			
	proceeds to				
	the PPA	1.2. Encodes/	None	1 hr.	
	assessment	checks the			
	counter with	cargo details.			
	the following				
	documents:	1.3. Prepares	None	10 mins.	
٥)		Computation			
(a)	3 copies Bill of	Sheet and/or			
	Lading or Pro-	PPA Invoice			
	forma Bill	for revolving			
	Lading	fund			
b)	3 copies Cargo	payment.			
	Handling				
	Operator	* For clients that			
	Official Receipt	could not			
c)	Cargo	physically			
'	Handling Gate	appear,			
	Pass	Assessment			
	1 033	Section will			
		send the			
Fo	r cargoes under	Computation			
RF	RTS: RoRo	Sheet and/or			
ca	rgoes are	PPA invoice to			
im	mediately	the client via			
alle	owed release	email.			
fro	m the port upon				
dis	scharge from	Informs client to			
the	e vessel.	proceed to the			
		collection/			
* If	in any case,	cashier section			
the	e face-to-face	for payment.			
tra	nsaction is not				
	ssible,				
sul	bmission of				
	cumentary				
	quirements to				
	Finance				
	sessment				
2.	Proceeds to	2.1 Cashier	Domestic	5 mins.	PPA Cashier/
	collection/	checks the	Wharfage:		Collection
	cashier section	Computation			Representative
	and presents	Sheet and/or	Non-		/ Authorized
	the	PPA Invoice.	Containerize		representative
	Computation	0.005	<u>d:</u>		
	Sheet and/or	2.2 Check for	Php 9.00 per		
	PPA Invoice	BIR Form	Metric Ton		
	for payment of	2307.			



wharfage dues		Php 7.00 per	
and 3 copies	2.3 Receives	revenue Ton	
of BIR Form	payment and		
2307, if any.	issues	Containerize	
2007, darry.	Official	<u>d:</u>	
* Client may opt to	Receipt.	<u>a.</u>	
pay via e-payment	rveceipt.	10 ft:	
facilities or	* For novements	Php 63.00	
	* For payments	Php 63.00	
through banks, e-	coursed via e-	00.0	
payment	payment	20 ft:	
Confirmation	facilities or	Php 126.00	
Receipt or	through banks,		
Validated Deposit	proper	35 ft:	
Slip as proof of	verification prior	Php 157.00	
payment shall be	to receipting		
forwarded to the	shall be done.	40 ft:	
Treasury	The Treasury	Php 189.00	
Department via	Department will	'	
email	forward the	45 ft:	
(treasury@ppa.co	client's official	Php 221.00	
m.ph).	receipt via		
111.p11).	email.	Import	
	Giriali.	Wharfage:	
	2.4 Stamps " OK	wilaliage.	
	for Release"	Non	
		Non-	
	in the Cargo	Containerize	
	Handling	<u>d:</u>	
	Gate Pass.	Db = 20.05	
		Php 36.65	
		per Ton	
		Php 30.55	
		per revenue	
		Ton	
		<u>Containerize</u>	
		<u>d:</u>	
		20 ft:	
		Php 519.35	
		35 ft:	
		Php 656.85	
		40 ft:	
		Php 779.05	
		1	
		45 ft:	
		Php 916.50	
	1	טט.טופ קוו ו	<u> </u>



3. Presents the transaction documents and proof of payment of cargo charges to the guard on duty for the exit of cargoes from the port.	3.1 Inspects transaction documents and proof of payment. 3.2 Checks the "OK" stamp and signature in the transaction documents and allows	None	2 mins.	Terminal Operations Officer/ Authorized representative PPA Security Personnel
	the exit of cargoes from the port.			
		D	41.5.55.100	
	TOTAL:	Domestic Wharfage:	1 hr. and 22 mins.	
		(Cargo Volume/Wei		
		gh/No. of box X Rate)		
		Foreign Wharfage:		
		(Cargo Volume/Wei		
Per Part 6.3.1.1 of ARTA	M C No 2019-002 as n	gh/No. of box X Rate)	ce R·	

Please see below the schedule of cargo charges

CHARGES ON CARGOES



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:

lf I	If Imported					
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products	P36.65				
	Logs and Lumber/Heavy Lift Per Metric Ton					
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 10.55				
b.	b. Others Per Revenue Ton P15.25					
Fo	reign Transhipment					
Α:	single charge per metric or revenue ton payable by the shipping agent					
2	Cargoes in Sacks/Bags/Bulk/Steel Products, Logs and Lumber/Heavy	US\$0.833				
a.	a. Lift Per Metric ton					
b.	o. 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
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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	F 3.00	F 0.00	F 7.00
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.

Office/Division:	PMO PSD			
Classification:	Simple			
Type of Transaction:		ment to Business ment to Citizen		
Who may avail:	Shipping Line	es/Agents, Shippers, Consignees		
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE		
Letter Request		Applicant (form secured from PPA)		
2. Dangerous Goods Man	ifest	Applicant (form secured from PPA)		
3. Inward/Outward Foreig applicable-(3 copies (P PCG)		Applicant		
4. Inward/Outward Domestic Manifest, if applicable-(3 copies (PMO, BOC, PCG		Applicant		
5. Safety Data Sheet (SD applicable)	S) (if	Applicant		
6. Delivery Permit and Other Necessary Documents:PNP Permit (for Class 1 only)		Philippine National Police		
PNP Transport (for Class 1 only)PNRI Permit (for Class 7 only)		Philippine National PolicePhilippine Nuclear Research Institute		

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
 Applicant 	1.1 Validate the	None	1 day	PMO Chief
notifies the PPA	completeness			Safety Officer/
not less than 24	and veracity of			Authorized
hrs. in advance	the submitted			Representative
of the arrival of	documents			
DGs by Letter	and assess			
Request	the DGs for			
together with the	safety			
other applicable	concerns.			
documentary	Endorses the			
requirements.	same to the			
	port manager			
Advance notification	for approval.			
shall likewise be	1.2 Approves/	None		Port Manager
given to PPA when	Disapproves			
the ship arrives	request for the			
under fumigation.	issuance of			



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.	Handling Permit for DG. * Once approved by the PM/ authorized representative, advise the client to pay at the cashier. 1.3 Cashier collects payment. 1.4 Releases the Handling Permit for Dangerous	Please see the schedule of fees None		PPA Cashier PMO Chief Safety Officer/ Authorized
	Dangerous Cargo.			
	See schedule of fees	1 day		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



Handling Permit for Dangerous Cargo schedule of fees

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



6. 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:	Complex				
Type of Transaction:		G2B-Governn G2C-Governn			
Who may avail:		Consignees,	Truckers/Ha	g Lines/Agents aulers/Forward ort Users Cond	ers, other Port
CHECKLIST OF RI			W	HERE TO SE	CURE
Responsibility/Swor	Sworn Certificate of Assumption of Responsibility/Sworn Certificate of Master List of Transport Units (duly Notarized)				
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 or apply online via www.epms.ppa.com and upload the supporting document.	th co are the document of the control of the contro	valuate/verify e completeness and validity of e uploaded ocuments om the time it as viewed/ ccessed 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 Representati ve of PPD.



	An email notification will be sent to the			
	applicant confirming the			
	order of			
	payment.			
 2. Submit the order of payment to any PPA cashier and pay the necessary fee for the vehicle pass. * Client may opt to pay via e-payment facilities or through banks, e-payment 	2. Receive payment and issue an official receipt. * For payments coursed via e- payment facilities or through banks, proper verification prior to receipting	Cargo Vehicle/ Truck: P112.00 (VAT included) Non- Cargo/ Light	5 mins.	PPA Cashier/ Authorized Representati ve (AR)
Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.	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.	P84.00 (VAT included)	20 mins	Port Polico
3. Proceed to PPD and submit the proof of payment.	3. Validate the proof of payment. If found in order, the sticker will be installed/poste d at the upper right-side corner of the vehicle's windshield after the validation of the payment.	None	20 mins.	Port Police Division Authorized Representati ve



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



7. 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 PMO	PPA PMO Port Police			
Classification:	Simple				
Type of Transaction:		rnment to Bernment to C			
Who may avail:	Consignee	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
CHECKLIST OF REQU	JIREMENTS				
Valid company ID or a government-issued ide cards	-	Provided by the client			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
Present a valid Identification Card.	1. Check/ inspect the Vehicle and log vehicle information.	None	5 mins.	Port Police Officer/ Authorized Representative/PPA Security Personnel	
2. Pay temporary vehicle pass to the assigned PPA Collector/Authorized Representative at the Main Gate.	2. Collect payment and issue Temporary Vehicle Pass.	P12.00 (VAT inclusive)	2 mins.	PPA Collection representative/ Authorized Representative	
,	TOTAL:	₽ 12.00	7 mins.		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



8. 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	Simple			
Type of Transaction:	G2B-Government G2C-Government				
Who may avail:	Cargo Handlers, S Consignees, Truck Ancillary Services	kers/Haule	ers/Forwarders	, other Port	
CHECKLIST OF RE			WHERE TO S		
Duly accomplished app Sworn Certificate of Er		PPA Por Applican	t Police Divisio t	on	
list of Employees 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 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. An email notification will be sent to the applicant	None	30 mins.	Port Police Staff/ Authorized representative of PPD.	



	confirming the order of payment.			
Submit the order of payment to any PPA cashier and pay the necessary fee.	Receive payment and issue an Official Receipt.	P56.00 (VAT included)	5 mins.	PPA Cashier
* 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.	* 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.			
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
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 Pedestrian "Pass/ID"	None	5 mins.	Port Police Staff/ Authorized representative



	* Gives the original copy of the Official Receipt to the client.			
TOTAL:		P 56.00	1 hr. and 50 mins.	



9. 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 Port Police			
Classification:	Simple			
Type of Transaction:	G2B-Gover G2C-Gover			
Who may avail:	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
CHECKLIST OF REQUI			WHERE TO S	
Valid company Identification any government-issued cards				
Client Steps	Agency	Fees to	Processing	Person
·	Action	be paid	Time	Responsible
valid Identification identification identification cards. log	Check/verify entification and Verify the urpose and g/record the ecessary formation.	None	5 mins.	PPA Security Personnel/ Authorized Representative
pedestrian pass. pa iss Te Pe	Collect ayment and sue emporary edestrian ass	P6.00 (VAT inclusive)	2 mins.	Collection Officer at the gate.
	TOTAL:	P 6.00	7 mins.	
Per Part 6 3 1 1 of ARTA M.C. No. 2019-002 as provided in Reference R:				

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



10. Bunkering Service

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			
	vpe of ansaction:	G2B-Government to Business			
W	ho may avail:	Vessel Represent	Vessel Representative/Agent, Shipper, Service Operator		
	CHECKLIST OF RE	EQUIREMENTS		WHERE TO SI	ECURE
1.	Bunkering Service)-PSD Marine	
2.	Pre-Transfer Bunk Form	ering Checklist	PPA-PMC)-PSD Marine	Section
3.	PCG Bunkering Pe	ermit (if applicable)		Coast Guard	
	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1.	Notifies the Harbor Master/ Authorized Representative in advance about the service.	Take note of the client's intended activity	None	5 mins.	Harbor Master/ Chief Safety Officer/ Authorized Representative
2.	Client proceeds to the PMO 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
th 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.			



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



5. Provides a copy	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. Checks the	None		Port Police/
of the Permit to PPA Security Personnel at the gate upon entry.	receipt and permit. Allows entry to the port to do service. * Gives the original copy of the Official Receipt and Permit to the client.			PPA Security Personnel
Dor Dort 6 2 1 1 of ADTA M	TOTAL:	Please refer to the schedul e of fees below	30 mins.	

Please see below the schedule of fees



Bunkering 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 =
	₽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	₽29.12;
	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	P16.80
Palawan	P11.20
Eastern Leyte/Samar	P11.20
Western Leyte/Biliran	P22.40
Negros Occ./ Bacolod	₽33.60
Panay/Guimaras	P33.60
Negros Or./Siquijor	with Permit to Operate no corresponding fee
Bohol	P56.00
Surigao	P12.00
Agusan	₽650.00 + 12% VAT = ₽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	₽10.00: 1-20 kilos
	₽20.00: 11-20 kilos
	P40.00: 21-30 kilos
Socsargen	P16.80



11. Repair and Hotworks

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- Marinesment & Collect	
Classification:		Simple	101011 710000	<u> </u>	
Type of Transaction	LVDA Of Transaction:		G2B-Government to Business G2C-Government to Citizen		
Who may avail:		Vessel Repriction Operator	resentative/A	gent, Shipper,	Service
CHECKLIST OF R	EQUIR	EMENTS	V	VHERE TO SE	CURE
Application for Rep Service Permit For		tworks	PPA-PMO-I	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 PSD Marine Section * Client may submit thru email the scanned copy of the request to undertake the repair.	1. Evaluate repair request and if in order, issues Application for Repair/ Hotworks Service Permit Form. * Application for Repair/ Hotworks Service Permit Form may be sent to the client		None	5 mins.	Terminal Supervisor/ Harbor Master/ Authorized Representative
2. Client fills-out form and submits to PSD Marine Section. * Submission can also be done thru electronic means like email and fax messages.	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



	* 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 Cashier for payment. * 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.	3. Cashier computes permit fee, receives payment, and issues 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 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.	Please refer to the schedule of fees below	10 mins.	Sr. Cashier/ Cashier/ Collection Representative / Authorized Representative



	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	
	Client reports to the Harbor Master/Harbor Operation Officer that the work is complete.	5.1 Notify/ coordinate with the Terminal Section of the completed works.	None	None	Harbor Master/ Harbor Operations Officer	
		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	None	None	Terminal Supervisor / Terminal Operations Officer/ Chief Safety Officer	
		and hotworks on board vessel.				
		TOTAL:	Please refer to	27 mins.		
			the			
			schedule			
			of fees below			
Per	Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:					



-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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

Please see below the schedule of fees

Repair and Hotworks schedule of fees

Port Management Office	Rates
Bataan/ Aurora	₽28.00
NCR-North	P28.00
NCR-South	₽28.00 for 15 days of work per vessel
Batangas	P650.00 +12% VAT = P728.00
Marinduque/Quezon	₽29.12;
	without Permit to Operate: P650.00 + 12%VAT = P728.00
Bicol	with Permit to Operate no corresponding fee
Masbate	₽25.00 per day/vessel
Mindoro	P 650.00 +12% VAT = P 728.00
Palawan	₽11.20
Eastern Leyte/Samar	P11.20
Western Leyte/Biliran	P22.40
Negros Occ./ Bacolod	P33.60
Panay/Guimaras	Ordinary repair: P11.20
	Chipping and scaling: P56.00
Negros Or./Siquijor	₽11.20
Bohol	P56.00
Surigao	P12.00
Agusan	₽33.60
Zamboanga del Norte	P16.80
Misamis Or./ Cagayan de Oro	₽11.20
Misamis Occ./ Ozamis	P11.20
Lanao del Norte/ Iligan	P11.20
Zamboanga	₽22.40
Davao	P33.60
Socsargen	₽16.80



12. 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.

	DDA DMO Davit Co	miss Divisis	n Marina Cas	tion / Finance	
Office/Division:	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection				
Classification:	Simple				
Type of	G2B-Government to Business				
Transaction:	G2C-Government				
Who may avail:	Vessel or Shippin	g Line Repre	sentative/ Clie	nt	
CHECKLIST OF R	EQUIREMENTS	V	WHERE TO SE	CURE	
1. Application Form		PSD-Marine	e Section		
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	
2. Applicant fills out the Application Form for Watering Service at the 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	



			T	
3. Presents the approved Application Form	be forwarded to the client via email. Marine section to furnish Collection Section copy of the application. If not, denies the application and notify the client. 3. Provides assessment and collects	Please refer to the	10 mins.	The Senior Cashier/ Cashier
to the Cashier and pays the corresponding fees. * 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.	* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt and Permit will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt and Permit to	schedule of fees below		A/Cashier B/ Special Collecting Officer
	the Port Police to be picked up by the client later.			



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
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
Dow Dow C 2 4 4 of ADTA N	TOTAL:	Please refer to the schedule of fees below	25 mins.	

Please see below the schedule of fees

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



Watering Service schedule of fees

Port Management Office	Rates
Northern Luzon	P29.12
	without Permit to Operate: ₽650.00 + 12%VAT = ₽728.00
NCR-North	P28.00
NCR-South	P28.00
Batangas	₽0.50 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	₽25.00 per day/vessel
Mindoro	P16.80
Palawan	Domestic Vessels -P241.50/Ton; Foreign Vessels -
	P 262.50/Ton
	*PPA OIC Memorandum dated June 20, 2016; published in
	Palawan Times (PT Vol. XXIX, No. 33, December 03-December
Ft1 t- /0	09, 2017) issue. Effectivity date – January 9, 2018.
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	P12.00
Agusan	P33.60
Zamboanga del Norte	P16.80
Misamis Or./ Cagayan de	P138.88: 0-50 MT
Oro	P150.08: 51-100 MT
N: : 0 /0 :	P161.28: 101 up MT
Misamis Occ./ Ozamis	P11.20
Lanao del Norte/ Iligan	Domestic Vessel: P56.00 per cubic meter
	Foreign Vessel: P 67.20 per cubic meter
Zamboanga	P22.40
Davao	P20.00: 26-50 MT
	P30.00: 51-100 MT
	P40.00: 101 MT and above
Socsargen	₽16.80



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

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

Office/Division:	Port Managem	Port Management Offices (PMOs)				
Classification:	Highly Technic	Highly Technical				
Type of		G2C - Government to Citizen				
Transaction:	G2B - Governr					
	-	citizen of lega	•			
			s, or partnersh			
Who may avail:		constituted and organized under the laws of the Philippines; at least sixty percent (60%) of the capital is				
			' '	of the capital is		
	owned by F	ilipino citizens				
CHECKLIST OF R			HERE TO SEC			
 CENRO endorse 	ment to PPA			on over the area		
2. Survey plan of th	e land applied for	•	he applicant ar	, ,		
			Geodetic Engi	ineer		
3. Location Plan		Provided by a	applicant			
4. Vicinity Map		Provided by a	applicant			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible		
1 Applicant	1 1 December	•				
T. L. ADDIIGANI	LLIKECOIOS	i iyone	15 mins.	Designated		
Applicant submits	1.1 Records Officer	None	15 mins.	Designated Records Officer		
submits	Officer	None	15 mins.	Records Officer		
submits complete	Officer receives	None	15 mins.			
submits	Officer	None	15 mins.			
submits complete requirements to the concerned	Officer receives requirements from	None	15 MINS.			
submits complete requirements to	Officer receives requirements	None	15 MINS.			
submits complete requirements to the concerned	Officer receives requirements from applicant and routes	None	15 mins.			
submits complete requirements to the concerned TMO/PMO. * Submission of	Officer receives requirements from applicant and	None	15 MINS.			
submits complete requirements to the concerned TMO/PMO.	Officer receives requirements from applicant and routes application to	None	15 MINS.			
submits complete requirements to the concerned TMO/PMO. * Submission of documentary	Officer receives requirements from applicant and routes application to Office of the	None	15 MINS.			
submits complete requirements to the concerned TMO/PMO. * Submission of documentary requirements can	Officer receives requirements from applicant and routes application to Office of the Port Manager	None	15 MINS.			
submits complete requirements to the concerned TMO/PMO. * Submission of documentary requirements can also be done via	Officer receives requirements from applicant and routes application to Office of the Port Manager	None	15 mins.			
submits complete requirements to the concerned TMO/PMO. * Submission of documentary requirements can also be done via	Officer receives requirements from applicant and routes application to Office of the Port Manager (OPM) 1.2 Port Manager takes note of			Port Manager/ Executive		
submits complete requirements to the concerned TMO/PMO. * Submission of documentary requirements can also be done via	Officer receives requirements from applicant and routes application to Office of the Port Manager (OPM) 1.2 Port Manager takes note of the request.			Records Officer Port Manager/		
submits complete requirements to the concerned TMO/PMO. * Submission of documentary requirements can also be done via	Officer receives requirements from applicant and routes application to Office of the Port Manager (OPM) 1.2 Port Manager takes note of the request. Executive			Port Manager/ Executive		
submits complete requirements to the concerned TMO/PMO. * Submission of documentary requirements can also be done via	Officer receives requirements from applicant and routes application to Office of the Port Manager (OPM) 1.2 Port Manager takes note of the request.			Port Manager/ Executive		
submits complete requirements to the concerned TMO/PMO. * Submission of documentary requirements can also be done via	Officer receives requirements from applicant and routes application to Office of the Port Manager (OPM) 1.2 Port Manager takes note of the request. Executive			Port Manager/ Executive		



document to the Engineering Services Division			ESD Manager
1.3 Engineering Services Division (ESD) validates the request and checks the completeness of the documentary requirement.	None	5 days	/Principal Eng'r./ Supervising Eng'r./ Authorized Representative
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.			
1.4ESD conducts ocular/site inspection on the scheduled date	None	5 days	Principal/ Supervising Eng'r./ Authorized Representative
* If in any case an onsite inspection			



 			1
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
1.6 If the area applied for is not part of PPA's 5-Year Port Development Plan, ESD issues an order of payment * (may be sent via email) and informs the applicant to pay the Certification Fee to the Cashier. Draft certification is then forwarded to the Port Manager for	None	2 hrs.	ESD/Principal Engineer/ Authorized Representative



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.	None	5 mins.	Office of the Port Manager and Engineering Services Department
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.	None	None	Designated Records Officer



2 Applicant nove	2 Coobies		10 mins	Cookier
2. Applicant pays Certification Fee	2. Cashier receives	FLA intended for	10 mins.	Cashier
at the cashiering	payment for	port		
section.	Certification	developmen		
Section.	Fee and	t:		
* Client may opt to	issues	ι.		
pay via e-payment	correspondin	₱1,000.00 +		
facilities or through	g Official	12% VAT		
	Receipt	12/0 VAI		
banks, e-payment Confirmation	Neceipi	FLA, MLA,		
Receipt or	* For novmente	MSA, and		
Validated Deposit	* For payments coursed via e-	such other		
Slip as proof of	payment	similar		
payment shall be	facilities or	applications		
forwarded to the	through banks,	intended for		
Collection Section	proper	non-port		
via email.	verification prior	related		
via Giliali.	to receipting	facilities:		
	shall be done. A	raciities.		
	scanned copy of	₱500.00 +		
	the official	12%		
	receipt will then	12/0		
	be emailed back			
	to the client.			
	Collection			
	Section will			
	forward the			
	original copy of			
	the client's			
	Official Receipt			
	to the			
	Engineering			
	Services.			
3. Applicant	3. ESD issues a	None	15 mins.	Engineering
proceeds to	copy of the			Services
ESD for release	certification.			Department/
of certification.				Designated
	* ESD shall			Records Officer
* Applicant may	send the			
opt for the	Original Copy of			
Certification to be	the Certification			
sent via regular	via regular mail			
mail, other courier	or other courier			
services, or email.	services.			



TOTAL:	FLA intended for port developmen t: ₱1,000.00 + 12% VAT = ₱1,1200.00 FLA, MLA, MSA, and such other similar applications intended for non-port related facilities:	15 days, 3 hours, and 45 minutes	
	₱500.00 + 12%VAT =		
Per Part 6 3 1 1 of ARTA M.C. No. 2019-002 as no	₱560.00	co B:	

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. 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).

Marketing Spe Simple G2B- Governa G2C-Governa	ment to Businement to Citizen cants for PTO A PPA Online https://epms. Fees to be	ess	m.ph
G2B- Governor G2C-Governor Lessee/applic REMENTS editation ency Action BDMO is	PPA Online https://epms.	Ancillary Servion HERE TO SE	m.ph
G2C-Governr Lessee/applic REMENTS editation ency Action BDMO is	PPA Online https://epms.	Ancillary Servion HERE TO SE	m.ph
editation ency Action BDMO is	PPA Online https://epms. Fees to be	/www.ppa.cor	m.ph
editation ency Action BDMO is	PPA Online https:// (https://epms.	/www.ppa.cor .ppa.com.ph/e	m.ph epms/)
ency Action BDMO is	Online https:// (https://epms.	.ppa.com.ph/e	epms/)
ency Action BDMO is	Online https:// (https://epms.	.ppa.com.ph/e	epms/)
BDMO is	(https://epms.	.ppa.com.ph/e	epms/)
BDMO is	Fees to be		
BDMO is	! .!	FIOCESSIII	Person
	paid	g Time	Responsible
PMS that here is an existing application for Permit to Operate PTO) and checks/validates the completeness of the submitted afformation, such as the validity of the excreditation certificate, in the PPA's latabase in the application for accreditation.	None	1.5 days	Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative
	of the ubmitted information, uch as the alidity of the accreditation ertificate, in the PPA's latabase in the application for accreditation.	of the ubmitted information, uch as the calidity of the accreditation ertificate, in the PPA's latabase in the application for accreditation. Checks and coordinates	of the ubmitted information, uch as the ralidity of the accreditation ertificate, in the PPA's latabase in the application for accreditation. Checks and soordinates



	T			
	Manager			
	Concerned			
	and other			
	OPR for any			
	violation of			
	PPA rules			
	and			
	regulations			
	and /or			
	financial			
	obligations			
	with PPA.			
	1.3Once	None		
	validated and	140110		
	found correct,			
	the e-PMS			
	Officer/			
	BDMS/O			
	issues an			
	Order of			
	Payment to			
	the client thru			
	the e-PMS			
	and or			
	registered			
	email. If not in			
	order the			
	application			
	shall be			
	returned, and			
	the applicant			
	shall be			
	notified			
	accordingly.			
2. After generating	2.1 Cashier	Regulatory	1.5 days	PMO Cashier/
the Order of	receives the	Fee:		Authorized
Payment,	payment and			Representative
applicants	issues a PPA	(D40.500		
proceed to PPA	Official	(P10,500		
Cashier and pay	receipt.	+12% VAT)		
the necessary	* Famma ,			
fees for the PTO.	* For payments			
* Client may ant to	coursed via e-			
* Client may opt to	payment facilities			
pay via e-payment facilities or through	or through banks,			
_	proper verification prior			
banks, e-payment Confirmation	to receipting shall			
Commination	To receipting snail			



Per Part 6.3.1.1 of ARTA M	4 C. No. 2010 002 oc prov	₽11,760.00	D	
	IOTAL:	P 10,500.00 +12% VAT =	3 days	
	TOTAL:	P10.500.00	3 days	
	regular mail or other courier services.			
sent via regular mail, other courier services, or email.	* BDMS/O shall send the Original Copy of the Permit via			
* Applicant may opt for the Permit to be	client to sign the "Conforme"			and Marketing Specialist/ Officer
3. Applicant picks up the approved PTO.	3. Releases the signed PTO. Ensures/Advises	None		Business Development
	2.4 Notifies applicant of the approved PTO.			
		None		
	for signature/ approval.			
	PTO to the Port Manager			
	and approval. 2.3 Forwards the	None		
	(thru the e- PMS) for processing			Representative
7.77	application, both hard and soft copies			Specialist/ Officer /Authorized
email (treasury@ppa.com .ph).	2.2 Validates the payment and submits the	None		Business Development and Marketing
payment shall be forwarded to the Treasury Department via	forward the client's official receipt via email.	None		
Receipt or Validated Deposit Slip as proof of	be done. The Treasury Department will			

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



As 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.



15. 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:	duals or Group	S			
CHECKLIST OF	REQUIREMENTS	1	WHERE TO S	ECURE	
Written request		Applican	t		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
request addressed to the Port manager	 1.1 Checks/ evaluates/ verifies the request. 1.2 If in order, forwards the ATT to the Port Manager for signature/ approval. If not, the applicant shall be notified accordingly. 1.3 Issues an order of payment to the client. 	None	1.5 days	Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative	
2. Proceeds PPA Cashier and pays the necessary fees for ATT. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of	2.1 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	Regulatory Fee: (P600 + 12% VAT)	1.5 days	PMO Cashier/ Authorized Representative	



signed ATT. Ensures/Advises client to sign the "Conforme" Officer (BDMS/C Authorize Representa	
payment shall be forwarded to the Collection Section via email. 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 BDMS/O. 1.2 Validates the payment. None Busines Developm and Marke Specialis	ent ting st/ 0)/

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



16. Handling of Incoming Communications - Manual (External)

This provides details on the procedure of handling incoming communications that do not fall under any particular service provided in other specifications in this handbook.

Office/Division:		Port Management Office Records Section				
Classification:		Simple				
Type of Transaction	pe of Transaction: G2C - Government to Citizen G2B - Government to Business G2G - Government to Government					
Who may avail:		Port Stakeholders/ P	rivate In	dividuals or Gro	ups	
CHECKLIS	ST OF REQUI	REMENTS		WHERE TO S	ECURE	
None	_		Not app	olicable		
Client Steps		ency Action	Fees to be paid	Processing Time	Person Responsible	
Client transmits the communication to the PMO	documer		None	1 min.	Designated Records Officer	
Records Section.	the incon	ication /document in ning logbook and control number.	None	10 mins.	Designated Records Officer	
	1.3 Prepares routing slip for incoming communication /document.		None	2 mins.	Designated Records Officer	
	1.4 Forwards incoming documents/communication to the concerned Responsibility Center.		None	2 min.	Designated Records Officer	
		communication is d and assessed.	None	1 day	Port Manager /RC Head	
	1.6 Documents/communication are routed to the concerned person responsible to address the incoming		None	5 mins.	Office of the Port Manager	
communication. 1.7 Incoming communication is handled accordingly.		None		Concerned Personnel		
		TOTAL:	None	1 day and 20 mins		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



17. Handling of Incoming Communications - Electronic (External)

This provides details on the procedure of handling incoming communications that do not fall under any particular service provided in other specifications in this handbook.

O((' ID'		D = "(M = = = = = = = 0	(: D			
Office/Division:						
Classification:		Simple				
Type of Transaction	n:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government				
Who may avail:		Port Stakeholders/ P			ups	
	T OF REQUI			WHERE TO S	•	
None	<u> </u>		Not app	olicable		
None						
Client Steps		ency Action	Fees to be paid	Processing Time	Person Responsible	
Client transmits the communication to the PMO	1.1 Receives documer 1.2 Logs and		None	2 hrs	Designated Records Officer	
Records Section thru electronic mail (email).	communi the incon	cation /document in ning logbook and control number.	None	10 mins.	Designated Records Officer	
	1.3 Prepares routing slip for incoming communication /document.		None	2 mins.	Designated Records Officer	
	1.4 Forwards incoming documents/communication to the concerned Responsibility Center.		None	2 min.	Designated Records Officer	
		communication is d and assessed.	None	1 day	Port Manager /RC Head	
	1.6 Documents/communication are routed to the concerned person responsible to address the incoming		None	5 mins.	Office of the Port Manager	
communication. 1.7 Incoming communication is handled accordingly.			None		Concerned Personnel	
		TOTAL:	-	1 day, 2 hrs, and 19 mins		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



18. Releasing of Checks to Creditors, Suppliers, Contractors, and Other Claimants

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 check payments, the Payee should be enrolled as Vendor in the system through the Information and Communications Technology Department (ICTD).

Office/Division:	Port Managemer	Port Management Offices / Head Office			
Classification:	Simple	Simple			
Type of Transaction		nment to Citizen nment to Business nment to Government			
Who may avail:	Port Stakeholder	rs/ Private In	dividuals or G	roups	
CHECKLIST OF R	EQUIREMENTS	V	WHERE TO SE	CURE	
Duly filled out Vene Form (VRF)	dor Registration	Downloada	able from the P	PA website	
Valid Identification picture and signature		To be prov	ided by the clie	ent	
3. Valid Official Rece			ided by the clie		
4. Valid authorization of Attorney (SPA) i	•	To be prov	ided by the clie	ent	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
Client presents Identification to Cashier window. * Claimant may email or call the cashier to verify if they have a check for pick-up.	Verifies if the claimant has duly signed a check for release. If no signed check is found, the client is informed of the status.	None	7 mins.	Sr. Cashier/ Cashier/ Authorized Representative	
		None	3 mins.	Sr. Cashier/ Cashier/ Authorized Representative	
	TOTAL:	None	10 mins		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



19. Online Application for PPA Accreditation of Port Service Providers

To facilitate an automated processing of application for accreditation, the implementation of Electronic Accreditation System (eAS) is an online tool intended to accept application for accreditation covering processes and period of action from the Port Management Office to Head Office in real time.

Office/Division:	Port Manager	nent Office		
Classification:	Highly Techni	cal		
Type of Transaction:	G2B-Governn	nment to Business		
Who may avail:	Port Service F transactions	Providers and those private entities with port		
CHECKLIST OF REQU		WHERE TO SECURE		
Type A: Port Terminal, Handling, Passenger T RoRo Services	erminal,			
Duly accomplished A Form	pplication	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)		
2. Company and Busine		Provided by Applicant		
 3. Authenticated Certific registration, Accredita License/Eligibility /Fra issued by DTI- Sole Propriet SEC- Corporation CDA- Cooperative License Eligibility/ Applicants with Acfrom other govern agencies 	ation/ anchise orship s/ Partnership es Franchise- ccreditation ment	Provided by Applicant		
4. Certified True Copy of Incorporation/Partner laws for Corporations Partnership/ Incorporations cooperatives. (Not apapplicants with a valid accreditation, license franchise by other googgencies.)	ship and By- /Articles of ation for plicable for discriticate of dor granted a vernment	Provided by Applicant		
5. Certified True Copy of recent General Inform duly filed with and red SEC/CDA. (Not applicants with a valid accreditation, license	nation Sheet ceived by cable for d certificate of	Provided by Applicant		



	franchise by other government	
	agencies.)	
6.	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.)	
7.	Certified True Copy of the Audited	Provided by Applicant
	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.)	
8.	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.)	
9.	Copy of value-added tax or	Provided by Applicant
	percentage tax return covering the	, 11
	immediately preceding year	
10	Duly accomplished and notarized	Provided by Applicant
	Omnibus Sworn Statement	, ''
11	Proof of Authorization (duly	Provided by Applicant
	notarized) CDA/SEC registered	, ''
	Entities Secretary's Certificate	
	Single Proprietorship Authorization	
	Letter	
Τv	pe B: Port Ancillary Services	
1.		PPA website/ Business Development
	Form	Marketing Specialist/ Officer (BDMS/O)
2.	Company and Business Profile	Provided by Applicant
-		



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3.	Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by • DTI- Sole Proprietorship	Provided by Applicant
	SEC-Corporations/ PartnershipCDA- Cooperatives	
	License Eligibility/ Franchise-	
	Applicants with Accreditation from other government	
	agencies	
4.	Certified True Copy of the audited financial statement immediately preceding the date of application for accreditation as filled with, received by, the Bureau of Internal Revenue together with the	Provided by Applicant
	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)	
5.	Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of	Provided by Applicant
	accreditation, licensed or granted a franchise by other government agencies)	
6.	Duly accomplished and notarized Omnibus Sworn Statement	Provided by Applicant
7.	Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter	Provided by Applicant
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)	



b. Copy of information of	
membership or affiliation from	
trade associations or business	
groups.	
Type C: Applicant that has been	
accredited/licensed/ granted	
franchise by other government	
agencies	
1. Duly accomplished Application	PPA website/ Business Development
Form	Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile	Provided by Applicant
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	
4. Duly accomplished and notarized	Provided by Applicant
Omnibus Sworn Statement	, , ,
5. Proof of Authorization (duly	Provided by Applicant
notarized) CDA/SEC registered	,
Entities Secretary's Certificate	
Single Proprietorship Authorization	n
Letter	
6. Other documentary requirements	Provided by Applicant
a. Service Contract or	
Authorization/Appointment	
• •	
• ` `	
• •	
•	
membership or affiliation from	
trade associations or business	
groups.	
provided by shipping lines/ company to a shipping agent/ representative (emailed authorization/ appointment is acceptable) b. Copy of information of	



- 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 on- line 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	(226)
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 no derogatory record with PPA.		1 day	Legal Services Department



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 Accreditation to POSD for stamping of	1 day	OCBS



provider to claim the signed PPA	
signed PPA Accreditation Certificate from Head Office and instructs newly accredited service	ement
3.13 Updates inventories of PPA Accreditation. 4. Secures duly 4. Receives the 1 day Port	
validity period/ effectivity date. 3.12 Prepares transmittal memorandum of signed PPA Accreditation Certificate to PMO.	s

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

As per PPA Admin Order No. 04-2020, 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



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

The purpose of this procedure is to ensure that Transport Service Providers operating inside all government ports under the jurisdiction of PPA including private ports, have corresponding TAPPP.

Office/Division:	Port Managem	nent Office		
Classification:	Highly Technical			
Type of Transaction:	G2B – Govern	G2B – Government to Business		
Who may avail:	Transport Serv	vice Providers		
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE		
Transport Service P	roviders			
Duly accomplished Form with Omnibu		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)		DTI / SEC / CDA		
Latest Income Tax for existing entities	` '	BIR		
4. Proof of Authoriza - Secretary's Ce corporation / properative) - Authorization L by the sole pro single propriete	ertificate (For artnership / Letter signed oprietor (For	Provided by Applicant		
5. List of Truck toget Official Receipt (C Certificate of Regi with Deed of Sale/Assignment/ applicable	PR) and stration (CR) Transfer, as	LTO PPA's digitalization and streamlining policies		

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.



	Client Steps	Agency Action	Fees to be	Processing	Person
		<u> </u>	paid	Time	Responsible
1.	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 documentatio n provided.		1 day	Port Police Department (PPD)



	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	1 day	Port Operation & Services Department
	2.3 Print Executive Brief (EB) and PPA TAPPP Certificate.	1 day	(POSD)
	2.4 Endorses (EB) and Certificate to the AGM Operation (AGMO).		
	2.5 Endorses (EB) and Certificate to the Office of the General Manager (OGM).	1 day	AGM for Operations (AGMO)



	2.6 Approves	3 days	Office of the
	and signs	3 days	General
	PPA TAPPP Certificate.		Manager (GM)
	0.7.5	4	
	2.7 Forwards signed PPA	1 day	
	TAPPP certificate to		
	the Office of		
	the Corporate		
	Board		
	Secretary (OCBS) for		
	Stamping of PPA seal.		
	2.8 Forwards signed and	1 day	Office of the Corporate Board
	stamped		Secretary
	TAPPP Certificate to		(OCBS)
	POSD for encoding of		
	validity		
	period/ effectivity		
	date.		
	2.9 Prepares	1 day	Port Operation &
	transmittal Memorandu		Services Department
	m of signed		(POSD)
	PPA TAPPP Certificate to		
	PMO.		
	2.10 Update		
	inventories of PPA TAPPP		
3. Secure duly	3. Receives the PPA TAPPP	1 day	Port
signed PPA TAPPP	Certificate		Management Office
Certificate	from Head Office and		
	instruct		
	Transport Service		
			<u> </u>



	Provider to claim the PPA TAPPP Certificate.			
ТОТ	AL	(TAPPP fee + Vehicular Pass fee)+ 12% VAT	16 days and 2 hours	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

As per PPA Admin Order No. 04-2020, 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 01-2021)

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



21. Issuance of Hold Over Authority (HOA)

To ensure continuous provision of cargo handling and other related services in PPA ports.

Office/Division:	PMO-PSD/ POSD - TSD			
Classification:	Highly technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Authorized CH & Po	ort Service	Operators	
CHECKLIST OF RE	EQUIREMENTS	V	VHERE TO SE	CURE
1. Letter of Intent for He	OA Application	CHO/Por	t Service Oper	rator
2. Certification of No O Financial Obligation		PMO/Hea	ad Office	
3. Updated Port worker Separation Fund (PF Computation		CHO/Por	t Service Ope	rator
4. Updated Remittance Contributions of world		CHO/Por	t Service Oper	rator
5. Updated DOLE Cert Pending Case with L		CHO/Por	t Service Oper	rator
6. Certification of No Po		PMO/Head Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Submit application with complete documentary requirements to PMO.	1.1 PMO transmits/ submits the HOA application, together with the complete documentary requirements and the duly accomplished and signed Compliance Checklist, to POSD copy furnished OGM and OAGMO by PMO.	None	5 days	PMO Port Services Division / OPM- BDMO/S
1.2 RC Evaluates None 15 days POSD St and verifies the				



Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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22. Issuance of Memorandum of Agreement (MOA) to LGUs/GCs

To allow LGU participation in the management, operation, development, and maintenance of ports not categorized by PPA as vital or priority ports programmed for development.

Office/Division:	PMO-PSD/ POSD - TSD			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Go	vernment		
Who may avail:	Local Government Units/0	Governme	nt	
CHECKLIST OF	REQUIREMENTS	V	VHERE TO SE	CURE
Feasibility Study to development plans,		LGU/GC LGU/GC LGU/GC		
Curriculum Vitae of the Supervisory Office of	the LGU/GC	LGU/GC		
5. Organizational Struct include a Port Operat6. Approved Port Layou	tions Section	LGU/GC PMO/Hea	ad Office	
of the Location of Pol 7. Report containing the and recommendation	result of the evaluation	PMO		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
LGU submit a proposal/ application with complete documentary requirements.	1.1 PMO evaluate and submit the complete documentary requirements, evaluation report/ recommendation to the GM thru AGMO/ GM.	None	5 days	PMO Port Services Division
	1.2 RC evaluates and verifies the validity of submitted documents and the recommendation of the PMO.	None	15 days	POSD Staff
	1.3 Processes and prepares Executive Brief for the GM attaching the proposed Board			



Write-up for consideration.			
1.4 If approved by the GM, submit to the PPA Board of Directors for consideration.			
TOTAL:	None	20 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



23. Application for Approval of Zone of Significant Port Interest (ZSPI) Plan

Office/Division:	PPA PMO/PPA Head Business Developme (LSD)/Treasury Depa (PPDD)/Dredging and Engineering/Office of General Manager (O	nt Division (BDD)/Le rtment (TD)/Port Plad Survey Departmer the AGM for Opera	egal Services [anning and Deat at (DSD)/Office	Department sign Department of the AGM for
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to	to Business		
Who may avail:	Private Port Owner/C	perator		
CHECKLIST OF R	EQUIREMENTS	Wi	HERE TO SEC	URE
Omnibus Undertaking 2. Original Secretary's C authorized representa with the Authority 3. Hydro-graphic survey	Omnibus Undertaking (Sworn Affidavit) 2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority 3. Hydro-graphic survey 4. Certificates of No Outstanding Account/No Pending Legal Case			
Client Step Application for Approval of Zone of Significant Port Interest (ZSPI) Plan	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the application for ZSPI	1.1 Receives Application	None		PMO Records Officer
with complete documentary requirements.	for ZSPI and routes to the Office of the Port Manager.	None		
with complete documentary requirements. Note: The ZSPI plan shall indicate the boundaries of	Office of the Port	None		Port Manager (PM)
with complete documentary requirements. Note: The ZSPI plan shall	Office of the Port Manager. 1.2 Refers/forwards to	None	Seven (7) working days	
with complete documentary requirements. Note: The ZSPI plan shall indicate the boundaries of both land and water areas situated on the proposed private port facilities including water areas for navigational	Office of the Port Manager. 1.2 Refers/forwards to concerned units 1.3 Checks if documents are complete and compliant, then issues order of payment for Filing Fee. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately) 2.1 Receives payment and issues copy of Official Receipt	None None Php1,000.00 + 12% VAT	working days	Port Manager (PM) BDMO/BDMS PMO Cashier
with complete documentary requirements. Note: The ZSPI plan shall indicate the boundaries of both land and water areas situated on the proposed private port facilities including water areas for navigational and maritime safety purposes 2. The applicant pays non-	Office of the Port Manager. 1.2 Refers/forwards to concerned units 1.3 Checks if documents are complete and compliant, then issues order of payment for Filing Fee. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately) 2.1 Receives payment and issues copy of Official	None None Php1,000.00 + 12%	working days	Port Manager (PM) BDMO/BDMS



Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager
Coordinates with PPDD and DSD on the technical evaluation, and 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/Reviews, prepares complete staff work and recommends application to the AGMs for Operations/Engineering	None	Five (5) working days	CSD
Reviews the documents (technical aspect)/ Submits to CSD within four (4) working days upon receipt, their recommendation on the application	None		PPDD and DSD
Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME
Approves/Disapproves the ZSPI Plan	None	Three (3) working days	GM
Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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

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

Office/Division:	Development Division (BDD)/Legal Serv (TD)/Port Planning and Design Department	ial Services Department (CSD)-Business ices Department (LSD)/Treasury Department ent (PPDD)/Office of the AGM for Engineering ons (OAGMO)/Office of the General Manager
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Private Port Owner/Operator	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE
 Certified True Copy of SEC/DT whichever is applicable Certified true copy of Original Certificate of Title (TCT) for ap Agreement Original Secretary's Certificate, the authorized representative of with the Authority Audited Financial Statements at the last three (3) years Source of Funds - Certified true (CLC) equivalent to the portion estimated cost of the port projet that the amount is sufficient to project For newly established entities, certified true copy of bank certified true cost of project, economic impact Estimated cost of project scope, project, economic impact Estimated cost of project, kuland, civil works, equipme General port lay-out plan and vicinity map specifying the Detailed Engineering (with detaplans, quantity and cost estimated survey, soil and foundation investructural design and load anall Licensed Engineer with approphy private port owner/operator) ZSPI Plan, duly approved by the Engineer Certified true copy of valid Envice (ECC) or Certificate of Non-Coapplicable and Provisional Perlease/miscellaneous lease app Protected Areas (SAPA) or Mir 	plied private port and/or Lease /Partnership Certificate designating of the company to transact business and Sworn Statement of Revenue for the copy of Credit Line Commitment to be financed by funding source the text and/or Bank Certificate provided cover the estimated cost of the port in lieu of Audited Statement, a fficate and/or CLC shall be sufficient lowing: Indescription, intended use of the proken down into major components and, etc.) and development plan exact location of the port facility ailed plans, working drawings/building ates, hydrographic and topographic estigations, technical specifications, lysis duly signed and sealed by a briate line of profession and approved one Authority and signed by a Geodetic ironmental Compliance Certificate everage (CNC), whichever is mit or Order Award for foreshore elications, Special Use Agreement on meral Production Sharing Agreement grament or Transfer of Leasehold	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-10, to be provided by the applicant Item 11 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 Items 12 & 13 – To be provided by the applicant, being issued by concerned government agency



	Processing				
Client Step Application for Permit to Develop and Construct (PDC) a Non-Commercial Port	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	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 Manager	
	1.3 Checks if documents are complete and compliant, then issues order of payment.	None		PMO Authorized Personnel	
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)		Seven (7)		
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 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 (non-commercial) and 10 years (commercial) and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO 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 certification/concurrence of PPDD to PMO evaluation	None		PPDD	
	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/ Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD	
	Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME	
	Approves/Disapproves the PDC for private noncommercial operations.	None	Three (3) working days	GM	
	Releases approved Application/Notifies the applicant on the denial cc: PMO Note: If approved, CSD will notify the PMO will advise the applicant thru PMO to pay the corresponding PDC fee to PMO Cashier or Treasury Department in Head Office. If denied, no PDC fee shall be paid	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel	



TOTAL	Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	
. No. 2019-002 as provided in Refere minutes use 1 hour, for 60 seconds us hours operations		cept for hospi	tals and



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

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

Office/Division: PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Busin- Development Division (BDD)/Legal Services Department (LSD)/Treasury Dep (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Eng (OAGME)/Office of the AGM for Operations (OAGMO)/Office of the General M (OGM)		
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Private Port Owner/Operator	

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 Origin Certificate of Title (TCT) for Agreement Original Secretary's Certific the authorized representative transact business with the Asterior of Funds - Certified (CLC) equivalent to the port estimated cost of the port post that the amount is sufficient project. For newly established entitic certified true copy of bank of the port applicants shall ₱100,000,000 for those approperations Company Profile Port Master Plan or Feasibit others the following: Summary of project scop project, demand projections Estimated cost of project. (land, civil works, equipment of Ceneral port lay-out plant design, quantity and cost est survey, soil and foundation structural design, and load a Licensed Engineer with approproved by private port ow Geodetic Engineer Certified true copy of valid Engineering (with company project of Nonapplicable and Provisional Flease/miscellaneous lease a Protected Areas (SAPA) or and/or Approved Deed of Arights, whichever is applicated. 	ts and Sworn Statement of Revenue for true copy of Credit Line Commitment ion to be financed by funding source the roject 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 dicants whose main business is on port lity 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 letailed plans, working drawings/building imates, hydrographic and topographic investigations, technical specifications, analysis duly signed and sealed by a propriate line of profession and mer/operator) by the Authority and signed by a coverage (CNC), whichever is certain or Order Award for foreshore applications, Special Use Agreement on Mineral Production Sharing Agreement essignment or Transfer of Leasehold	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-11, to be provided by the applicant Item 12 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 Items 13 & 14 – To be provided by the applicant, being issued by concerned government agency 	



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	Receives Application for PDC and routes to the Office of the Port Manager.	None		PMO Records Officer
with complete documentary requirements.	1.2 Refers/forwards to PMO Authorized Personnel	None		Port Manager
	 1.3 Checks if documents are complete and compliant, then issues order of payment. 	None		PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)			
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT	Seven (7) 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 (noncommercial) and 10 years (commercial) and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO 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
	Coordinates with PPDD on the technical aspect of the evaluation and TD and LSD on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively/Reviews, prepares complete staff work and recommends application to the AGMs for Operations/Engineering	None	Five (5) working days	CSD
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application from CSD, the certification/concurrence of PPDD to PMO evaluation	None	-	PPDD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME
	Approves/Disapproves the PDC for private non-commercial operations	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO Note: If approved, CSD will notify the PMO will advise the applicant thru PMO to pay the corresponding PDC fee to PMO Cashier or Treasury Department in Head Office. If denied, no PDC fee shall be paid	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel



TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	
No. 2019-002 as provided in Refe minutes use 1 hour, for 60 seconds of hours operations		xcept for hos	pitals and



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

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

PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business				
Office/Division:	Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the AGM for Operations (OAGMO)/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	
FOR NEW APPLICATION		FO	R NEW APPLICATION	
Omnibus Undertaking 2. Original Secretary's Cauthorized representative the Authority 3. Certified true copy of actual cost duly signed Engineer with appropriations owner 4. Certified true copy of including the Material to systems, mooring be components of the port factorized for the contract, SAPA or MPS and/or Approved Deed Causehold Rights, which components (OTS) Port Factorized for the copy of the Security (OTS) Port Factorized for the copy of the components of the port factorized for the copy of the security (OTS) Port Factorized for the copy of the components of the port factorized for the copy of the components of the port factorized for the copy of the components of the port factorized for the copy of the components of the port factorized for the components of the port factorized for the copy of the components of the port factorized for the copy of th	e to transact business with As-Built Plan with detailed and sealed by the Licensed ate line of profession and Project Completion Report testing results of fendering collard and other basic acility/equipment installed or Miscellaneous Lease SA, whichever is applicable of Assignment or Transfer of	•	Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-4, to be provided by the applicant Items 5 & 6 - To be provided by the applicant, being issued by concerned government agency	
FOR RENEWAL APPLICAT	TION	FO	R RENEWAL APPLICATION	
with the Authority		•	Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2 & 3, to be provided by the applicant Items 4 & 5 - To be provided by the applicant, being issued by concerned government agency	

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4	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.	1.1 Receives Application and routes to the Office of the Port Manager.	None		PMO Records Officer
assumentary requirements.	1.2 Refers/forwards to PMO Authorized Personnel	None		Port Manager
	Checks if documents are complete and compliant, then issues order of payment			PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None	Seven (7) working days	
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 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		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations	None		Port Manager
	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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO
	Approves/Disapproves the Application for COR	None	Three (3) working days	AGMO - 5 years (Non-Commercial) GM - 10 years and above (Non-Commercial) - Commercial
	Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel



	TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	20 working days,		
Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B: -for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations					



27. Application for Private Port Permit: Issuance of Permit to Improve/Rehabilitate/Expand (PIRE) the Private Port Facilities

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

The PIRE is being issue	pursuant to PPA AO 05-202	2		
Office/Division:	PPA Port Management Office (PMO)/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the AGM for Engineering (OAGME)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Port Owner/Operator	Private Port Owner/Operator		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly filled-out app Omnibus Undertakin	lication form and Notarized	Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022		
Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority		 Items 2-5 - To be provided by the applicant Items 6-8 - To be provided by the 		
Summary of proposed improvement/expansion/ rehabilitation		applicant, being issued by concerned government agency		
Estimated cost of project, with corresponding breakdown				
 Working drawings/building plans signed by a Licensed Civil Engineer 				
6. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)				
Philippine Reclamation Authority (PRA) Approved Application for Reclamation, if applicable				
Updated PFSA/PFSI Transport Security (0)	P duly received by Office of the OTS)			



Client Step Application for Private Port Permit:		Fees to	Processing Time	Person
Issuance of Permit to Improve/ Rehabilitate/Expand (PIRE) the Private Port Facilities	Agency Action	be paid	(working days)	Responsible
The applicant submits to PMO the application for PIRE the private port facilities with complete documentary requirements.	1.1 Receives Application for PIRE the private port facilities and routes to the Office of the Port Manager	None		PMO Records Officer
	1.2 Refers/forwards to PMO Authorized Personnel	None		Port Manager
	Checks if documents are complete and compliant, then issues order of payment.	None		PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)		Twelve (12) working days	
	1.4 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			PMO Authorized Personnel
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier
	2.2 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 (noncommercial) and 10 years (commercial, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO Authorized Personnel
	2.3 Endorses/submits findings/ technical report to Port Manager	None		PMO-ESD Manager
	2.4 Approves/Disapproves the Application for PIRE	None	Seven (7) working days	Port Manager
	2.5 Releases Letter of Approval/Denial to the Applicant, copy furnished CSD	None	One-half (1/2) working day	PMO Authorized Personnel



	T		
If approved:	Per PPA AO 02-		PMO-ESD Authorized
 2.6 Issues Order of Payment to applicant for PIRE Fee 	2009 meantime that provision on		Personnel
to applicant for FIRE Fee	fees and charges		
	was held in		
	abeyance.		
	For Private Non-		
	Commercial Port:		
	Project cost is less		
	than P10M		
	(P20,000 +		
	12%VAT)		
	Project Cost is		
	greater than P10M (P30,000 + 1/10 of		
	1% of excess of		
	P10M but not to		
	exceed P100,000		
	+ VAT)		
	For Private		
	Commercial Port:		
	Project Cost Is		
	less than P10M		
	(P60,000 +		
	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)		
	Dut ana lifted	One-half (1/2)	
	But once lifted: For Private Non-	working day)	
	Commercial		
	Port:		
	Project cost is		
	Below P10M		
	(P40,000 + 12%VAT)		
	Project Cost is		
	P10M and above		
	(P60,000 + 1/10 of		
	1% of excess of		
	P10M + 12% VAT)		
	For Private		
	Commercial		
	Port:		
	Project Cost Is		
	Below P10M		
	(P120,000 +12% VAT)		
	Project Cost is		
	P10M and Above		
	(P160,000 + 1/10		
	of 1% of the		
	excess of P10M +		
	12% VAT)		D1/2 2 ::
2.7 Receives Payment from	None		PMO Cashier
applicant for PIRE Fee/Issues Official			
Receipt			
•	Nama		DMO FOR Acid at a state of the
2.8 Releases PIRE upon receipt of Official Receipt	None		PMO-ESD Authorized Personnel
representing payment of			1 6130111161
PIRE			



			F66 + 12 /6 VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	
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28. Application for Registration of Existing Private Ports Without Valid Permit Issued by PPA

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 AGM for Operations (OAGMO)/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 copy of Secreta the authorized represer with the Authority 3. Certified True Copy of Societation of Structural facilities certified by a License Mayerement of Societation of Structural facilities certified by a License of Societation of Structural facilities certified by a License Mayerement on Protected Production Sharing Agreement Societation of Structural facilities certified by a License Mayerement on Protected Production Sharing Agreement Societation of Structural facilities Certified Societation of Structural facilities Certified Societation of Structural Societation of Structural Societation Sharing Agreement Societation Sharing Agreement Societation Societatio	Original Certificate of Title ate of Title (TCT) from applied private port and/or s-Built Plan duly signed and Engineer with appropriate there. Project Completion Report testing results of fendering collard and other basic acility/equipment installed. I Soundness of private port tensed Civil Engineer. Order Award for foreshore applications, Special Use of Areas (SAPA) or Mineral preement and/or Approved fransfer of Leasehold Rights, and by the Authority)	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-7 - To be provided by the applicant Items 8 & 10 –To be provided by the applicant, being issued by concerned government agency Item 9 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 			



Client Step Application for Registration of Existing Private Ports Without Valid Permit Issued by PPA	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the Application for Registration of Existing Private Ports Without Valid Permit Issued by PPA, with complete documentary requirements.	1.1 Receives Application and routes to the Office of the Port Manager 1.2 Refers/forwards to PMO Authorized Personnel 1.3 Checks if documents are complete and	None		PMO Records Officer Port Manager
	compliant, then issues order of payment. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None	Seven (7) working days	PMO Authorized Personnel
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Conducts ocular inspection if necessary/ Endorses to the Port Manager	None		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		РМО
	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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO
	Approves/Disapproves the Application	None	Three (3) working days	GM
	Releases Memo to PMO on the approved Application/ Notifies the applicant on the denial of the application	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	





29. Application for Change of Name

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 AGM for Operations (OAGMO)/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		

Client Step Application for Change of Name	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the Application for Change of Name, with complete documentary requirements.	Receives Application and routes to the Office of the Port Manager Refers/forwards to PMO Authorized Personnel Checks if documents are complete and compliant, then issues order of payment.	None None		PMO Records Officer Port Manager PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)		Seven (7) working days	. Greenwei
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Conducts ocular inspection if necessary/ Endorses to the Port Manager	None		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager



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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
Recommends approval to the General Manager	None	Four (4) working days	AGMO
Approves/Disapproves the Application	None	Three (3) working days	GM
Releases Memo to PMO on the approved Application/ Notifies the applicant on the denial of the application	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
TOTAL		Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



30. Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR)

	R 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 AGM for Operations (OAGMO)/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 SE	CURE	
Omnibus Undertaking 2. Original copy of Secretathe authorized represer with the Authority 3. Certified True Copy of Societation of the proof of conveyance of the proof of conveyance owner/operator of the safe. Certified true copy of the document allowing the safe on the owner on the safe occurrence owner on the safe occurrence owner on the safe occurrence owner ow	al copy of Secretary's Certificate designating thorized representative to transact business e Authority at True Copy of SEC/DTI/CDA Registration or eement, whichever is applicable at true copy of duly notarized legal document proof of conveyance notarized conformity of the previous operator of the said conveyance at true copy of the Board Resolutions or legal ent allowing the signatory of the conveyance		 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-6 - To be provided by the applicant Item 7 –To be provided by the applicant, being issued by concerned government agency 		
			Dunanasina		
Client Step Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR)	Agency Action	,		Person Responsible	
The applicant submits to PMO the Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR), with complete documentary requirements.	1.1 Receives Application and routes to the Office of the Port Manager 1.2 Refers/forwards to PMO Authorized Personnel	None		PMO Records Officer Port Manager	
	Checks if documents are complete and compliant, then issues order of payment. (Note: Incomplete submission of documentary requirements shall not be accepted and shall	None	Seven (7)	PMO Authorized Personnel	
2. The applicant page 7.7	be returned to the applicant immediately)	Dhp1 000 00	working days	DMO Cockies	
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier	
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Conducts	None		PMO Authorized Personnel	



Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager
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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
Recommends approval to the General Manager	None	Four (4) working days	AGMO
Approves/Disapproves the Application	None	Three (3) working days	GM
Releases Memo to PMO on the approved Application/ Notifies the applicant on the denial of the application	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	



31. Application for Conversion of Registration Status (From Non-Commercial 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 AGM for Engineering (OAGME)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business				
Who may avail:	Private Port Owner/Operator				

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. Certified True Copy of December 20 JV Agreement, whichever 4. Audited Financial States years 5. Feasibility study of indicating the following: a. Demand Projection/Neb. Estimated Revenue for C. Economic Impact Assets	the Proposed Conversion Clarket Study or the remaining term sessment mprovements to be made on structure	•	Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-5 - To be provided by the applicant Item 6–To be provided by the applicant, being issued by concerned government agency

Client Step Application for Conversion of Registration Status (From Non- Commercial to Commercial Private Port)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the Application for Conversion of Registration Status (From Non-	1.1 Receives Application and routes to the Office of the Port Manager	None		PMO Records Officer
Commercial to Commercial Private Port), with complete documentary requirements.	Refers/forwards to PMO Authorized Personnel	None		Port Manager
	Checks if documents are complete and compliant, then issues order of payment.	None		PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)		Seven (7) working days	
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier



Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Conducts ocular inspection if necessary/ Endorses to the Port Manager	None		PMO Authorized Personnel
Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager
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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
Recommends approval to the General Manager	None	Four (4) working days	AGMO
Approves/Disapproves the Application	None	Three (3) working days	GM
Releases Memo to PMO on the approved Application/ Notifies the applicant on the denial of the application	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	



32. Application for Permit to Operate (PTO) the Turned Over Private Port Facilities

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

Who may avail:	Private Port Owner/Operator	WHERE TO SECURE	
Type of Transaction:	G2B - Government to Business		
Classification:	Highly Technical		
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 AGM for Engineering (OAGME)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)		

Note:

List of Requirements shall be subject to the approval of the Protocols on the Turnover of Private Ports but the processing time shall follow the timeframe for highly technical transaction.



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

	suant 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)/AGM for Operations (OAGMO)/Office of the General Manager (OGM)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business				
Who may avail:	Private Port Owner/Operator				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
whichever is applicable 3. Certified true copy of Origin Certificate of Title (TCT) for Agreement 4. Original Secretary's Certificate authorized representate business with the Authority 5. Audited Financial Statemer for the last three (3) years. 6. Source of Funds - Certified (CLC) equivalent to the post the estimated cost of the provided that the amount is of the port project 7. For newly established entiticertified true copy of bank sufficient 8. Private port applicants shate 100,000,000 for those apport operations 9. Company Profile 10. Port Master Plan or Feasibe among others the following a Summary of project some project, demand project some project so	C/DTI/CDA Registration or JV Resolution/ Board Resolution, and Transfer Certificate (OTC)/Transfer or applied private port and/or Lease cate/Partnership Certificate designating ive of the company to transact or and Sworn Statement of Revenue of true copy of Credit Line Commitment rition to be financed by funding source ort project and/or Bank Certificate is sufficient to cover the estimated cost of the state and/or CLC shall be sufficient and/or CLC shall be sufficient whose main business is on the citions/market study, economic impact; on the citions/market study, economic impact; on the exact location of the port facility detailed plans, working uantity and cost estimates, one cifications, structural design and load ealed by a Licensed Civil Engineer and wener/operator)	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-11 - To be provided by the applicant Item 12 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 Items 13 & 14 –To be provided by the applicant, being issued by concerned government agency 			



	ADDITIONAL REQUIREMENTS (Passenger Terminal Facilities)	WHERE TO SECURE
1.	Ro-Ro Docking Facilities (an ordinary ramp must be able to accommodate a Ro-Ro vessel with 1,000 GRT or equivalent to the width of two (2) trucks	Photos of the Passenger Terminal Facilities – To be provided by the applicant
2.	Passenger Terminal Facilities with basic amenities such as: sufficient passenger seats, clean comfort rooms for male/female, drinking stations and water system, child care stations with feeding area for nursing mothers/diaper changing table, access ramps, railings for persons with disabilities/port users, priority lanes for pregnant women, women with children and senior citizens, properly labelled receptacles to segregate wastes, covered walkways to entry/exit doors, multi-faith prayer room, free WIFI and charging stations.	
	a. Male & Female Ecumenical Room, multi-faith prayer room	
	b. Clinic	
	c. Free wifi and charging stations	
	d. Security Access Control Center with complete security equipment like baggage x-ray machine and K-9 dogs	
	e. Janitor room	
	f. Concessionaire's Area	
	g. For 100 or less pax PTB, a septic tank is acceptable provided the effluent will be discharged to the existing sewerage system in accordance with the DENR effluent standard, otherwise provide Sewerage Treatment Plant	
	h. For more than 100 pax PTB, provide Sewerage Treatment Plant	
3.	Marshalling yard	
4.	Lane meter measurement area	
5.	Parking area	
6.	Security (security access control center with complete security equipment like baggage x-ray machine and K-9 dog)	
7.	Health and safety facilities (designated isolation areas and sanitation stations).	



			D	
Client Step Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO Application for Permit to Develop and Construct (PDC) for Private Ro-Ro	1.1 Receives Application for PDC and routes to the Office of the Port Manager. 1.2 Refers/forwards to PMO	None		PMO Records Officer
Operations, with complete documentary requirements.	Authorized Personnel 1.3 Checks if documents are complete and compliant, then issues order of payment.	None		Port Manager
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None	Seven (7)	PMO Authorized Personnel
The applicant pays non- refundable filing fee	Receives payment and issues copy of Official Receipt	Php1,000.00 +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 10 years and the port facilities to be put up will not pose hazard to navigation/Conducts ocular inspection if necessary	None		PMO 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		PMO
	Coordinates with PPDD on the technical aspect of the application and TD and LSD on the issuance of Certificates of No Outstanding Account with the Authority, and No Pending Legal Case Filed Against the PPA, respectively/ Reviews, prepares complete staff work and recommends application to the AGMs for Operations/Engineering		Five (5) working days	CSD
	Reviews the documents (technical aspect)/ Submits to CSD on the fourth day upon receipt of the application from CSD, the certification/concurrence of PPDD to PMO evaluation	None		PPDD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME
	Approves/Disapproves the PDC for private noncommercial operations.	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel



TOTAL	Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS		
c. No. 2019-002 as provided in Refere minutes use 1 hour, for 60 seconds us hours operations		cept for hospi	tals and	



34. Application for Certificate of Registration (COR) for Private Ro-Ro Operations

Office/Division:	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/AGM for Operations (OAGMO)/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	
the Authority 3. Certified true copy of Asactual cost duly signed a Civil Engineer and owne 4. Certified true copy of Projincluding the Material tessystems, mooring bollard components of the port for the Security For English (OTS) Port Facility Security Officer (by OTS) FOR RENEWAL APPLICAN 1. Duly filled-out application Omnibus Undertaking 2. Original copy of Secretar the authorized represent with the Authority 3. Certification of Structural Facilities signed by Licer 4. Amended ECC for additing improvement not covered ECC, if applicable 5. Certificate of Compliance by OTS Note: For applicant with constructed arance from the Author	ificate designating the et to transact business with Built Plan with detailed and sealed by the Licensed rect Completion Report sting results of fendering dand other basic acility/equipment installed Miscellaneous Lease A, whichever is applicable f Assignment or Transfer of ever is applicable Office of the Transport lity Security Assessment Icility Plan (PSFP) and Port PFSO) Oath duly received FION In form and Notarized ry's Certificate designating ative to transact business of Soundness of Private Port and Civil Engineer onal facilities or do in the previous issued at the complete of the previous issued and the previous issued and the previous issued and the complete of the previous issued and previous issu	Items 5 & 6 - To be provided by the applicant being issued by concerned government age FOR RENEWAL APPLICATION Item 1 – Forms are available at PPA Websit Issuance – PPA AO 05-2022 Items 2 & 3, to be provided by the applicant being issued by concerned government age		the applicant d by the applicant, government agency e at PPA Website: 2 by the applicant d by the applicant	
requirement should be cor					
Client Step Application for Certificate of Registration (COR) for Private Ro-Ro Operations	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible	



1.1 Reapplication for COR, with complete documentary requirements. 1.2 Refers/forwards to PMO Authorized Personnel 1.3 Checks if documents are complete and compliant, then issues order of payment (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately) 2. The applicant pays non-refundable filling fee 2.1 Receives payment and issues copy of Official Receipt Checks the proof of payment/Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations 1.1 Receives Application on and routes to the Office of the Port Manager None PMO Records None Port Mana Php1,000.00 PMO Casl PMO Casl PMO Casl PMO Authority Personn PMO Casl PMO Casl PMO Casl PMO Casl PMO Authority Personn PMO Authority Personn PMO Authority Personn PMO Authority Personn PMO Casl PMO Casl PMO Casl PMO Casl PMO Casl PMO Authority Personn PMO Authority Personn PMO Authority Personn PMO Authority Personn PMO Casl PMO Casl	ager orized nel
1.2 Receives payment and issues copy of Official Receipt Checks the proof of payment/ Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager 1.2 Refers/forwards to PMO Authorized Personnel None None Seven (7) working days Seven (7) working days PMO Cast PMO Cast PMO Cast PMO Cast PMO Authorized Personnel None Seven (7) working days PMO Cast PMO Cast PMO Authorized Personnel None PMO Authorized Personnel None PMO Cast PMO Authorized Personnel Port Manager PMO Cast PMO Authorized Personnel None PMO Authorized Personnel None PMO Authorized Personnel PMO Cast PMO Authorized Personnel PMO Cast PMO Cast PMO Authorized Personnel PMO Authorized Personnel Port Manager PMO Authorized Personnel Port Manager PMO Cast PMO Authorized Personnel PMO Cast	orized nel
complete and compliant, then issues order of payment (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately) 2. The applicant pays non-refundable filling fee Checks the proof of payment/ Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations Coordinates with the Treasury None Five (5) working CSD	nel
Submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately) 2. The applicant pays non-refundable filing fee 2.1 Receives payment and issues copy of Official Receipt Checks the proof of payment/ Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations Coordinates with the Treasury None Five (5) working CSD	hier
refundable filling fee issues copy of Official Receipt + 12% VAT Checks the proof of payment/ Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations Coordinates with the Treasury None Five (5) working CSD	hier
Evaluates, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations Personn Port Mana Port Mana Five (5) working CSD	
Head Office – Commercial Services Department (CSD), with the comments and recommendations Coordinates with the Treasury None Five (5) working CSD	
	iger
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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	
Recommends approval to the General Manager Recommends approval to the General Manager None Four (4) working days	1
Approves/Disapproves the Application for COR None Three (3) working days	
Releases approved Application/Notifies the applicant on the denial cc: PMO Releases approved Application/Notifies the applicant on the denial cc: PMO None One (1) working day Personne Records Per	I/HO
TOTAL Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00 Php 1,120.00 Php 1,120.00 Filing Fee: Php1,000.00 + 12% var = Php 1,120.00 Php 1,120.00 Filing Fee: Php1,000.00 + 12% var = Php 1,120.00 Filing Fee: Phenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40	
WORKING DAYS	



1
and



35. Application for Provisional Authority to Operate (PAO)

Office/Division:	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/AGM for Operations (OAGMO)/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	
Undertaking 3. Original Secretary's	n form and Notarized Omnibus Certificate designating the e to transact business with the spancy fee paid to DENR	Item 2 - IssuanceItem 4 -	**PLICATION & 3 – To be provide - Forms are available be – PPA AO 05-202 To be provided by the provided governing the provided of the provided governing the provided by the provided governing the provided by the provided governing governing the provided governing governi	e at PPA Website: 2 he applicant, being	
Undertaking 3. Original Secretary's	n form and Notarized Omnibus Certificate designating the e to transact business with the	Issuance – PPA AO 05-2022 ne			
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 Provisional Authority to Operate (PAO), with	1.1 Receives Application and routes to the Office of the Port Manager.1.2 Refers/forwards to PMO	None		PMO Records Officer
complete documentary requirements.	Authorized Personnel 1.3 Checks if documents are	None		Port Manager
	complete and compliant, then issues order of payment			PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None	Seven (7) working days	
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 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		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations	None		Port Manager
	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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO
	Approves/Disapproves the Application for COR	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	TOTAL	Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)	
			TOTAL- 40 WORKING DAYS	





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

The CTD is being issued purs	suant to PPA AO 06-95			
Office/Division:	(CSD)-Business Deve	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)		
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to	Government		
Who may avail:	Local Government U	nits		
CHECKLIST OF RE	EQUIREMENTS	W	HERE TO SE	CURE
Formal Written Request		To be provided	l by applicant/pri	vate port owner
part of PPA future dev f. PMO Certification that up will not pose hazar g. Proof of Payment of F h. Company Profile i. SEC Registration and Incorporation/DTI Reg j. Original Secretary's Company's authorized k. Photocopy of Transfer for back-up area; or Company's authorized k. Photocopy of Transfer for back-up area; or Company's authorized long reclaimed area long	be put up Scope and Description It the area applied for is not velopment plan It the port facilities to be put red to navigation Filing Fee Its Articles gistration Fertificate designating description are reclamation of Agreement (MOA), File (for River Ports and Ports of Agreement (MOA), File (for River Ports and Ports of Agreement of Agreement (MOA), File (for River Ports and Ports of Agreement of Agree	To be provided by applicant/private port owner PPA Website (downloadable forms) out out out out out out out ou		
Duly notarized Omnibus un Statement)	3 (downloadable fo	orms)
Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible



Submits Letter proposal and Unified Application Form specifying the exact legation of	1.1 Receives Application for CTD and routes to the Office of the Port Manager.	None		PMO Records Officer
specifying the exact location of the foreshore area, area size, intended use/purpose, proposed structure to be put-up and estimated cost of	1.2 Refers/forwards to Engineering Services Division for verification/ evaluation/processing.	None	7 hrs. 30 mins.	Port Manager (PM)
improvement together with duly notarized Omnibus Undertaking (Sworn Statement)	1.3 Issues order of payment.	None	10 mins.	PMO- Engineering Services Division (ESD) Authorized Personnel
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	10 mins.	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	8 days	ESD Authorized Personnel
	3.2 Endorses/submits findings/technical report to Port Manager.	None	10 mins.	ESD Manager
	3.3 Endorses proposal to Head Office- CSD, with the findings and recommendations	None	1 day	РМ
	3.4 Reviews, prepares complete staff work and recommends application to the AGMO.	None	14 days	CSD/BDD Managers/BDD-OPR
	3.5 Recommends approval to the GM.	None	3 days	Assistant General Manager for Operations (AGMO)
	3.6 Approves/disapproves the clearance to develop, both for private noncommercial and private commercial operations.	None	2 days	General Manager (GM)
	3.7 Releases approved Application for CTD/ notifies the PMO on the denial.	None	1 day	CSD Authorized Personnel/HO Records Personnel
	TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	30 working days	



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

Office/Division:	PMO (Business Development and Marketing Specialist/Officer and Engineering Services Division)				
Classification:	Highly Technical				
Type of Transaction:	G2G - Government to G	overnment			
Who may avail:	Government Entity/LGU	l			
CHECKLIST OF RE	EQUIREMENTS	,	WHERE TO SEC	CURE	
Duly accomplished Form	Unified Application		ss Development a cer) / PPA Websi		
Duly Notarized On (Sworn Affidavit)	nnibus Undertaking		ss Development a cer) / PPA Websi		
3. Approved Clearance	e to Develop	PPA-HO Commercial Services Department			
Other Additional Requirement (supporting document		Applicant			
 a. Detailed Cost Estimates 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; d. Copy of duly notarized Approved Foreshore Lease Contract/Order Award, or Official Receipt representing payment of Annual Occupancy Fee. 					
Client Steps	Agency Action	Fees to be paid	Processing Time (working days)		
Applicant submits duly accomplished Application for PTC to PPA- PMO together with all	1.1 Accepts and routes the Application for PTC to the Office of the Port Manager (OPM)	None	10 mins	PMO Records Officer	
documentary requirements (3 copies per PPA AO 06-1995)	1.2 Refers/forwards the Application for PTC to ESD	None	2 days	PM/Executive Assistant (EA)	



	,		7	
	1.3 Evaluates/ conducts site inspection and processes application and submits findings/ recommendations for approval of the ESD Manager	None	10 days	ESD Authorized Personnel
	1.4 Approves/signs the Permit to Construct If disapproved advises the applicant of denial, procedure ends here	None	2 days	ESD Manager
	1.5 Issues the Order of Payment and advises the applicant to pay the PTC Fee	None	20 mins.	ESD Authorized Personnel
2. Applicant pays PTC Fee	2. Accepts payment and issues PPA Official 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)	20 mins.	Cashier



TOTAL:		Please see schedule of fees below	15 working days	
3. Applicant presents proof of payment to ESD.	3. Issues the Permit to Construct upon receipt of official receipt	None	10 mins.	ESD Authorized Personnel/PM
O. Annilianus		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)	40	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Note: Processing time being used is based on the existing policy on private ports (PPA AO 06-95). Hence, the processing time as prescribed ARTA will be implemented once the revised policy on private ports has been approved.

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.

Permit to Construct schedule of fees

Type of Port	Particulars	Amount
For Private Non- Commercial	Project cost is less than P10	P20,000 + P1,000 filing fee + 12%VAT
Port	million	
	Project Cost is greater than P10 million	(P30,000+1/10 of 1% of excess of 10M but not to exceed P100,000) + P1,000 filing fee + VAT
For Private commercial Port	Project Cost Is less than P10 million	P60,000 + P1,000 filing fee + 12% VAT
	Project Cost is greater than P10 million	(P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000) + 12% VAT



38. 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. And per Governance Committee Resolution No. 2016-01 or the Revised Delegation of Authority for the signatories.

-			
Office/Division:	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Governme	nt to Government	
Who may avail:	infrastructures	e satisfactorily established new port e developed and operated their facilities prior to PA	
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE	
For Certificate of Registration	n/Permit to Operat	te (COR/PTO) (New)	
1. Duly Accomplished Application following attachments: a. Proof of Payment of Filing b. Original Secretary's Certificompany's Authorized Recompany's Authorized Recompany of Tenurial Instruments FLi/LFC/MLi/MLC/MPSA/Award, whichever is application Receipt representing payoues e. Photocopy of Transfer Cecompany of Agreement and/or Memony Agreement (MOA), which (for River Ports and Ports area) f. Photocopy of approved Company of Recompany of Agreement (MOA), which (for River Ports and Ports area) f. Photocopy of approved Company of Recompany of Agreement of For Proof of Payment of For Proof of Payment of For Prees for Constructing Approval from PPA (pii. As-Built Plan i. For RRTS facilities (Mining RRTS Facilities) i. RORO docking facilities must be able to accompany of the width of two (2) trues.	g Fee (plus VAT) ficate Designating epresentative rt ents (ex. SAPA), Order cable or Official ment of Occupancy entificate of Title r Copy of Deed of essignment; Lease randum of ever is applicable along reclaimed TD and PTC ts has no ith PPA ing facility/ies oth 'TC and Penalty Without Prior lus VAT) num Investment for es (an ordinary ramp modate a Ro-Ro T or equivalent to	PPA Website (downloadable forms)	



	 ii. Passenger facilities with basic amenities such as: sufficient passenger seats; clean comfort rooms for male/female; drinking stations and water system; child care stations with feeding area for nursing mother/diaper changing table; access ramps, railings for handicapped passengers/port users; priority lanes for pregnant women, women with children and senior citizens; properly labeled receptacles to segregate wastes; and covered walkways within entry/exit doors. iii. Marshalling yard iv. Lane meter measurement area v. Parking Area vi. Security and safety facilities 	
2.	Duly Notarized Omnibus Undertaking	PPA Website (downloadable forms)
	(Sworn Affidavit)	
For	Certificate of Registration/Permit to Opera	te (COR/PTO) (Renewal)
1.	Formal Written Request	To be provided by applicant/private port owner
2.	 Duly Accomplished Application Form with the following attachments: a. Proof of Payment of Filing Fee (plus VAT) b. Original Secretary's Certificate Designating Company's Authorized Representative 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 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) e. Certification that applicant has no outstanding obligations with PPA f. Certificate of Structural Soundness of Private Port Facility g. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) i. RORO docking facilities ii. Passenger facilities iii. Marshalling yard iv. Lane meter measurement area v. Parking Area vi. Security and safety facilities 	PPA Website (downloadable forms)
	Duly Notarized Omnibus Undertaking (Sworn Affidavit)	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	10 mins.	PMO Records Officer
	1.2 Refers/forwards to the Business Development Marketing Specialist/Officer (BDMS/BDMO).	None	1 day	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	7 days 30 mins.	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	10 mins.	BDMS/BDMO/ Authorized Personnel
corresponding rees	2.2 Receives payment and issues PPA Official Receipt	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT	10 mins.	Cashier
	2.3 Prepares endorsement of complete documents to the AGMO thru the CSD	None	1 day	BDMS/BDMO/ Authorized Personnel
A. For Application v	vith Permanent Status	or Commercial Op	peration	
	2.4A Prepares complete staff work and recommends application to the AGMO.	None	10 days	CSD/BDD/OPR/ Department Manager
	2.5A Recommends approval to the GM.	None	2 days	AGMO
	2.6A Approves or disapproves application.	None	2 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	25 working days	



B. For Application v	B. For Application with Temporary Status and Non-commercial Operation				
	2.4B Prepares complete staff work and recommends application to the AGMO.	None	10 days	CSD/BDD OPR/ Department Manager	
	2.5B Approves or disapproves application.	None	4 days	AGMO	
	2.6B Releases approved COR/PTO or notifies PMO on the Denial	None	1 day	CSD OPR/HO Records Personnel	
	TOTAL for B:	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT	25 working days		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



39. 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:	PPA PMO /PPA Head Office - Commercial Services Department- Business Development Division/ Office of the AGM for Operations/ Office 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	
Formal Written Request		To be provided by applicant/private port owner	
CHECKLIST OF REQUIREMENTS 1. Formal Written Request 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: a. Estimated cost of project; b. Summary of Project Scope, Description; c. Vicinity Map; d. Certified true copy of SEC Registration and Articles of Incorporation; e. Original Secretary's Certificate Designating Company's Authorized Representative; f. PPA Certification that the port facilities to be put up will not pose hazard to navigation; g. PPA Certification that the area applied for has no future PPA development in the next five years; 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; i. Certified true copy of Transfer Certificate of Title (TCT); or certified true copy of		PPA Website (downloadable forms) and supporting documents to be provided by applicant	

copy of Lease Agreement; whichever is

applicable;



- j. Certified true copy of Approved reclamation projects from PRA, if applicable
- k. Environmental Compliance Certificate (ECC)
- Duly Notarized Omnibus Undertaking (Sworn Affidavit)

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 mentioned in the Checklist of Requirements	1.1 Acknowledges receipt, evaluates, and endorses the proposals to CSD	Filing Fee: P1,000.00 +12% VAT	Two (2) calendar days	PMO/OPM/ Authorized Personnel/Cashier	
	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Three (3) calendar days	CSD/BDD/OPR/ Department Manager	
	1.3 Recommends approval to the GM	None	Two (2) calendar days	AGMO	
	1.4 Approves/ disapproves the application	None	Two (2) calendar days	GM	
	1.5 Releases approved CTD/ notifies the PMO on the denial.	None	One (1) calendar day	CSD OPR/HO Records Personnel	
TOTAL:		Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Ten (10) calendar days		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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)



40. 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 Business G2G - Government to Government					
Who may avail:	Private Port Owner					
CHECKLIST OF	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Formal Written Request		To be provided by applicant/private port owner				
Duly accomplished Application Form		PPA Website (downloadable forms)				
Duly Notarized Omnibus Undertaking (Sworn Affidavit)		PPA Website (downloadable forms)				
Approved Clearance to Develop		Applicant				
Other Additional Requirements (supporting documents) a. Detailed Cost Estimates; b. Building Plans and other technical specifications; c. Design computations; d. Working drawings signed by a Licensed Civil Engineer; e. Copy of Clearance to Develop; f. Certified true copy of Approved Foreshore Lease Contract/Order Award, or Certified true copy of Official Receipt representing payment of Annual Occupancy Fee; g. Original Secretary's Certificate Designating Company's Authorized Representative		Applicant				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible		



Applicant submits the documentary requirements mantioned in the	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	PM
	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 such denial	Project cost is less than P10M (P20,000 + P1,000 filing fee + 12%VAT)		
	Gusti, definal	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)		
		For Private Commercial Port:		
		Project Cost Is less thanP10M (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)		
	TOTAL:	P1,000.00 +12% VAT	Ten (10)	
	TOTAL.	and corresponding PTC fee	calendar days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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.



41. 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/Division:	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business G2G - Government to Government				
Who may avail:	Private port owner who has satisfactorily established new port infrastructures				
CUECKI ICT OF	DECLUDEMENTS	WHERE TO SECURE			
CHECKLIST OF	REQUIREMENTS	mene 10 dedane			
1. Written Request	REQUIREMENTS	To be provided by applicant			
	m with the following :: on Report;				

PPA Certification that the owner/operator has no outstanding obligation with PPA;

Certified true copy of the Office of the Transport Security (OTS) Approved Port

Original Secretary's Certificate designating company's Authorized

Facility Security Plan (PFSP).

Representative:



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	Filing Fee: Php1,000.00 + 12% VAT	Two (2) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Three (3) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Two (2) calendar days	AGMO
	1.4 Approves/ Disapproves application	None	Two (2) calendar days	GM
	1.5 Releases approved COR/PTO	None	One (1) calendar day	CSD OPR/HO Records Personnel
	TOTAL:	Php1,000.00 + 12% VAT = Php 1,120.00	Ten (10) calendar days	



42. 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 Business G2G - Government to Government			
Who may avail:	Private port owner who has satisfactorily established new port infrastructures			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Written Request		To be provided by applicant		
certified true copy Official Receipt re Annual Occupand b. PPA certification to	documents: by of Approved c Contract (FLC); or y of DENR-issued epresenting payment of cy Fee; that the owner/operator ng obligations with PPA; y's Certificate bany's Authorized	PPA Website (downloadable forms) and supporting documents to be provided by applicant PPA Website (downloadable forms)		
3. Duly Notarized Omnibu (Sworn Affidavit)	ıs Undertaking	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	Filing Fee: Php1,000.00 + 12% VAT	Seven (7) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Ten (10) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Six (6) calendar days	AGMO
	1.4 Approves/ Disapproves application	None	Six (6) calendar days	GM
	1.5 Releases approved COR/PTO	None	One (1) calendar days	CSD OPR/HO Records Personnel
	TOTAL:	Php1,000.00 + 12% VAT = Php 1,120.00	Thirty (30) calendar days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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)



43. 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 Bu G2G - Government to G		
Who may avail:	Private port owner who has satisfactorily established new port infrastructures		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
1. Written Request		To be provided by applicant	
e. Original Secretary designating compared Representative; f. Certified true copport reclamation projection if applicable. 3. Duly Notarized Omnibility	ocuments: posed improvement/ politation; timates; tions; s/building plans nsed Civil Engineer; y's Certificate pany's Authorized by of Approved ects from PRA,	PPA Website (downloadable forms) and supporting documents to be provided by applicant PPA Website (downloadable forms)	
3. Duly Notarized Omnibi (Sworn Affidavit)	us Undertaking	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-	Project cost is less than P10	P20,000 + P1,000 filing fee +
Commercial Port	million	12%VAT
	Project Cost is more than P10	(P30,000+1/10 of 1% of
	million	excess of 10M but not to
		exceed P100,000) + P1,000
		filing fee + 12% VAT
For Private	Project Cost Is less than P10	P60,000 + P1,000 filing fee +
Commercial Port	million	12% VAT
	Project Cost is more than P10	(P80,000 + 1/10 of 1% of the
	million	excess of P10M but not to
		exceed P100,000) + P1,000
		filing fee +12% VAT



44. 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 infrastructures	has satisfactorily established new port		
CHECKLIST OF R	REQUIREMENTS	WHERE TO SECURE		
1. Written Request		To be provided by applicant		
Unified Application Form supporting documents		PPA Website (downloadable forms) and supporting documents to be provided by applicant		
a. Project Completion	on Report;			
b. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee;				
c. PPA Certification that the owner/operator has no outstanding obligations with PPA;				
d. Original Secretary's Certificate designating company's Authorized Representative;				
Transport Securi	by of the Office of the ity (OTS) Approved urity Plan (PFSP).			
Duly Notarized Omnibu (Sworn Affidavit)	us Undertaking	PPA Website (downloadable forms)		



to PMO the Application for	1.1 Acknowledges the receipt of	Filing Foo:		
Certificate of Registration/Permit to Operate a private port with documentary requirements mentioned in the Checklist of	documents, evaluates, and endorses the proposals to CSD	Filing Fee: Php1,000.00 + 12% VAT	Five (5) calendar days	PMO/OPM/ Cashier
Requirements	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	calendar days	CSD/BDD OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Two (2) calendar days	AGMO
	1.4 Approves/ Disapproves application	None	Two (2) calendar day	GM
	1.5 Releases approved Amended COR/PTO	None	calendar day	CSD OPR/HO Records Personnel
	TOTAL:	Php1,000.00 + 12% VAT = Php 1,120.00	Fifteen (15) calendar days	



45. Preparation of Supporting Documents for Request for Refund

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			
Classif	fication:	Highly Techr	nical			
Туре о	of Transaction:	G2G – Govern G2B – Govern				
Who m	nay avail:	Private Port O	wner/Les	ssee/Op	erator/LGU	
СНЕ	ECKLIST OF RE	QUIREMENTS		WHERE	TO SECURE	
1. Let	tter-request			Reque	esting party	
3. (3) 4. (4)	and details of a Copy of Off Sheet stampe Correct and account", and o Additional Doc	nent and recommer mount for refund ficial Receipt/Com d with notation ' remitted to PPA' other uments, but not lir support the claim;	putation 'Verified s bank		lanagement Offic	е
	Lea	R/PTO se Contract or mit to Occupy for se				
Cli	ent Steps A	Agency Action	Fees to	be	Processing Time	Person Responsible



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



AGM for Operations or the General Manager. 1.7 Approves/ Disapproves recommendation.	None	5 days	AGMO/G M
1.8 Releases Memorandum/ Letter	None	1 day	CSD OPR
TOTAL:	None	31 Days	



46. Request for Clarification of Issues on Port Charges, Cargo Handling (CH) andother 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 Busi G2G - Government to Gov			
Who may avail:		Concerned company or Pl	МО		
CHECKLIST OF REQUIRE	MENT	rs	WHERE TO	O SECURE	
Request from the P					
2. Port rules and regulatio clarified;	n bein	5 1	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. PMO or Port	1 1 P	MO evaluates and submits	be None	Time 5 days	Responsible Port Management
User submits request for clarification to Operations Office/CSD.	to th re	o Operations Office/CSD ne comments and ecommendation on the natter.	None	o days	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
	a	repares complete staff work nd submits to CSD Manager or Review and correction.	None	5 days	CSD-PPD OPR
	st to fo	deviews/corrects complete taff work and recommends to the approval of the AGM or Operations/ General danager.	None	1 day	CSD-PPD OPR /CSDManager
		pprove/Disapproved ecommendation	None	1 day	AGMO/GM
		deleases memorandum or etter	None	1 day	CSD OPR
		TOTAL:	None	20 days	



47. Request for Refund of Port Charges, PPA Government Share on CargoHandling (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 - Governmer	nt to Business			
Who may avail:	Concerned compa	any or PMO			
CHECKLIST OF REQUIRE	MENTS	WHERE T	O SECURE		
Letter request of the por refund addressed to the co	ncerned PMO		signee/Shipping L		
2. PMO endorsement with and details of amount for r		PMO/Cons	signee/Shipping L	ine	
3. Machine copies of PPA Computation Sheet stamp "verified correct and remitt account" by the PMO upor their original copies.	Official Receipt/ ed with notation ed to PPA's bank	PMO/Cons	signee/Shipping L	ine	
4. Other documents a. Wharfage/Storage refund: Bill of Lading, PEZA/BOI certificate of registration, shipping manifest, certification of actual cargoes handled, etc. b. Dockage/VTMS refund: Notice of Arrival of Vessel, Preliminary/Final Dockage and Anchorage Report, Contract of Agency or SPA between principal and local ship agent, Vessel Movement Report, etc. PMO/Consignee/Shipping Line					
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	



Port User files request for refund at the PMO concerned.	1.1 PMO evaluates request and endorses the same to Operations Office together with comments and recommendation with complete documents.	None	5 days	PMO PM
	1.2 Receives/logs and disseminate the request.	None	1 day	CSD OPR
	1.3 Acknowledges receipt and evaluates	None	1 day	CSD-PPD OPR
	1.4 Refers to other offices or departments, e.g. LSD, POSD, PMO for comments	None	5 days	CSD – PPD OPR / CSD Manager/LSD/ POSD OPR
	1.5 Prepares complete staff work for review and correction of the CSD Manager	None	7days	CSD-PPD OPR
	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	27 days	
	M.C. No. 2010 002			



48. 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 Provider Cargo Handlers, Shippin			erators,	
CHECKLIST OF REQUIREM	ENTS	WHERE TO	SECURE		
1. 3 copies of Sworn Filing 4, Sections 7 and 8 of t 2019	as prescribed in Rule he PPA AO No. 11-	Proponent	or applicant		
2. Eligibility Requirements a Rule 5, Section 11 of th 2019		Proponent	or applicant		
3. Disposition Form as pres 6, Section 14 of the PP		Commerci	al Services De	epartment	
4. Following requirements 7, Sections 15 & 17 of 2019					
 Special Order creating Panel; Notice of Public Heat Minutes of Public Heat Sheet; Draft Report 	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					
 Position Paper Summary of Position Reply of the proponic comments Publication of the new adjustment 	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. Return of application (add'l 5 working days)	None	3 days	CSD Manager/Port Pricing Division (PPD)
	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.		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	None	5 days	PMO Authorized Representative



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



49.

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

Of	fice/Division:		Commercial Service Port Management			t-Port Pricing Div	ision (CSD-PPD)/
CI	assification:		Highly Technical				
Ту	pe of Transaction	n:	G2B - Government	to E	Business		
W	ho may avail:		Concerned compar	ny o	r PMO		
Cł	HECKLIST OF RE	QUIR	EMENTS		WHERE	TO SECURE	
1.	including justificate based on the paragraph 2016 for the followard for Ports with Prescribed Reare not existing b. For Ports whe for Bidding ar	est for adoption of CH Tariff ustification and recommendation ne parameters of OMO No. 01- e following ports: s with Authorized CHO and bed Rates but Some Tariff Items existing; s where CH services are subject ing and where there is no bed or Authorized CH Tariff					
	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.	required to O CSE 1.2 If the p Coo POS	Reviews/ evaluates proposal. rdinates with SD relative to the	None None None		4 days 4 days	PMO PM CSD-PPD OPR
		1.3 I reco	Forwards the ommendation to the GMO Approves/approves the			1 day 1 day	CSD Department Manager
		1.5 If approved, forwards the approval to the PMO for public hearing 1.6 Presents the proposal in a public			1 day 1 day	CSD Department Manager 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 day

20 days

CSD

1.11 Validates the published rates and

final CH tariff

forwards to PMO the

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

TOTAL:

None

None



50. 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 Services Department-Real Estate Managemen			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government G2C – Government			
Who may avail:	Lessees	Lessees		
CHECKLIST OF REQUIREM	IENTS	WHERE TO	SECURE	
Letter-request of the addressed to the concern	lessee for refund ned Port Manager.	Lessee		
Certification of No Outs Unutilized Amount of Ret the PMO Finance Division	ntal Deposit issued by	Port Manage Division	ment Office-Fi	nance Services
Duly authenticated copy issued by the Authority	of Lease Contract	PMO Concei	ned/Lessee	
 4. Other supporting docume required during the evalue.g Duly Notarized Affidation of Rental Despayment of Rental Despayment of No Outs Duly verified/authenticissued OR. Schedule of Rental Despayment of Transact Rental and Rental Despayment 	Lessee Port Manage Division	Port Management Office-Finance Services		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
2. CS report the way	MO endorses its commendation to the SMO, thru CSD SD reviews the commendation of PMO sed on the REM gulations and validates a grounds that will rrant the refund SD endorses to the	NONE	Three (3) days	CSD
rei	NONE	One (1) day	CSD	
4. AC ap an thi	NONE	One (1) day	AGMO	
Day Day's C 2.4.4 of ADTA M.C.	TOTAL:	NONE	Five (5) days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



51. 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.

Office/Division:		Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department				
Classification:		Highly Technica	ıl			
Type of Transaction	າ:	G2B – Government to Business G2C – Government to Citizen				
Who may avail: Who may avail: Port service proof or part of a lo			ino citizens of lawful age/sole proprietor (for area to ering not more than 20sq.m.) company/corporations/artnership/ corporate entity duly organized and Philippine laws ovider/s indirectly supports maritime/port operations ocal economic program such as ticketing offices, e., banks, office spaces among others.			
CHECKLIST OF RE	QUIREME	ENTS	WHERE TO	SECURE		
Duly filled-out with Customer I with project brie lease such as deuse, rental rate, s	Registration of the second contraction of th	on Form (CRF) ag the terms of of the proposed	PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)/Applicant/Applicant			
Undertaking (Sw			PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)			
Licenses, Accr permits specific business operation	cally req		Applicant			
4. Vicinity/Location	•		Applicant			
Secretary's Certi (for corporation/p		o/cooperative)	Applicant			
6. Authorization Let			Applicant			
Client Steps	Agency A	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	submits to PMO the letter of intent/ application for STL with complete documents and pays nonrefundable filing fee upon receipt of complete submits to new applications for STL over a minimum period of 3 days from receipt of complete documentary requirements based on its approved PLUS, the determined needs and demands for the proposed service or facility-used and the		Filing Fee Php 2,000.00 + VAT	Three (3) days	PMO - Business Development and Marketing Specialist Officer	

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requirements				
requirements	1.2 Port Manager endorses and recommends approval of lease by the AGMO thru CSD		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		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.		Five (5) days	AGMO
	1.5 CSD thru the PMO transmits lease contract to the applicant, for review/conforme.		One (1) day	CSD
2. Applicant/Authorized	2.1 AGMO countersigns the lease contract		Three (3) days	AGMO
Representative signs and submits lease contract	2.2 CSD transmits the duly signed Lease Contract to PMO		One (1) day	CSD
together with annexes	2.3 PMO coordinates with lessee for the notarization of the duly signed LC		One (1) day	РМО
	TOTAL:	Filing Fee:	Twenty-Five	
		Php2,000.00 +	(25) days	
		12% VAT = Php 2,240.00		



52. 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	Highly Technical		
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen			
	Must be a Filipino citizens of lawful age/sole be leased covering not more than 20sq.m.) Cooperative/partnership/ corporate entity do existing under Philippine laws.	company/corporations/		
	Partnerships duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the capital contribution belongs to citizens of the Philippines and the general partner must be a Filipino Citizen.			
Who may avail:	Corporation duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital belongs to citizens of the Philippines.			
	For foreign corporation, must be registered in the appropriate agency in the place of incorporation =, and all its papers to be submitted to Philippine Ports Authority (PPA) should be translated in English and duly Apostilled or authenticated by the Philippine Consulate in the Place of Incorporation, whichever is applicable.			
	Prospective lessee is an existing authorized	d port operator.		
CHECKLIST OF REQUIREME	NTS	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 corporate entity)	Corporation/ partnership/ cooperative/	Lessee/Applicant		
4. Authorization Letter signed	by sole proprietor (for single proprietor)	Lessee/Applicant		

			AUTHORITY
5.	Legal Requirements		Lessee/Applicant
	Certified true copy applicable	of SEC/ DTI/ CDA registration, whichever is	'
	b. Licenses, Accreditations business operations	ation or additional permits required for the s of the proponent	
	Financial Deguiromente		L acces/Amplicant
6.	Financial Requirements a. Proof of Financial C	s Capability of lessee for the business	Lessee/Applicant
	business/service to specifications/ requ	and Managerial capacity of lessee for the be established which shall include detailed irements of the project for capitalization, area ent, technical knowhow	
		ted income, cost and earnings for the first five on of the proposed project.	
_			
7.		Project Brief indicating the proposed elopments to be introduced in the area, terms on of lease, rental rates, etc)	Lessee/Applicant
	b. Architectural Plan/ I	_and Use Plan	
	c. Proof of expertise in	n conducting the proposed business	
		s such as physical description and/or land use erminal, port traffic statistics and other relevant he bidding	
	Authority during th	nts as may be reasonably required by the e selection process or through the Terms of the legal capacity of the proponent	
For	Renewal: (Additional Re	equirements)	
8.	Legal Requirements a. Proof of compliance	e in payment of Taxes due to the government.	LGU concerned
	b. Tax Clearance from tax obligation with t	n the BIR that the Applicant has no outstanding he government.	BIR
9.	Others		
		No Outstanding Account from Finance Office, otherwise,	PMO Finance Division
	terms and condition	om the Port Manager on the compliance on the of the lease contract issued particularly on perty Tax and Other Utility expenses.	PMO concerned

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MEDIUM-TERM LEASE (MORE THAN 1 YEAR UP TO 5 YEARS) (THRU PUBLICATION)				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Lessee/ applicant/ proponent submits to the PMO the letter of	1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
intent/application 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		
	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
	1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO	None	3 days	GM
	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			7 days	Applicant/Lessee

local newspaper				
or circulation				'
	2.1 Waiting period for Counter Proposal	None		
	2.2 If there are no counter-proposal, PMO informs the applicant of the result of publication.	None	3 days	PMO
	2.3 PM recommends approval of the lease application and transmits the draft lease contract to the AGMO thru CSD	None	1 day	PM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	10 days	CSD LSD
	2.5 AGMO approves lease in principle and signs transmittal letter	None	3 days	AGMO
	2.6 CSD transmits letter and lease contract to applicant for review/ conforme	None	1 day	CSD
3. Applicant/ lessee signs and submits lease contract with annexes.				Applicant/Lessee
	3.1 AGMO countersigns lease contract	None	3 days	AGMO
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization	None	1 day	CSD



	TOTAL:	Filing Fee Php 6, 0000.00 + VAT	Fifty-Four (54) days		
Per Part 6 3 1 1 of ART	- Δ M C No. 2019-002 as n	rovided in Refere	nce R·		
I CI I GIL VIVILLI VI AINI	Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:				

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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 complete documents from PMO	None	10 days	Applicant/Lessee

				AUTHORITY
	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 or circulation			7 days	
or on ourallorn	2.1 Waiting period for Counter Proposal			
	2.2 If no counter- proposal, PMO informs the applicant of the result of publication.	None	3 days	AGMO
	2.3 PM endorses and recommends approval of draft lease contract to the AGMO thru CSD	None	1 day	GM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	10 days	CSD
	2.5 AGMO endorses and recommends approval of lease	None	3 days	Applicant/Lessee

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	by the GM			
	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.				
with diffiexes.	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 Php 10, 0000.00 + VAT	Fifty-Seven (57) days	

LONG-TERM LEASE (MORE THAN 10 YEARS)(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	1.0 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	1.1 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022 Php 10,000.00 (exclusive of VAT)		PMO Finance Division
	1.2 Port Manager recommends whether lease proposal will	None	5 days	Port Manager

				AUTHORITY
	undergo public bidding or publication requirement to AGMO thru CSD			
	1.3 CSD evaluates the lease proposal within 10 days upon receipt of complete documents from PMO	None	10 days	CSD
	1.4 AGMO endorses and recommends approval/signing of the Memo transmitting the Notice to Lease Ad to GM	None	2 days	AGMO
	1.5 GM endorses/ recommends to PPA Board the lease application	None		GM
	1.6 PPA Board approves/disappro ves the lease proposal	None		PPA Board
	1.7 GM signs the Memo informing the PMO the result of the PPA Board deliberation on the lease application/propos al	None		GM
	1.8 If favorably considered, CSD transmits the Notice to Lease Ad copy to PM	None	1 day	CSD
	1.9 PM signs Notice to Lease Ad copy	None	1 day	PM
Applicant publishes Notice to Lease Ad thru local newspaper or circulation			7 days	Applicant/Lessee
	2.1 Waiting period for Counter Proposal	None	0 40.00	DMO
	1	None	3 days	PMO

				AUTHORITY
	2.2 If no counter- proposal, PMO signs transmittal letter informing applicant of			
	publication result.	None	1 dov	PM
	2.3 PM endorses and recommends approval of lease by the AGMO thru CSD		1 day	
	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 endorses and recommends signing of transmittal by the GM	None	3 days	AGMO
	2.6 GM signs transmittal letter informing that lease application has been favorably considered	None	3 days	GM
	2.7 CSD transmits letter and lease contract to applicant for review/conforme	None	1 day	CSD
3. Applicant/ lessee signs and submits lease contract with annexes.				Applicant/Lessee
	3.1 GM countersigns lease contract	None	3 days	GM
	3.2 CSD transmits the duly signed Lease Contract to PMO	None	1 day	CSD



for notarization			
TOTAL:	Filing Fee Php 10, 0000.00 + VAT	Fifty-Four (54) days	



PORT MANAGEMENT OFFICE Internal Services



53. Handling of Incoming Communications – Manual (Internal)

This provides details on the procedure of handling incoming communications that do not fall under any particular service provided in other specifications in this handbook.

эт э							
Office/Division:		Port Management Office Records Section					
Classification:		Simple					
Type of Transaction:		G2G - Governme	ent to Gove	ernment			
W	ho may avail:		All units within th	e PMO			
	CHECKLIST OF R	EQ	UIREMENTS	IREMENTS WHERE TO SECURE			
None			Not applicable				
	Client Steps	A	Agency Action	Fees to be paid	Processing Time	Person Responsible	
	Division/ unit transmits communication to the PMO Records		Receives communication/ document.	None None	1 min. 10 mins.	Designated Records Officer	
	Section.	1.2	Logs and scans communication /document in incoming logbook and assigns control number.	None	TO MINS.	Designated Records Officer	
			Prepares routing slip for incoming communication /document.	None	2 mins.	Designated Records Officer	
			Forwards incoming documents / communication to the concerned Responsibility Center.	None	2 min.	Designated Records Officer	
		1.5	Incoming communication is evaluated and assessed.	None	1 day	Port Manager /RC Head	



TOTAL:	-	1 day and 20 mins.	
1.7 Incoming communication is handled accordingly	None		Concerned Personnel
1.6 Documents / communication are routed to concerned person responsible to address the incoming communication.	None	5 mins.	Office of the Port Manager

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



54. Handling of Incoming Communications – Electronic (Internal)

This provides details on the procedure of handling incoming communications that do not fall under any particular service provided in other specifications in this handbook.

Office/Division:		Port Management Office Records Section				
CI	assification:		Simple			
Ту	pe of Transaction:		G2G - Governme	ent to Gove	ernment	
W	ho may avail:		All units within th	e PMO		
	CHECKLIST OF R	EQ	UIREMENTS	\	WHERE TO SE	CURE
١	None			Not applic	cable	
	Client Steps	,	Agency Action	Fees to be paid	Processing Time	Person Responsible
2.	Division/ unit transmits communication to the PMO Records	1.8	Receives communication/ document.	None	2 hrs	Designated Records Officer
	Section thru electronic mail (email).	1.9	Logs and scans communication /document in incoming logbook and assigns control number.	None	10 mins.	Designated Records Officer
		1.1	O Prepares routing slip for incoming communication /document.	None	2 mins.	Designated Records Officer
		1.1	1 Forwards incoming documents / communication to the concerned Responsibility Center.	None	2 min.	Designated Records Officer
		1.1	2 Incoming communication is evaluated and assessed.	None	1 day	Port Manager /RC Head



1.13 Documents / communication are routed to concerned person responsible to address the incoming communication. 1.14 Incoming communication is handled accordingly	None	5 mins.	Office of the Port Manager Concerned Personnel
TOTAL:	-	1 day, 2 hrs, and 19 mins.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



55. Handling of Outgoing Communications

This provides details on the procedure of handling outgoing communications that are routed through the Records Section of an organizational unit.

Of	Office/Division:		Port Management Offices/ Head Office				
CI	Classification:		Simple				
Ту	Type of Transaction:		G2G - Governm	ent to Gover	nment		
Who may avail: All units within		All units within t	he PMO				
CHECKLIST OF REQUIREMENTS		W	HERE TO SEC	CURE			
No	one			Not applica	ble		
	Client Steps	Α	gency Action	Fees to be paid	Processing Time	Person Responsible	
1.	Unit routes outgoing communication to the Records		Receives communication /document.	None	1 min.	Designated Records Officer	
	Section.		Logs communication/ document in outgoing logbook and assigns control number.	None	10 mins.	Designated Records Officer	
			Evaluates and assesses the address indicated in the outgoing communication /document.	None	4 hrs.	Designated Records Officer	
			Batches outgoing documents / communication together according to destination and medium of transmittal needed.	None	4 hrs.	Designated Records Officer	

communication

None



is sent out in batches to various addressees using the appropriate means of dispatch, as indicated in each document.			Designated Records Officer
TOTAL:	None	1 day and 11 mins	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



56. 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 Manageme	nt Offices / H	lead Office	
Classification:	Simple			
Type of Transaction:	G2G - Governme	ent to Gover	nment	
Who may avail:	Payees that have	e collectibles	s or claims fron	n PPA
CHECKLIST OF R	EQUIREMENTS	1	WHERE TO SE	CURE
Duly filled out Vend Form (VRF)	dor Registration	Downloada	able from the P	PA website
Valid Identification picture and signature	• •	To be prov	ided by client	
3. Valid Official Recei			ided by client	
4. Valid authorization		To be prov	ided by client	
of Attorney (SPA) i Client Steps	necessary Agency Action	Fees to	Processing	Person
Cheffi Steps	Agency Action	be paid	Time	Responsible
Client presents Identification to Cashier window. * Claimant may email or call the cashier to verify if they have a check for pick-up.	1. Verifies if claimant has duly signed check for release. If no signed check is found, client is informed of the status.	None	7 mins.	Sr. Cashier/ Cashier/ Authorized Representative
 2. Receives check, signs acknowledgment portion of voucher and log book. * In any case face to face transaction cannot be implemented, claimant may request for the 	 2. Releases check request Claimant sign the 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.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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HEAD OFFICE (External & Internal Services)



OFFICE OF THE CORPORATE BOARD SECRETARY (OCBS) External Services



1. Freedom of Information

Facilitate requests for documents and information pursuant to Executive Order No. 2, s. 2016 and the PPA Freedom of Information (FOI) Agency Manual.

	FOI Receiving Officer or his/her authorized representative/Appropri Repository Office/Officer/Custodian (Unit/Department/Port Manage Office)			
Classification:	Not Applicable; Governe Manual	d by E.O. No. 2, s. 2016 and PPA FOI Agency		
Type of	G2G – Government to G	overnment;		
Type of Transaction:	G2C – Government to C	lient; and		
Transaction:	G2B – Government to Bu	usiness		
Who may avail:	Filipinos (Section 3, E.O.	No. 2, s. 2016)		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
A. Juridical Entities				
Duly accomplished a Information Request	•	PPA website (downloadable forms)		
Government-issued I		Appropriate government office/agency		
Notarized Secretary's Certificate or Board Resolution authorizing the requesting party to		Corporate Board Secretary of the company		
B. Partnerships/Join	nt Ventures			
Duly accomplished a	nd signed Access to	PPA wobsite (downloadable forms)		
Information Request	Form	PPA website (downloadable forms)		
Government-issued I		Appropriate government office/agency		
1	•	Appropriate partner/s (Power of Attorney) and		
requesting party to re	equest in its behalf	notary public (for notarization)		
C. Mass Media				
Duly accomplished a Information Request	•	PPA website (downloadable forms)		
Government-issued I	dentification Card	Appropriate government office/agency		
	e supervisor authorizing	Immediate supervisor of the requesting party		
him to request on bel				
D. Academic Purpos				
Duly accomplished and signed Access to Information Request Form		PPA website (downloadable forms)		
Government-issued Identification Card		Appropriate government office/agency		
Indorsement from the	e school stating the	School dean, professor, and/or adviser of the		
purpose for the reque	est and certifying that the	student		



requesting party is a the current semester	student of the school for			
E. Interview				
Duly accomplished an Information Request	•	PPA website (downloadable forms)		
Government-issued I	dentification Card	Appropriate gov	ernment office	/agency
In addition to the requA to E, questionnaire,	uirements, Item No. 3 of list of questions	Requesting part	у	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmittal/ Submission of the Access to Information Request Form	1.1 Ascertain the completeness of the request;	None	Subject to initial evaluation;	FOI Receiving Officer or his/her authorized representative;
and other required documents personally, through	1.2 Transmit to Record Custodian of the Information/ Record Custodian the request	None	Four (4) working days from receipt of the request;	Information/ Record Custodian;
registered mail, or electronically through the foi1@ppa.com.p h*, or through the eFOI portal	1.3 In case of proactive disclosure, inform	None	In case of proactive disclosure, five (5) working days from receipt of the request	FOI Receiving Officer or his/her authorized representative/ FOI Decision Maker;
	1.4 FOI Decision Maker shall decide to grant, partially grant, or deny the request;	None	Eight (8) days from receipt of the request;	FOI Decision Maker
	1.5 Transmit of the decision of the FOI Decision Maker to the requesting party	None	Upon transmittal of the decision of the FOI Decision Maker	FOI Receiving Officer or his/her authorized representative



2. Claim of the	2. Issue fees notice and	Certification/	FOI Receiving
requested	release after payment	authentication	Officer or his/her
information/		of every	authorized
document		signature on	representative;
		any official	
		records or	
		documents,	
		and of every	
		information or	
		documents	
		based on	
		records -	
		PhP20/page;	
		Copy fee for	Cashier,
		every	Treasury
		page/sheet of	Department
		official records	
		or documents	
		including	
		contracts:	
		(i)computer	
		print-out –	
		PhP6.00	
		minimum	
		charge for	
		one or first	
		page, and	
		PhP5.00 for	
		every	
		additional	
		page; and	
		(ii)Electroni	
		c/	
		photocopy	
		- PhP6.00	
		minimum	
		charge for	
		one or first	
		page, and	
		PhP3.00 for	
		every	
L	ı	İ	i



TOTAL:	Refer to step 2 for the fees	
	additional page**	

N.B. * - Only upon the receipt of the complete request shall the running of the period of 15 working days start; failure to provide any of the requirements, the request shall be deemed incomplete and/or as not filed;

^{** -} Pursuant to PPA Memorandum Circular No. 31-2000 dated July 8, 2000



2. Citizen's Complaints

Facilitates the monitoring and assistance regarding citizen's concerns/issues received by PPA from the Presidential Complaints Center (PCC-Office of the President), Contact Center ng Bayan (CCB-Civil Service Commission), Citizens' Complaints Center (8888), or Department of Transportation (DOTr) pursuant to Executive Order No. 6, s. 2016, PPA Memorandum Order No. 09-2018, and PPA Special Order No. 830-2018.

Office/Division:	Corporate Board Secretary as Head, Technical Officer	
Office/Division.	Office of the Corporate Board Secretary)	
	Not Applicable; Governed by E.O. No. 6, s. 2016, PPA	
Classification:	Memorandum Order No. 09-2018, and PPA Special Order	
	No. 830-2018	
Type of	G2G – Government to Government;	
Transaction:	G2C – Government to Client; and	
mansaction.	G2B – Government to Business	
Who may avail:	Filipino citizens (Section 2, E.O. No. 6, s. 2016)	

CHECKLIST OF REQUIREMENTS

Complaints from the PCC, 8888, CCB, or DOTr through personal service, registered communication channels prescribed by mail, or electronic mail

WHERE TO SECURE

Complaints to be coursed through the communication channels prescribed by PCC, 8888, CCB, or DOTr

Client Steps		Agency Action	Fees to	Processing	Person
Cheffi Steps		Agency Action	be paid	Time	Responsible
1. Complaints	1.	Transmittal to the	None	Transmit	Head,
from the		Responsibility		requests	Technical
PCC, 8888,		Center/Unit who can		received:	Officer,
CCB, or DOTr		best address the		until 4:30 P.M.	Citizens'
through		concern/ issue		within the	Complaints
personal		referred by PCC,		same day; or	Focal Team;
service,		8888, CCB, or		after 4:30 P.M.	
registered		DOTr;		within the	
mail, or				day or the	
electronic				following day	
mail				but not later	
				than 8:30	
				A.M.	
	2.	Responsibility	None	Within 72	Appropriate
		Center/ Unit to		hours from	Responsibility
		directly reply to the		receipt of the	Center/Unit;
		complainant, copy		concern/	·
		furnished the		issue	
		referring Agency			



Citizens' Complaints Focal Team; unless the complaint is anonymous or without contacts, in which case it will be furnished to the referring Agency	TOTAL:	None	
and the PPA	Citizens' Complaints Focal Team; unless the complaint is anonymous or without contacts, in which case it will be furnished to the		



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	ints, port sta	keholders
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SI	ECURE
Text / Phone Call / Ema	il /	Client		
Letter		Client		
Authority to represent fire	·m	Client		
Client Steps	Agency Action		Processing	
	Algority Alonen	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,			or any staff	
career openings,	gs, query.			
minor concerns.				
	TOTAL:	None	10 mins	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

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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				
	G2C – Government to	Client			
Type of Transaction:	G2G – Government to	Governr	ment		
	G2B – Government to	Busines	S		
Who may avail:	Media, government in:	strumenta	alities, port s	takeholders,	
	engineering students/p				
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SI	ECURE	
Text / Phone Call / Emai	1/	Client			
Letter		Client			
Authority to represent fire	m	Applican ⁻	t		
Client Steps	Agency Action	Fees to	Processing	Person	
Olletti Oteps	Agency Action	be paid	Time	Responsible	
1. Send a	1.1 Agency evaluates	None	7 days	CCS Acting	
text/email/Letter or	and determine			PRO V	
call CCS for	proper response				
technical /	to the query.				
operational concer					
	1.2 Writes response	None		CCS Acting	
handling process,	to query			PRO V	
engineering				_	
designs, among	1.3 Concerned RC to	None		Concerned	
others.	approve response			RC	
	crafted			(depending on	
				query)	
	TOTAL:	None	7 days		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

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3. Handling of Press Release and Media Interviews: Regular **Developmental Releases**

Piece of information from the Authority that usually distributed to the public in a form of press release or news item. This is commonly a result of queries from the public or to inform the public about certain port developments.

Office/Division:	CCS-OGM	CCS-OGM				
Classification:	Simple					
G2C – Government to Client Type of Transaction: G2G – Government to Government G2B – Government to Business						
Who may avail:	Media, governme business entities	nt instrumenta	alities, port st	akeholders,		
CHECKLIST OF	REQUIREMENTS	WH	IERE TO SE	CURE		
Letter		Client				
Authority to represe	ent firm	Client				
Client Steps	Agency Action		Processing	Person		
_		paid	Time	Responsible		
1. Send a Letter to CCS	1.1 Agency evaluates request.	None	10 min	CCS Acting PRO V		
	1.2 Agency requests data from concerned agency department	None	1 day	Concerned RC based on query		
	1.3 Agency drafts press release	None	5 hrs	CCS Acting PRO V		
	1.4 Agency to seek approval of PR release from GM	None	1 day	CCS staff		
	1.5 Agency to send approved PR to client via email and fax.	None	10 mins	CCS staff		
	TOTAL.	None	2 days,			
	TOTAL:	None	5 hrs. and			
Per Part 6.3.1.1 of ARTA	M.C. No. 2019-002 as provi	ded in Reference	20 mins.			

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



4. Handling of Press Release and Media Interviews: Technical and Operational Releases

Piece of information from the Authority that usually distributed to the public in a form of press release or news item. This is commonly a result of queries from the public or to inform the public about certain port developments. However, technical approval or validation is needed before such information is released.

Office/Division:	CCS-OGM	CCS-OGM			
Classification:	Complex	Complex			
Type of Transaction	ent to Client ent to Government ent to Business				
Who may avail:	Media, governme business entities	ent instrume	entalities, port	stakeholders,	
CHECKLIST OF	REQUIREMENTS		HERE TO SE	CURE	
Letter		Client			
Authority to represe	ent firm	Client	I	_	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
Send a Letter to CCS	1.1 Agency evaluates request.	None	15 min	CCS Acting PRO V	
	1.2 Agency requests data from concerned agency department	None	2 days	Concerned RC based on query	
	1.3 Agency drafts press release	None	2 hours	Acting PRO V	
	1.4 Agency to seek approval of PR release from Concerned RC.	None	2 days	CCS staff	



1.5 Agency to seek approval of PR release from GM	None	2 days	CCS staff
1.6 Agency to send approved PR to client via email and fax.	None	10 mins.	CCS staff
TOTAL:	None	6 days, 2 hrs and 25 min.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

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5. Crisis Management

Description of Service: Pieces of information made available to the public of utmost importance particularly during disasters.

Office/Division:	CCS-OGM				
Classification:	Simple	Simple			
Type of Transaction	: G2G – Governm	G2C – Government to Client G2G – Government to Government G2B – Government to Business			
Who may avail:	Media, passeng	ers, port stak	eholders, bus	siness firms	
CHECKLIST OF RI	EQUIREMENTS	WH	IERE TO SE	CURE	
Text / Phone Call / Er	mail /	Client			
Letter		Client			
Authority to represen	nt firm	Client			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
text/email or call CCS	Agency evaluates and determine proper response to the query.	None	10 mins	Acting PRO V	
	TOTAL:	None	10 mins		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

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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	Internal Security Affairs Staff			
Classification:	Simple				
Type of Transaction	G2G – Government t		ent		
Type of Transaction	G2C – Government t				
Who may avail:	Concerned Departme Individual	ent/ Person	nel of PPA/P	rivate	
CHECKLIST OF	REQUIREMENTS	WH	HERE TO SE	CURE	
Memo Request		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		

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PORT MANAGEMENT SYSTEMS & ORGANIZATIONAL DEVELOPMENT DEPARTMENT (PMSODD) External Services



Handling of Customer Feedback and Complaints

1. Customer Feedback Form

Office/Division:

The Office shall monitor the customer's perception of how their needs and expectations are being delivered and fulfilled. The feedback/complaints originated from the Customer Satisfaction Feedback (CSF) Form taken from the designated drop box, QR Code and URL link of the PMSOD Department and Public Assistance and Complaints Desks (PACD).

Port Management Systems and Organizational Development

Office/Division.		Department (PMSODD)				
Classification:		Highly Technical				
Type of Transact	ion:	G2G – Government G2G – Government G2B – Government	ent to Government			
Who may avail:		Any Filipino citizen Philippine Ports Aut	of legal ag	e with transact	ting business in the	
CHECKLIST (OF RE	QUIREMENTS		WHERE TO S	ECURE	
Customer Sat Form	isfactio	on Feedback (CSF)	Designate Complaint PMSODD		tance and	
Client Steps	A	gency Action	Fees to be paid	Processing Time	Person Responsible	
1. Fill-out the Customer Satisfaction Feedback (CSF) Form and drop it at the designated drop box found in the designated Public Assistance Desks (PACD) and PMSODD. The client may also use the QR Code/URL link for filling-out the CSF form	me Cu Sa Fe the co all su 1.2 Up fee the co for the	ne designated ember of the sustomer atisfaction eedback Team, at e end of each eek, opens the drop ox and collects, ampiles and records the feedback abmitted. Toon evaluation of edback/ complaints, e CSF Team eader shall start the vestigation on the amplaints and rward the same to e relevant office for eir splanation/action.	None	1 day	Customer Satisfaction Feedback Team Concerned Department/ Division	
online.		ne answer of the fice is then related	None	1 day	Customer Satisfaction	



to the citizen thru their filled-up contact information. *** For inquiries and follow-ups, clients may contact the following information: Contact No: (02) 8-527-6439 Email: omsodd@ppa.com.ph ganbalatbat@ppa.com.ph			Feedback Team/ Concerned Department/ Division
TOTAL:	None	20 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

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Handling of Customer Feedback and Complaints

2. Customer Feedback thru Letter/Email

The Office shall monitor the customer's perception of how their needs and expectations are being delivered and fulfilled. The feedback/complaints originated from letter /email addressed to PPA thru PMSODD and PPA official email address.

Office/Division	:	Port Management Systems and Organizational Development Department (PMSODD)			
Classification:		Highly Technical			
Type of Transa	ection:	G2C – Government to Client G2G – Government to Government G2B – Government to Business			
Who may avail		Any Filipino citizen the Philippine Ports	Authority (PPA).	
	T OF RI	EQUIREMENTS		WHERE TO S	ECURE
1. Letter/Email					_
Client Steps	A	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Send a letter/email for to the Philippines Ports Authority address c/o PMSODD incorporating the feedback/ complaints and the complainant' s personal information. (i.e. Name,	fee cor Ter sta inv cor for the for exp Off to a twe upo	on evaluation of edback/ mplaints, the CSF am Leader shall art the restigation on the mplaints and ward the same to e relevant office their planation/action fices are required answer within enty (20) days on the receipt of e complaint ter/email.	None	19 days	Customer Satisfaction Feedback Team
Address, Contact Number).	offi to t the	e answer of the ice is then relayed the citizen thru eir filled-up ntact information.	None	1 day	Customer Satisfaction Feedback Team/ Concerned



*** For inquiries and			Department/
follow-ups, clients may			Division
contact the following			
information:			
Contact Nos:			
(02) 8-527-6439			
Email			
pmsodd@ppa.com.ph			
ganbalatbat@ppa.com.ph			
TOTAL:	None	20 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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Handling of Customer Feedback and Complaints

3. Customer Feedback thru Phone Call

The Office shall monitor the customer's perception of how their needs and expectations are being delivered and fulfilled. The feedback/complaints originated from phone call to PPA thru PMSODD.

0	ffice/Division:		Port Management Systems and Organizational Development Department (PMSODD)			
С	lassification:		Highly Technical			
T	ype of Transact	G2C – Government to Client G2G – Government to Government G2B – Government to Business				
Who may avail:			Any Filipino citizen of the Philippine Ports A			g business in
	CHECKLIST	OF F	EQUIREMENTS WHERE TO SECURE			CURE
1.	Phone Call					
	Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
1.	Dial the number of the Philippines Ports Authority official number or (02) 8-527- 6439 c/o PMSODD and communicate regarding your feedback/ complaints. Also include your contact information.	1.2	Greet the client and politely ask for his/her complaint/ feedback on our service. Verify the complainants contact information. Upon evaluation feedback/ complaints, the CSF Team Leader shall start the investigation on the complaints and forward the same to the relevant office for their explanation/action.	None	1 day	Customer Satisfaction Feedback Team Customer Satisfaction Feedback Team/ Concerned Department/ Division
	(i.e. Name, Address, Contact Number).	1	The answer of the office is then relayed to the citizen thru their filled-up personal information.	None	1 day	Customer Satisfaction Feedback Team/ Concerned



*** For inquiries and			Department/
follow-ups, clients may contact the following information:			Division
Contact Nos: (02) 8-527-6439 Email:			
pmsodd@ppa.com.ph ganbalatbat@ppa.com.ph			
TOTAL:	None	20 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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LEGAL SERVICES DEPARTMENT (LSD) Internal Services



1. Processing of Clearances/ Certificates of No Pending Case

Processing of requested clearances / certificates

Office/Division:	Legal Services. Department - Investigation & Litigation Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	PPA Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Certificate of No Pending Case		HRMD – Personnel Division		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Clearance is forwarded to LSD	1.1 Receives and forwards the same to ILD staff for checking and verification from file. Forwards the Certificate to the ILD Manager for initials.	None	3 days	LSD Staff/ ILD Manager
	1.2 Initialed certificate is then forwarded to the Office of the Dept. Manager for signature.			LSD Manager
	1.3 The signed Certificate is released by the LSD Staff to the HRMD.			LSD Staff
TOTAL:		None	3 Days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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2. Legal Opinions/ Comments

Requests for Legal Opinions / Comments from different PMOs and RCs

O(() = a /D': 1 = 1 = a	Legal Services Department -				
Office/Division:	Regulatory and Documentation Division				
Classification:	Highly Technical				
Type of Transaction:	G2G				
Who may avail:	PPA Responsibility Center	ers (HO Dep	artment/PMOs)	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
Letter/memo request		Requesting	g Responsibility	y 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. 1.2 With instructions from the Dept. Manager, the request is then forwarded to the concerned Division Manager for review. Upon logged-in in the LSD tracer log. The Secretary then forwards it to the Researcher Analyst of RDD and ILD for their proper recording into their own log book. 	None	15 days	Secretary	



1.3 Forwards the request to the lawyer (Atty. IV or Atty. III) who will be assigned to handle/ evaluate the request.		Researcher Analyst/ LSD Staff
1.4 The handling lawyer evaluates the legal issue raised based on the factual background and/or the relevant documents.		Atty. IV or 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.		Atty. IV or Atty. III
1.6 The Div. Manager together with the Attys. IV or III will have an informal meeting to determine precision in the evaluation of facts and/or relevant		Div. Mgr. (Atty. V) and Atty. IV or Atty. III



documents, the legal issue presented and the corresponding opinion.

If there are some corrections or comments thereto, the Div. Mgr. (Attorney V) shall return draft to the Atty. IV or III for corrections.

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

If the Div. Mgr. 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, the Department Manager directs the printing of its final copy. Otherwise, if the Department Manager wants to have some clarifications or have some comments on the revised draft opinion, he/she will call for an informal meeting with the Attorney IV or Attorney III and Attorney V 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, the same will be presented, if upon finding that the revised draft is proper, the Department Manager directs the printing of the opinion in its final version.

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 Attorney V in their abbreviated signature, while the original copy is 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:	None	15 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



3. Review of Contracts

Requests for Review of Contracts from different PMOs and RCs

Office/Divisions	Legal Services. Department	Legal Services. Department /				
Office/Division:	Regulatory and Documentati	Regulatory and Documentation Division				
Classification:	Highly Technical					
Type of Transaction:	G2G					
Who may avail:	PPA Responsibility Centers	(HO Departi	ment/PMOs)			
CHECKLIS	T OF REQUIREMENTS	V	VHERE TO SE	CURE		
Letter request for re	eview of contract	Responsib	ility Center Co	ncerned		
under Section 37.2	ract Documents as required .3 of the Revised IRR of ntract is for goods and services)	Responsib	ility Center Co	ncerned		
under Section	of Contract Documents as required ction 37.2.3 of the Revised IRR of Revised IRR					
contract is for supplemental a	cumentary Requirements if the goods and services, and a agreement is to be executed for e contract duration. Wage Order of DOLE					
contract is for supplemental a	cumentary Requirements if the goods and services, and a agreement is to be executed is of contract rate/consideration.	а				
contract is for supplemental a for assignment or Administrative	cumentary Requirements if the goods and services, and a agreement is to be executed is of additional Janitor, Technical ve Support, or Security Guard.	a is <u>al</u>				
7. 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 LSD.	1.1 The Clerk Processor receives the request for review of contract/ agreement and records it as an incoming document for the Department, afterwards, he/she transmits the same to the Secretary and logged in incoming documents in the LSD Tracer Log. With instructions from the Dept. Manager, the contract/agreement is then forwarded to the Researcher Analyst of RDD and logged incoming documents on the logbook and forwards it to the Division Manager of RDD	None	15 days	RC Staff
	for review. 1.2 Forwards the contract/agreement to the lawyer (Atty. IV or Atty. III) and staff who will be assigned to handle/ evaluate the same. 1.3 With instructions form the lawyer, check the			Secretary/ Researcher Analyst of Regulatory Documentation Division (RDD)
	completeness of the contract documents using the documentary requirement list. 1.4 If found in order, forwards the contract / agreement including the contract documents to the Attorney IV or III to whom the			Analyst/ LSD Staff Senior Researcher/ LSD Staff



contract is assigned for		·
review.		
If not, the Memorandum for		
Contract Documents shall		
be transmitted to the		
responsibility center		
concerned for completion.		
,		Atty. IV or Atty.
1.5 Reviews the provisions of		III
the contract/ agreement		•••
vis-à-vis the contract		
documents.		
documents.		
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 authority;		
otherwise,		
the Memorandum for		
Comments /Observations		
on the proposed Contract		
shall be prepared stating		
therein the comments/		
observations to the		
contract/agreement.		
		LSD Staff/
1.6 The Executive Brief or		Atty. IV or III/
Memorandum as well as		
the contract/agreement		
shall be forwarded for		
review to the Attorney V,		
TOVIOW TO THE TATION V,		



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.	
	Division
1.7 Submits the Executive	Manager (Atty.
Brief or Memorandum to	V).
the Department Manager	,
and recommends approval	
of the comments/	
observations as contained	
in either Executive Brief or	
Memorandum.	
Wiemeranaam.	Division
1.8 Upon finding that the	Manager (Atty.
contract/agreement is	V).
acceptable and that the	v).
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.	Donartment
If applicable the	Department
If applicable, the	Manager
contract/agreement shall	
be printed in four (4) copies	
with the contract	
documents and presented	
with the Executive Brief or	
Memorandum.	
1.9 On the final copy of the	
Executive Brief or	
Memorandum, the	
Attorneys III or IV and V	



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. 1.10 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 proper contractor and its witness for their signature. 1.11 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 for		Department Manager/ Division Manager (Atty. V). Atty. IV or Atty. III LSD Staff
recorded as an outgoing document by the Clerk Processor and forward it to		-
its witness for their signature.		LSD Staff
returned to LSD, the Clerk notifies the Department Manager for its approval to		
1.12 Once approved and signed by the General Manager, the Senior Researcher Analyst will draft transmittal memorandum forwarding the signed Contract to requesting Responsible Centers or PMO's.		
Upon the approval of the transmittal Memorandum by the Department Manager. The signed		



Don Don't C 2 4 4 of AD3	TOTAL:	None	15 days	
	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 release to the requesting Responsible Centers/PMO's thru Records.	None	15 days	
	four (4) copies with the contract documents			
	contract / agreement in			,

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



INFORMATION, COMMUNICATION AND TECHNOLOGY DEPARTMENT (ICTD)

External Services



1. Registration of Debtor/ Customer in Oracle System

Office/Division:

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

Information and Communication Technology Department (ICTD)

Office/Division:	information and communication reclinology bepartment (101b)				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business				
Who may avail:	RCs/ PMO/TMOs/ Port u	ısers			
CHECKLIST OF I	REQUIREMENTS		WHERE TO	SECURE	
1. Customer Registration	Form (CRF)	PPA We	ebsite (Downlo	adable form)	
2. BIR Form 2303			of Internal Rev	` '	
3. Official Receipt (if nece4. Request for System U			er Business Of ebsite (Downlo		
Client Steps	Agency Action	Fees to be paid Processing Person Responsib			
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of complete documents.	None	5 mins	ICTD-Helpdesk	
	1.2 Performs initial validation of the request and accompanying documents.	None	5 mins	ICTD-Helpdesk	
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD-Helpdesk	
	1.4. Verify if the customer is new or existing in the system.	None	10 mins	Application Support Team	
	If existing, request RSU from the concerned RC	Tions	Pause clock	Requesting RC	
	1.5 Registers/update the corresponding record in the PPA System.	None	15 mins	Application Support Team	
	1.6 Verifies the registered debtor in the system.	None	5 mins	Application Support Team	



1.7 Informs the successful changes/update the Oracle Systems	None m.	5 mins	ICTD-Helpdesk
1.8 Validates/Ve with the user the completion of the request.	None	10 mins	ICTD-Helpdesk
·	OTAL: None	1 hr.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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

^{*}HITS – Helpdesk Information and Ticketing System



2. Registration of Vendor/Supplier in Oracle System

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

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:	RCs/ PMO/TMOs/ Port users

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Vendor Registration Form (VRF)	PPA Website (Downloadable form)
2. BIR Form 2303	Bureau of Internal Revenue (BIR)
3. Official Receipt	Customer Business Official receipt.

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of complete documents.	None	5 mins	ICTD-Helpdesk
	1.2 Performs initial validation of the request and accompanying documents.	None	5 mins	ICTD-Helpdesk
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD-Helpdesk
	1.4. Verifies the submitted documents.	None	5 mins	Application Support Team
	1.5 Registers/set up the corresponding record in the PPA System.	None	15 mins	Application Support Team
	1.6 Informs the user of successful changes/updates in the Oracle System.	None	5 mins	ICTD-Helpdesk
	1.7 Validates/Verifies with the user the completion of the request.	None	10 mins	ICTD-Helpdesk
	TOTAL:	None	50 mins	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

- a. Complete documentary requirement submitted.
- 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

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:	RCs/ PMO/TMOs/ Port	users					
CHECKLIST OF	REQUIREMENTS		WHERE TO	SECURE			
 BIR 2303 PPA ID (for PPA umage) UAR (for PPA umage) Request for Systems 	,	Bureau of Internal Revenue (BIR) PPA Website (Downloadable form) PPA Website (Downloadable form)					
Client Steps	Agency Action	Fees to be paid	Person Responsible				
1. Registers in PPA online System with documentary requirement.	1.1 Verifies documents and registration of the client in the system	None	10 mins	ICTD- Helpdesk			
	1.2. If incomplete, informs through email the concerned user.	None	5 mins	ICTD- Helpdesk			
	1.3 Sets- up corresponding record in the PPA System.	None	30 mins	Application Support Team			
	1.4 Informs the User of successful registration in the PPA System.	None 5 mins ICTD Helpdock					
	TOTAL:	None	50 mins				

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

- a. Complete documentary requirement submitted
- 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 Communication Technology Department (ICTD)					
Classification:	Simple					
Type of	G2C – Government to Citizen					
Transaction:	G2B – Government to Business					
Who may avail:	Port users					
	REQUIREMENTS		WHERE TO			
1. OPCE USER ACCO	DUNT FORM		ebsite (Downloa	,		
2. PEZA or BOI		(PEZA)	ne Economic Zo / Board of Inve	stments (BOI)		
3. BIR 2303		Bureau	of Internal Rev	enue (BIR)		
Client Steps	Agency Action	Fees to be paid Processing Person Responsib				
1. Transmits/ submits	1.1 Acknowledges receipt of documents.	None	5 mins	ICTD-Helpdesk		
Documentary requirements.	1.2 Perform initial validation of the request and accompanying documents.	None	5 mins	ICTD-Helpdesk		
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD-Helpdesk		
	1.4 Registers/sets- up/Verifies/updates the corresponding record in the PPA System.	None	30 mins	Application Support Team		
	1.5 Informs the concern User of successful registration in the PPA System.	None	5 mins	ICTD-Helpdesk		
	1.6 Validates/Verifies with the user the completion of the request and closes ticket raised in HITS.	None 10 mins ICTD-Helpde				
TOTAL: None 1 hr.						

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

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

⁻for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

^{*}HITS- Helpdesk Information and Ticketing System



5. Data Center Access Request

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

Office/Division:	Information and Commun	ication T	echnology Dep	artment (ICTD)		
Classification:	Simple	Simple				
Type of	G2B – Government to Business					
Transaction:						
Who may avail:	Service Provider/Supplier	<u> </u>				
CHECKLIST OI	F REQUIREMENTS		WHERE TO	SECURE		
1. QR Code for log in		ICTD O	ffice			
2. Data Center Access	s Form (DCAF)	PPA We	ebsite (Downlo	adable form)		
Client Steps	Agency Action	Fees to be paid Person Responsible				
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of request.	None	5 mins	ICTD Technical		
	1.2 Forwards request form to RC Head for approval.	None	5 mins	ICTD Technical		
	1.3 RC Head approves the request form.	None	5 mins	RC Head		
	1.4 Informs client that the request has been granted.	None	5 mins	ICTD Technical		
	1.6 Validates/Verifies with the user the completion of the request.	None 10 mins ICTD Technical				
TO	TOTAL: None 30 mins					

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

- 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 Communic	Information and Communication Technology Department (ICTD)				
Classification:	Simple					
Type of	G2G – Government to Gov	ernment				
Transaction:	2112/2112					
Who may avail:	PMO/TMOs					
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			SECURE			
A. Domestic Ves						
	ormation Sheet (VIS)		ebsite (Downlo	adable form)		
2. Marina Ce	rtificate	MARINA	4			
B. Foreign Vesse	el					
1. Vessel Info	ormation Sheet (VIS)	PPA We	ebsite (Downlo	adable form)		
2. Internation	al Tonnage Certificate		y the Governme			
(ITC)			Registry (membe			
	International Maritime Organization (II					
Client Steps	Agency Action to be Processing Person					
	7.90.0, 7.0.0	paid	Time	Responsible		
1. Transmits/ submits	1.1 Acknowledges receipt of complete documents.	None	5 mins	ICTD-Helpdesk		
Documentary requirements.	1.2 Performs initial validation of the request and accompanying documents.	None	5 mins	ICTD-Helpdesk		
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD-Helpdesk		
	1.4 Registers/sets- up corresponding record in the PPA System.	None	20 mins	ICTD-Helpdesk		
	1.5 Informs the user of successful registration in the PPA System. 1.6 Validates/Verifies with	None	5 mins	ICTD-Helpdesk		
	the user the completion of the request and closes ticket raised in HITS.	None	10 mins	ICTD-Helpdesk		
TOTAL: None 50 mins						

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

- 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 Commun	ication Technology Department (ICTD)
Classification:	Simple	
Type of		
Transaction:	G2G – Government to Go	overnment
Who may avail:	RCs/ PMO/TMOs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
	Request for System Update (RSU)	PPA Website (Downloadable form)
	2. User Account Request Form (UAR)	PPA Website (Downloadable form)

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmits/ submits Documentary	1.1 Acknowledges receipt of complete documents.	None	5 mins	ICTD- Helpdesk
requirements.	1.2 Perform initial validation of the request and accompanying documents.	None	10 mins	ICTD- Helpdesk
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD- Helpdesk
	1.4. Verifies the submitted documents.	None	5 mins	Application Support Team
	1.5 Registers/set up the corresponding record in the PPA System.	None	20 mins	Application Support Team
	1.6 Informs the concern User of successful changes/updates in the Oracle System.	None	5 mins	ICTD- Helpdesk
	1.7 Validates/Verifies with the user the completion of the request.	None	10 mins	ICTD- Helpdesk
	TOTAL:	None	60 mins	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

a. Complete documentary requirement submitted.

Assumption: b. Working PPA Application System.

c. Stable Network Connection.

^{*}HITS – Helpdesk Information and Ticketing System



8. Reset/Change Password in PPA Application System

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

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	REQUIREMENTS WHERE TO SECURE					
1. Request for System	Update (RSU)	PPA We	ebsite (Download	able form)		
2. User Account Regis	tration Form	PPA We	ebsite (Download	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.	None	5 mins	ICTD-Helpdesk		
requirements.	1.2 Performs initial validation of the request and accompanying documents.	None	5 mins	ICTD-Helpdesk		
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD-Helpdesk		
	1.4 Resets/changes password in specified PPA Application System.	None	10 mins	Application Support Team		
	1.5 Informs the User concerned of successful changes/updates in specified PPA Application System.	None	5 mins	ICTD-Helpdesk		
	1.6 Validates/Verifies with the user the completion of the request and closes ticket raised in HITS	i l				
	TOTAL:	None	40 mins			

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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

^{*}HITS - Helpdesk Information and Ticketing System



9. Helpdesk Technical Support - Simple

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

Office/Division	Information and Communication Technology Department				
Office/Division: Classification:	(ICTD) Simple				
Type of Transaction:	•	G2G – Government to Government			
	Responsibility Centers/ P			s/ Terminal	
Who may avail:	Management Offices	OIT Maria	igement Onice	3/ Terrilliai	
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE			ECURE	
1. Incident Report			ebsite (Downlo		
2. Request for System Up	date		ebsite (Downlo	adable 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.	None	5 mins	ICTD- Helpdesk	
	1.2 Performs initial validation and investigation of the request and accompanying documents.	None	20 mins	ICTD- Helpdesk	
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD- Helpdesk	
	1.4 Provides the first level of support to Customer.	None	20 mins	ICTD- Helpdesk	
	1.5 Informs the user for the solution to the reported problem.	None	5 mins	ICTD- Helpdesk	
	1.6 Validates/verifies with the user the effectiveness and workability of the solution.	None	10 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				

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

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Assumption:

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

*HITS – Helpdesk Information and Ticketing System



10. Helpdesk Technical Support – ComplexProvide technical support to PPA user/s on hardware/software / PPA application systems.

Information and Communication Technology Department				
Office/Division:	(ICTD)	ilcation i	eciliology Dep	Dartinent
Classification:	Complex			
Type of Transaction:	G2G – Government to G	overnmer	nt	
Who may avail:	Responsibility Centers/ P			s/ Terminal
	Management Offices	_		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	
Incident Report			ebsite (Downlo	,
2. Request for System Up	date	PPA We	ebsite (Downlo	adable 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.	None	5 mins	ICTD- Helpdesk
	1.2 Performs initial validation and investigation of the request and accompanying documents.	None	20 mins	ICTD- Helpdesk
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD- Helpdesk
	1.4 Provides the first level of support to Customer	None	40mins	ICTD- Helpdesk
	1.4a. For escalated issue from the second level support, retrieves the USR and review the report.	None	10 mins	Second level (Application Support Team)
	1.4b. Starts Incident analysis, investigation and solution.	None	6 days and 22 hrs.	Second level (Application Support Team)
	1.5 Inform the user of the solution to the reported problem.	None	10 mins	ICTD- Helpdesk
	1.6 Validates/verifies with the user the effectiveness and workability of the solution.	None	30 mins	ICTD- Helpdesk



Client will affirm or discussed concerns if not resolved.	2.1a If the solution works, closes USR.	None	5 mins	ICTD- Helpdesk
TOTAL: None 7 days				
Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:				

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

 - c. Stable Network Connection.

⁻for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

^{*}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.

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:	G2G – Government to Government				
Who may avail:	Responsibility Centers/ Port Management Offices/ Terminal Management Offices				
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE				
1. Incident Report		PPA We	ebsite (Download	dable form)	
2. Request for System Up	odate	PPA We	ebsite (Download	dable form)	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
Transmits/ submits Documentary requirements.	1.1 Receives incident report/query by phone or email.	None	5 mins	ICTD- Helpdesk	
	1.2 Performs initial validation and investigation of the request and accompanying documents.	None	5 mins	ICTD- Helpdesk	
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD- Helpdesk	
	1.4 Provides the first level of support to Customer	None	20 mins	ICTD- Helpdesk	
	1.4a. 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)	
	1.5 External Support Group investigates and provides solution.	None	Pause clock.	External Support Group (3 rd Party)	
	1.6 Advises user of solution to the reported problem.	None	5 mins	ICTD- Helpdesk	
	1.7 Validates/verifies with the user the effectiveness and workability of the solution.	None	30 mins	ICTD- Helpdesk	



1.8 Prepares and implements the RSU.	None	30 mins	ICTD- Helpdesk
1.9 Informs user to validate solution and closes USR	None	10 mins	ICTD- Helpdesk
TOTAL:	None	2 hrs	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Assumption: a. Complete documentary requirement submitted.

b. Working PPA Application System.

c. Stable Network Connection.

*HITS – Helpdesk Information and Ticketing System Note:

*Pause clock for shopping or procurement of replacement of defective parts.



12. Website Posting

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

documentary requirements.				
Office/Division:	Information and Communication Technology Department (ICTD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to G	overnme	nt	
Who may avail:	Responsibility Centers/ Port Management Offices/ Terminal Management Offices			
CHECKLIST OF I		WHERE TO S	ECURE	
1. Website Posting Requi	est Form	PPA We	bsite (Download	lable form)
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmits/ submit documentary requirements.	1.1 Acknowledges receipt of complete documents.	None	5 mins	ICTD Helpdesk
	1.2 Forwards request form to RC Head for approval.	None	5 mins	ICTD Helpdesk
	1.3 RC Head approves the request form.	None	5 mins	ICTD RC Head
	1.4 Posts request in the PPA Website.	None	1 hr and 25 mins	ICTD Personnel
	1.5 Informs client that the post was uploaded and hand over the customer feedback form.	None	10 mins	ICTD Personnel
	1.6 Validates/Verifies with the user the completion of the request.	None	10 mins	ICTD Personnel
	TOTAL:	None	2 hrs	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

- 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 Commun (ICTD)	ication T	echnology Dep	artment
Classification:	Simple			
Type of Transaction:	G2G – Government to Go	overnmer	nt	
Who may avail:	PMO/TMOs			
CHECKLIST OF F	CLIST OF REQUIREMENTS WHERE TO SECURE			ECURE
Request for System Upo	date (RSU)	PPA We	ebsite (Downlo	adable form)
2. Port Code Template		PPA We	ebsite (Downlo	adable form)
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmits/ submits Documentary	1.1 Acknowledges receipt of documents.	None	5 mins	ICTD- Helpdesk
requirements.	1.2 Perform initial validation of the request and accompanying documents.	None	5 mins	ICTD- Helpdesk
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD- Helpdesk
	1.4 Validates/Sets up Port/ Terminal Offices in iPORTS and AFMS System.	None	1 hr and 30 mins	Application Support Team
	1.5 Informs the concern User of successful registration of Port/Terminal.	None	5 mins	ICTD- Helpdesk
	1.6 Validates/Verifies with the user the completion of the request and closes ticket raised in HITS.	None	10 mins	ICTD- Helpdesk
	TOTAL:	None	2 hrs	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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



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 Commur (ICTD)	ication T	echnology Dep	partment
Classification:	Simple			
Type of Transaction:	G2G – Government to Go	overnmer	nt	
Who may avail:	RCs/PMO/TMOs			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SI	ECURE
1. Request for Copy of Re	cords (RCR)	PPA We	ebsite (Downlo	adable form)
Client Steps	Agency Action	Fees to be paid Processing Person Responsible		
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of documents and verifies the request.	None	5 mins	ICTD Helpdesk
	1.2 Forwards request form to RC Head for approval.	None	5 mins	ICTD Helpdesk
	1.3 RC Head approves the request form.	None	5 mins	RC Head
	1.4 Data Extraction Preparation and Evaluation.	None	6 days and 30 mins	Application Support Team
	1.5 Informs the concern user that the request has been granted.	None	5 mins	ICTD Helpdesk
	1.6 Validates/Verifies with the user the completion of the request.	None	10 mins	ICTD Helpdesk
ТОТ	AL:	None	7 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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



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.

Information and Communication Technology Department (ICTD)				
Classification:	Simple			
Type of Transaction:	G2G – Government to Go	overnmer	nt	
Who may avail:	RCs/ PMO/TMOs			
CHECKLIST OF F	REQUIREMENTS	1	WHERE TO SI	ECURE
1. Domain/E-mail Account	Request (DEAR) Form PPA Website (Downloadable form)			adable 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.	None	5 mins	ICTD- Helpdesk
	1.2 Performs initial validation of the request and accompanying documents.	None	5 mins	ICTD- Helpdesk
	1.3 Logs the RSU as USR in HITS*	None	5 mins	ICTD- Helpdesk
	1.4 Registers/sets- up/Verifies/updates the corresponding record in the PPA System.	None	20 mins	ICTD- Technical
	1.6 Informs user of successful changes/updates in the Oracle System.	None	5 mins	ICTD- Helpdesk
	1.7 Validates/Verifies with the user the completion of the request.	None	10 mins	ICTD- Helpdesk
Per Part 6.3.1.1 of ARTA M.C. No.	TOTAL:	None	50 mins	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

- a. Complete documentary requirement submitted.
- b. Presentation of proper identification.

^{*}HITS - Helpdesk Information and Ticketing System



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. If the data needed is already available in the PPA website, CPD gives a walkthrough on how to access the statistical data.

Office/Division:		Corporate Plannir	nning Department (CPD)		
Classification:		Simple			
Type of Transac	ction:	G2G – Governme	ent to Government		
Who may avail:		Government Ager	ncies		
CHECKLIST	OF RE	QUIREMENTS	WHERE TO SECURE		
Official/Transmit	tal lette	Г	To be provided by the Client		
Client Steps	Agency Action		Fees to be paid	Processing Time	Person Responsible
1. Sends the official letter via courier and/or email.	1.1 Acknowledge the receipt of the letter.		None	10 mins	Statistician, CPD
G. 1 G. T. G	red ind cla the red the na (19 an na su (20	valuates the quest which cludes arifications sent to e Client. If the quest covers only e Annual tionwide mmary totals 978 to present) d quarterly tionwide mmary totals 015 to present) Port Statistics.	None	3 hrs	Statistician, CPD
		ne data request is ing processed.	None	2 days	Statistician, CPD
	b	eviews the data y the immediate upervisor.	None	4 hrs	Division Manager,



1.5 Submits the data to the requesting Government Agency through email and/or courier.	None	50 mins	Planning Division, CPD Statistician, CPD
TOTAL:	None	3 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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. If the data needed is already available in the PPA website, CPD gives a walkthrough on how to access the statistical data.

1. Sends the official letter via courier and/or email. 1. 2 Evaluates the request which includes clarifications sent to the Client. If the request requires:	Office/Division:	Corporate Planni	Office/Division:	ning Department (CPD)		
Who may avail: CHECKLIST OF REQUIREMENTS Official/Transmittal letter Client Steps Agency Action 1. Sends the official letter receipt of the letter. via courier and/or email. 1.2 Evaluates the request which includes clarifications sent to the Client. If the request requires: Government Agencies WHERE TO SECURE To be provided by the Client Pees to be paid Time Responsion None 10 mins Statisticia CPD Statisticia CPD	Classification:	Complex	Classification:			
CHECKLIST OF REQUIREMENTS Official/Transmittal letter Client Steps Agency Action 1. Sends the official letter via courier and/or email. 1.2 Evaluates the request which includes clarifications sent to the Client. If the request requires: WHERE TO SECURE To be provided by the Client Pees to be paid Time Responsi None 10 mins Statisticia CPD None 3 hrs Statisticia CPD	Type of Transa	tion: G2G – Governme	Type of Transaction:	nent to Government		
Client Steps Agency Action Fees to be paid Processing Time Person Responsion 1. Sends the official letter via courier and/or email. 1.1 Acknowledge the receipt of the letter. None 10 mins Statisticia CPD None includes clarifications sent to the Client. If the request requires: None 3 hrs Statisticia CPD	Who may avail:	Government Age	Who may avail:	ncies		
Client Steps Agency Action Fees to be paid Time Responsi 1. Sends the official letter via courier and/or email. 1.2 Evaluates the request which includes clarifications sent to the Client. If the request requires:	CHECKLIST	F REQUIREMENTS	CHECKLIST OF RE	WHERE TO SECURE		
1. Sends the official letter via courier and/or email. 1. 2 Evaluates the request which includes clarifications sent to the Client. If the request requires: Depaid Time Responsi	Official/Transmit	al letter	Official/Transmittal lett	To be provided by the Client		
official letter via courier and/or email. 1.2 Evaluates the request which includes clarifications sent to the Client. If the request requires:	Client Steps	Agency Action	Client Steps A			Person Responsible
data for annual port statistics by PMO/Port with maximum of 5- Year data; and (b) Port Traffic Statistics (PTS) with maximum of 3-Year data.	official letter via courier	receipt of the letter. 1.2 Evaluates the request which includes clarifications sent to the Client. If the request requires: (a) customized data for annual port statistics by PMO/Port with maximum of 5-Year data; and (b) Port Traffic Statistics (PTS) with maximum of 3-Year data.	official letter via courier and/or email. 1.2 E	None	10 mins 3 hrs	Statistician, CPD Statistician, CPD



1.4 Reviews the data by the immediate supervisor.	None	4 hrs	Division Manager, Planning Division, CPD
1.5 Submits the data to the requesting Government Agency through email and/or courier.	None	50 mins	Statistician, CPD
TOTAL:	None	7 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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. If the data needed is already available in the PPA website, CPD gives a walkthrough on how to access the statistical data.

Office/Division:	1	Corporate Plannir	ng Departn	nent (CPD)	
Classification:		Complex	Complex		
Type of Transa	ction:	G2G – Governme	ent to Government		
Who may avail:		Government Agei	ncies		
CHECKLIST	OF RE	QUIREMENTS	WHERE TO SECURE		
Official/Transmit	tal lette	Г	To be provided by the Client		
Client Steps	A	gency Action	Fees to be paid	Processing Time	Person Responsible
1. Sends the official letter via courier	red	cknowledge the ceipt of the letter.	None	10 mins	Statistician, CPD
and/or email.	rein cloto	valuates the equest which acludes arifications sent to the Client. If the equest requires: a) customized ata with specific equirements such as Port Types, types of Traffic to; (b) Forecasted ort Traffic; '(c) annual port eatistics by MO/Port with a fore than 5-Year; and (d) Port Traffic tatistics (PTS) with 3-to-5-Year ata.	None	7 hrs	Statistician, CPD



1.3 The data request is being processed.	None	18 days	Statistician, CPD
1.4 Reviews the data by the immediate supervisor.	None	1 day	Division Manager, Planning Division, CPD
1.5 Submits the data to the requesting Government Agency through email and/or courier.	None	50 mins	Statistician, CPD
TOTAL:	None	20 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



PPA TRAINING INSTITUTE (PPATI) External Services



1. Request for Use of Library

Facilitate the request for use of PPATI Library

Office/Division: Curriculum De		Curriculum De	evelopment and Research Division			
Classification:		Simple	mple			
I VNA Of Iransaction:			ment to Business ment to Government			
Who may avail:		PPA employee	s and the pub	olic		
CHECKLIST OF	REQ	UIREMENTS	V	WHERE TO SE	CURE	
Letter-Request/End of resource materia			Prepared by	the requesting	g/endorsing party	
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible	
1. Transmit/subm it the letter/ endorsement request and register in the visitor's logbook	; ; ;	Ask client on what resource material is needed and search in the OPAC (Online Public Access)	None	5 mins	Librarian	
	1	f not available, assist the client in finding another resource material from the OPAC	None	10 mins	Librarian	
		f available, release the book to the client for reading burposes nside the ibrary	None	5 mins	Librarian	
	1	Ask if there are requests for the photocopying of pages	None	1 min	Librarian	



2. Pay the	2.1 Issue official	Based on	5 mins	Special
necessary	receipt	the number		Collecting
amount of		of pages		Officer
photocopied		and PPA		
pages		existing		
p s.gee		rates		
	2.2 Reproduce the	None	10 mins	Admin. Staff
	resource			
	materials			
	2.3 Release of the			
	photocopies			
TC	TAL	None	36 mins	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



2. Request for Training Room

Facilitate the request for use of PPATI Training Room

Office/Division: Office of the De		epartment Ma	nager		
Classification:		Simple			
Type of Transacti	ion:	G2G - Governr	ment to Government		
Who may avail: PPA employee			s and stakeho	olders	
CHECKLIST OF	REQ	UIREMENTS	V	WHERE TO SE	CURE
Letter-Request/Endorsement with t following details: -Purpose -Schedule/Date -No. of pax		ment with the	Prepared by		g/endorsing party
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmit/ submit letter- request	()	Acknowledge receipt of document/s and evaluate completeness of the details Check availability of training room	None	1 hour	Property/Admin Officer
	3	nform stakeholder on the status of the request	None	1 hour	Property/Admin Officer
	i I	f approved, ssue notice/grant etter	None	1 hour	Property/Admin Officer
		Prepare terms of agreement	None	1 hour	Property/Admin Officer
2. Sign Terms of Agreement	room	are training and set-up d system & ector	None	1 hour	Property/Admin Officer



3. Settle training room fee	Issue official receipt	None	1 hour	Special Collecting Officer
TOTAL		None	6 hours	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



3. Request for Training

Facilitate the request for training

Office/Division:		Training Program Management Division			
Classification:		Complex			
Type of Transacti	on:	G2B - Government	to Business		
Who may avail:		Cargo Handling/Ter	minal Operat	tors and other	Stakeholders
CHECKLIST OF REQUIREMENTS			W	HERE TO SEC	CURE
Letter/email request with information about the requested training (e.g., course title, target participants, preferred training schedule and venue, etc.)			Prepared by	y the requestin	g party
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
Submit formal training		Receive formal request	None	1 day	Training Staff
request via registered mail or through official email	1.2 /	Acknowledge receipt of the request	None	1 day	Training Staff
2. Receive acknowledge ment receipt	í	Inform Department and/or Division Heads of the training request	None	1 day	Training Staff
) (Coordinate with requesting party to clarify and confirm the scope of the training request	None	1 day	Training Staff
	ı	Draft letter/email response to the requesting party	None	2 days	Training Staff
	ı	Submit letter/email response to the requesting party	None	1 day	Training Staff
	TOTA	L	None	7 days	



PORT CONSTRUCTION AND MAINTENANCE DEPARTMENT (PCMD) External Services



1. Request for Processing of Payment/Billing of Contractor

Covers all the payments to the contractors relative to the implementation of the Locally Funded Projects from Advanced Payments through Monthly Progress Billing, up to Final Billing and Retention Money.

Offi	ce/Division:	Port Construction	on and Maintenance Department		
Clas	ssification:	Highly Technica	al		
Тур	e of Transaction:	G2B – Governm	nent to Business		
Who	o may avail:	Contractor			
CI	HECKLIST OF REC	UIREMENTS	WHERE TO SECURE		
	gress Payment / Fi				
	risbursement Vouche Itilization Request (B	•	PCMD Office		
R	roject Brief History, eleases, Abstract of evelopment Plan	-	PCMD Office		
	contractor's request to ayment	or Progress	Contractor		
ar C	Certificate of Payment and Progress Accomp Computation	olishment	Contractor		
	copy of Previous Cer ayment and Progres		PCMD Office		
Ve S	6. Statement of Work Accomplished/ verified and certified by the PPA Supervising Project Engineer/ Project Engineer		PCMD Office		
7. S	tatement of time ela	psed and	PCMD Office		
8. S	upporting computati ections showing actu ccomplishments (wh	ıal	Project Site/ PCMD Office / Contractor		
	copy of Approved Co greement (first billing		PCMD Office		
	pproved Variation Oxtension(s) if there is		PCMD Office		
11. A	pproved Contract ting nd resumption order upported by justifica	ne suspension s duly	PCMD Office		
bi ad	rogress colored pho illboard showing sec ccomplished for pay	tions that are ment	Project Site/ PCMD Office		
	copy of test results of e billed	f materials to	Project Site/ PCMD Office/ Contractor		



14	Duly notarized affidavit certifying to the fact that claimant is the owner/	Contractor
	contractor	
15	Duly notarized affidavit certifying to the fact of the payment of labor, supplies, materials, equipment, insurance premiums, etc., in the work	Contractor
	Copy of Performance bond with validation certificate	Contractor/ Corporate Treasurer/ PCMD Office
17	Surety bond/ LC posted for advanced payment with validation certificate (if applicable)	Contractor/ Treasury Department/ PCMD Office
18	.CAR insurance with validation certificate	Contractor/ PCMD Office
19	Certificate of Completion/ Acceptance (if applicable)	PCMD Office
	elease/ Substitution of 10% etention Money	
1.	Contractor's request for the release/submission of 10% retention money.	Contractor
2.	Copy of Approved Certificate of Payments	PCMD Office/ Contractor
3.	Summary of the deduction of 10% Retention Money	PCMD Office
4.	Certificate of Project Completion/ Project Acceptance (if applicable)	Contractor/ PCMD Office
5.	Acknowledgment of Turn-over (if applicable)	PMO/ PCMD Office
6.	Surety Bond (for substitution/ release of 10% retention money)	Contractor
7.	Validation Certificate of Surety Bond	Contractor
8.	Copy of Certificate of Payment (if applicable)	PCMD Office



		Fees to	Processing	Person
Client Steps	Agency Action	be paid	Time	Responsible
1. Contractor shall submit request for billing/ payment (Including computation and supporting	1.1 PCMD Record Officer/Secretary received the Contractor's request and forward to PCMD Manager.	None		PCMD Record Officer/ Secretary/ Authorized Personnel
 document requirements) If in any case face-to-face transaction is not possible, submission of 	1.2 PCMD Manager acknowledge and forward the submitted request to concerned Division Manager.	None		Department Manager
documentary requirements may also be done via couriers and other electronic means such as email.	1.3 Division Manager assigned technical staff to evaluate and check quantity/ items of work to be billed against Project Accomplishment Report (PAR) and prepare its supporting quantity calculation sheet and the compliance with requirements (test results of the billed items, insurances). (The submitted documents is to be printed).	None		Division Manager/ Technical Staff



	144	.,		
	1.4 The computation of Billing including all documentary requirements will be forwarded to CSS for further validation and review.	None		Technical Staff
	1.5 Advised contractor via phone call/email with regards to lacking documents (if any).	None		Technical Staff
2. Submission of lacking documents or correction (if any)	2.1 Performs technical evaluation/ re- evaluation (on the submitted lacking documents).	None		Technical Staff
 If in any case face-to-face transaction is not possible, 	2.2 Checks compliance with requirements.	None		Technical Staff
submission of documentary requirements may also be done via couriers and other electronic	2.3 Endorses for payment and preparation of Disbursement Voucher and Budget Utilization Report (if found in order).	None		Admin Staff/ Technical Staff
means such as email.	2.4 Recommends the payments and signs (PAR, COP & Voucher) and endorses to Top Management for approval.	None		Division Manager, Department Manager
	TOTAL:	None	20 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



2. Request for Accreditation of Supplier/Manufacturer

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

Office/Division:	Port Construction	on and Mai	ntenance Depa	artment
Classification:	Highly Technica	al		
Type of Transaction	G2B – Governm	nent to Bus	siness	
Who may avail:	Supplier, Manuf	acturer & l	Fabricator	
CHECKLIST OF RE	V	WHERE TO SE	CURE	
1. Letter of Intent/Endo	rsement Letter	Supplier/	Manufacturer/	Contractor
Company Profile		Supplier/	Manufacturer	
3. DTI Certificate (if ap	olicable)	Departme Industry/S	ent of Trade ar Supplier	nd
4. SEC Certificate (if a	plicable)	SEC/Sup	plier	
5. BIR Certificate		BIR/Supp	olier	
Updated Business P Permit	ermit/ Mayor's	Local Go	vernment Unit/	'Supplier
Latest Audited Finar and BIR Latest Incor		Supplier/Manufacturer		
8. List of Work Experience/ Track Record/ List of Completed Projects		Supplier/Manufacturer		
9. List of Equipment/ Faphotos)	acilities (including	Supplier/Manufacturer		
Client Steps A	gency Action	Fees to be paid	Processing Time	Person Responsible
submit request for accreditation of their for endorsed are supplier. / Supplier to submit request of accreditation/ re- accreditation (including the complete requirements)	CMD records ceipt of contractor's/ upplier's request r accreditation of forward to the CMD Manager. CMD Manager knowledges quest and ward to ncerned Division Construction upport Staff for aluation.	None	20 days	PCMD Record Officer/ Secretary/ Authorized Personnel Department Manager



*The request may be submitted manually or electronically	1.3 Evaluate request for accreditation based on the submitted documents and advise supplier/ contractor with regards to lacking documents thru letter (if any).	None	Division Manager/ CSS Staff
Shall provide documents that are lacking.	2.1 Evaluate documents.	None	CSS Technical Staff
idoning.	2.2 Submit recommendation/ evaluation results.	None	Division Manager/ CSS Technical Staff
	2.3 Schedule the plant inspection for new supplier/s. (If possible) but if not, schedule a virtual presentation of the facilities and meetings with the officers/ plant incharge of the company.	None	CSS Technical Staff
	2.4 Prepare report of inspection and recommend approval.	None	Technical Staff
	2.5 Prepare letter of accreditation and recommends approval. (if the documents are in order)	None	CSS Technical Staff/Division Manager
	2.6 Approved the request for accreditation of supplier/endorsed	None	Department Manager



supplier of the contractor. 2.7 Forward to the Contractor/ supplier via email or thru records the letter of approval/ disapproval of their request for	None		Record Officer
accreditation. TOTAL:	None	20 days	



3. Request for Contract Time Extension/Suspension

This is applicable 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
Letter of Request		Contractor
 2. Supporting Documents 2.1 For unworkable weather/ rough sea condition: PAGASA Certification (Attachment-1) Coast Guard Certification (Attachment-2) Daily Accomplishment Report 2.2 For suspension/resumption order (Refer to Sec.9, Paragraphs 9.1-9.3 of IRR of RA 9184): Duly signed letter/communication regarding suspension/resumption orders. 		Contractor Assigned PM/PE
 (Attachment-3) 2.3 For port operation problem: Suspension Order for affected items of work (Attachment-4-if any) Certification and/or Summary Schedule of Port Operations (Attachment-5) 		PMO/ TMO
 2.4 For quantity overruns, changes/revisions and additional works being covered by an approved variation order but have not been given a corresponding time extension: Approved Variation Order/Tabulated Computation (Attachment-6) 2.5 For destructive typhoons, floods, earthquakes and epidemics, shortage of construction materials, general labor strikes, 		Contractor/ PCMD Office Contractor/ DILG/ PAGASA/ Coast Guard/ DTI/ LGU



peace and order problems that
disrupt construction operations
though no fault of the contractor.

- Certification of Appropriate
 Government Agencies such as
 DTI, DOLE, DILG, and DND,
 among others (Attachment-7)
- 2.6 Every request shall attach proposed Revised PERT/CPM

Contractor

proposed Re				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit letter of	1.1 PCMD records	None	20 days	PCMD
request (Letter	receipt of the	140110	20 dayo	Record
shall be	Contractor's			Officer /
addressed to	request for Time			Secretary
Department	Extension and			2 0 0 . 0 . d y
Manager,	forward to			
specifying	Department			
number of	Manager.			
extension days				
being	1.2 PCMD Manager	None		Department
requested, with	acknowledges			Manager
attached	and forwards the			
supporting	request to			
documentation.	concerned			
	Division			
N	Manager.			
Note:	4.0 Division	Mana		District
Cupporting	1.3 Division	None		Division
Supporting documents may	Manager assigned			Manager
be submitted	Technical Staff			
electronically	to evaluate/			
for the	review.			
purposed of	1001000.			
evaluation,	1.4 Evaluate the	None		Technical
however	submitted			Staff of
original copy of	documents/			Division and
the documents	attachments for			CSS Staff
should be	completeness			
submitted to the	and			
assigned	appropriateness			
Project	and compute the			
Engineer	favorable			
	number of days			
	to be considered			
	for extension.			
	(For the pre-			
	determined			



	1 .		Т	<u> </u>
	unfavorable days to the prosecution of the works at site, coordinate with PPDD.			
	1.5 Prepare evaluation report and submit to Division Manager concerned.	None		Technical Staff of Division and CSS Staff
	1.6 Advise contractor with regards to findings/ lacking documents thru letter (if any).	None		Department Manager
2. To submit/ provide documents, which are lacking or inappropriate.	2.1 Re-evaluation of documents/ attachments for completeness and appropriateness based on the additional documents submitted.	None		Division Manager/PM/ PE/ Technical Staff
	2.2 Submit evaluation results on the favourable number of days for contract time extension.	None		Division Manager/ Technical Staff
	2.3 Recommends the approval of the evaluated CTE to AGM-EO / OGM.	None	20 days	Department Manager
D. D. (OO (A) (ADT	TOTAL:	None	20 days	



4. Request for Variation Order/Change Order/Extra Work Order

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

Office/Division: Port Construction and Maintenance Department			artment		
	Classification: Highly Technica				
	Type of Transaction: G2B – Governr			siness	
Who may avail:		Contractor			
CHECKLIST C)F RFC		V	VHERE TO SE	CURE
Justification for Order				or/ Port Manag	
2. Lay-Out Plan/ F	Revised	d Plan	PPDD/ P	CMD/ AGM-E0)
Detailed Estima	ates		Field Offi	ce PPA/ Contra	actor
4. Quantity Calcul	lation S	Sheets	Field Offi	ce PPA/ Contra	actor
Canvass Costir	ng for N	/laterials	Field Offi	ce PPA	
Related Comm	unication	ons	PCMD O		
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit/ prepare required documents for request for variation order/change order/extra work order	rec Co cor pro and PC 1.2 PC acl for sul do cor	cMD records the ceipt of intractor's informe on the oposed V.O. In the composed V.O. In the c	None	20 days	PCMD Record Officer / Secretary/ Authorized Personnel Department Manager
	Division Manager 1.3 Division Manager assigns Technical Staff to check computations/ evaluate documents submitted from the Project Manager/ Project Engineer and prepare evaluation report		None		Division Manager/ Technical Staff of Division/ CSS Staff



	and other justification to support variation order. If necessary, require Contractor to submit additional documents thru letter			
2. To submit/ provide documents, which are lacking or inappropriate.	2.1 Re-evaluation of documents/ attachments for completeness and appropriateness. And, submit evaluation results to the concerned Division Manager	None		Project Manager/ Technical Staff
	2.2 Endorses for approval the tabulated computations for variation orders (including time extension analysis [if any]) to the Department Manager	None		Division Manager
	2.3 Recommends the approval of VO to the AGM-EO/OGM.	None		Department Manager
	TOTAL:	None	20 days	



5. Customer Communication Procedure - Simple

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

Office/Division:		Port Construction	and Mainte	enance Depart	ment	
Classification: Simple						
Type of Transaction	on:	G2B – Governmer G2C – Governmer	G2G – Government to Government G2B – Government to Business G2C – Government to Citizen			
Who may avail:		Contractor/ PPA R Others	C / PMOs	/ Government	Agencies /	
CHECKLIST OF	FRE	QUIREMENTS	1	WHERE TO S	ECURE	
None			Not Appli	cable		
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Letter of Communication. *May be submitted manually or electronically.	1.1 PCMD Records Officer records the receipts of customer communication and forward to PCMD Manager 1.2 PCMD Department Manager designates OPR to prepare reply.		None	3 days	PCMD Record Officer/ Secretary/ Authorized Personnel	
			None		Department Manager	
	1.3 The concerned Division Manager/ CSS personnel will prepare letter of reply/ response		None		Concerned Division Manager/ CSS Staff	
	1.4 PCMD Manager approves letter of reply.		None		Department Manager	
	1.5 Forward the reply thru email or thru Record		None		Record Officer	
		TOTAL:	None	3 days		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



6. Customer Communication Procedure - Complex

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

Office/Division:		Port Construction	n and Mai	ntenance Depa	artment
Classification:		Complex			
Type of Transac	ction:		nent to Government nent to Business		
Who may avail:		Contractor/ PPA Others			ent Agencies /
CHECKLIST C	F REC	QUIREMENTS	V	VHERE TO SE	CURE
None			Not Appli		
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible
1. Request for Information/Reports. *May be submitted manually or electronically.	the cu re- inf re- for P(CMD records e receipt of stomer's quest for formation/ ports and rwards to CMD Manager	None	7 days	PCMD Record Officer/ Secretary/ Authorized Personnel
	1.2 PCMD Manager forwards to responsible unit/division for appropriate action.		None		Department Manager
	Di CS ev se co re inf an	ne concerned vision Manager/ SS personnel valuate validity/ ensitivity; ensolidate quired formation/ data and prepare reply eter.	None		Division Manager/ CSS Staff
	ap re- inf	CMD Manager oproves the quested formation/ data release and	None		Department Manager



endorse to AGM- EO (if the request is addressed to AGM-EO 1.5 Record response in log sheet/ file response	None		PCMD Records Officer/ Secretary
TOTAL:	None	7 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



7. Customer Communication Procedure-Complaints/Concerns

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

Office/Division:		Port Constructio	n and Mai	ntenance Depa	artment	
Classification:		Complex				
Type of Transac	·					
Who may avail:		Contractor/ PPA Others	RC / PM	Os/ Governme	nt Agencies /	
CHECKLIST C	OF REC	QUIREMENTS	V	WHERE TO SE	CURE	
None			Not Appl			
Client Steps	Αg	gency Action	Fees to be paid	Processing Time	Person Responsible	
1. Complaints/ Concerns: *May be submitted manually or electronically.	recucco coo for Main and the second	CMD record ceipts of stomer's implaints/ incerns and rwards to PCMD anager CMD Manager rwards to epartment's ients atisfaction easurement eam (CSMT) for opropriate ction. The Department ients atisfaction easurement eam (CSMT) raluate validity/ ensitivity and ovide corrective/ eventive action and inform the oncerned vision.	None	7 days	PCMD Record Officer/ Secretary/ Authorized Personnel Department Manager CSMT	



1.4 The CSMT implements/ integrates in QMS and prepares reply to the PCMD Manager including the actions taken.	None		CSMT
1.5 PCMD Manager acknowledges the response and approves the reply letter/ memorandum.	None		Department Manager
1.6 PCMD forward the response to the customer via email/records.	None		Records Officer
TOTAL:	None	7 days	



PORT CONSTRUCTION AND MAINTENANCE DEPARTMENT (PCMD) Internal Services



8. Request for Release of Funds for Approved POWs for Repair and Maintenance Project

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

Office	e/Division:	Port Construction	and Maintenance Department		
Class	sification:	Highly Technical /	/ Complex		
Туре	of Transaction:	G2G – Governme	nt to Government		
Who	may avail:	PMOs			
CH	IECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
	gram of Works (PC)W) <i>OP-PCMD-</i>	PMO		
6.2F	-	_			
_	porting Documents				
2.1	Memorandum for PMO	AGIVI-EO ITOM			
22	Program of Work	\$			
2.3	•				
	Detailed Cost Est				
2.5	FORM re Listing	of Proposed			
	Engineering Proje				
	Capital Outlay Pr				
	& Maintenance (F				
2.6	Canvass of Price				
2.7	three (3) on each material				
2.7	2.7 Summary Sheet of Prices (signed by ESD/PM)				
2.8	Colored Pictures	of the Existing			
	Facilities/ Propos	_	PMO		
2.9	Cash Flow Sched	•			
	ESD/PM)	, ,			
2.10	Approved Prioritiz				
	Proposed R/M Pr	rojects			
	Plans	. 0.4 = 0			
2.12	Certification per A				
2 12	dated 12 August 2011				
2.13	2.13 History of Repair Works Previously Done on the Area of				
	the Proposed Pro				
2.14	Justification on the Proposed				
	Project				
2.15	Certification that	Repair Project is			
	not covered by M				
	Proposed Capital				
	arry-Over Projects		РМО		
1.	Memorandum re	quest from PMO	_		



Statement of Work Accomplished (SWA) duly signed by the PMO Letter of request for billing by the contractor.				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
New Repair Pro	jects			
*May be submitted manually or electronically	1.1 PCMD Record Officer Record receipts of approved POWs of PMOs from AGM-EO and forward to PCMD Manager	None	20 days	PCMD Record Officer/ Secretary/ Authorized Personnel
electronically	1.2 PCMD Manager forward to the Division Manager concerned.	None		Department Manager
	1.3The Division Manager delegates Technical Staff to review/ evaluate the computations and supporting documents and prepares results of evaluation/review Discuss with the concerned Division Manager the results of evaluation. If necessary, require the PMO to submit lacking/missing documents thru letter/memorandum.	None		Division Manager/ Technical Staff of Division / CSS



2. Request for Information/Reports.	 2.1 Technical Staff reevaluates documents/ attachments for completeness and appropriateness and submits to the Division Manager. 2.2 If found complete and in order, the PCMD Manager recommends for funding and endorse request for fund to AGM-EO. 	None		Technical Staff Department Manager
	TOTAL:	None	20 days	
Carry-Over Pro	jects			
1. Submit memorandum of request (Memo shall be addressed to AGM-EO, with attached supporting documentation.	1.1 PCMD Record Officer records receipt of memorandum of PMOs. 1.2 PCMD Manager forward to the Division Manager concerned.	None	7 days	PCMD Record Officer/ Secretary/ Authorized Personnel Department Manager
submitted manually or electronically	1.3The Division Manager delegates Technical Staff to review/ evaluate the computations and supporting documents and prepares results of evaluation/review Discuss with the concerned Division Manager the results of evaluation. If necessary, require the PMO to submit lacking/missing	None		Division Manager/ Technical Staff of Division / CSS



	documents thru letter/ memorandum.			
2.Request for Information/ Reports.	2.1 Technical Staff re- evaluates documents/ attachments for completeness and appropriateness and submits to the Division Manager.	None		Technical Staff
	2.2 If found complete, the PCMD Manager recommends for funding and endorse request for fund to AGM-EO.	None		Department Manager
	TOTAL:	None	7 days	



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 Contract	or, requesting			

CHECKLIST OF REQUIREMENTS	WHERE IO SECURE	
Letter from Contractor, requesting		
joint hydrographic survey to	Contractor	
determine the actual volume of silts	Contractor	
to be removed or accomplished		

, , , , , , , , , , , , , , , , , , , ,				
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
the joint	Contractor's			
hydrographic	request;			
survey				
	1.2DSD Manager	None		DSD
	review the			Manager
	submitted request			
	and instruct DMD /			
	PSD to evaluate			
	the request;			
	1.2 DMD along with	None		DMD
	1.3 DMD, along with	None		
	the Project			Manager / Project
	Manager, evaluates the			Manager
	Contractor's			iviariayer
	request and/or			
	the present			
	110 p. 000110			



	dredging			
	accomplishment;			
	1.4 DMD Manager or Project Manager confers with the PSD concerning the Contractor's	None		DMD and PSD Managers and Survey Section Chief
	request to determine the availability of DSD Survey Team;			PSD
	roam,	None		Manager
	1.5 Checks compliance with	None		/Section Chief
	requirements (test results of the billed items,			
	insurances)	None		Survey Team
	1.6 Advise contractor			DMD
	with regards to			Manager /
	lacking			Project
	documents (if			Manager
	any)			
2. Confirms 2	2.1 Courtesy call /	None	18 days	DMD Project
thru letter,	coordinate with	INOHE	10 days	Manager and
email or text	concerned PMO			PSD Survey
the schedule	Official regarding			Team
for the	the purpose of			
conduct of	the survey works;			
joint				
hydrographic 2	2.2 Conduct survey	None		PSD Survey
survey, and	work: -			Team /
send	Reconnaissance			Contractor
representativ	survey of area of			
e/s at the	concern;			
project site on the	- Preparation of			
agreed date	survey equipment and materials; -			
of joint	Establishment /			
survey	verification of			
33.709	volliloadoli oi			



	control points; Survey proper;			
-	Review /			
6	evaluation of raw			
	data;			
	If inconsistency			
	was found in the			
	raw data; re- survey the			
	affected area;			
2.3 F	Processing of	None		PSD Survey
	survey data: -			Team
	Consolidation			
	and processing of			
	survey data; - Plotting;			
	Submission of			
	survey plan;			
	Signing of survey	None		PSD,
p	olan;			Contractor
				and DSD
				Manager
2.5 [Dissemination of	None		DMD / Signed
S	survey plan			by DSD
	DMD and			Manager
	Contractor)			
Dor Dort 6 2 1 1 of ADTA M	TOTAL:	None	20 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			and DMD
Classification:		Highly Technica	Highly Technical		
Type of Transac	ction:	G2B – Governm	vernment to Business		
Who may avail:		Contractor			
CHECKLIST C	F REC	QUIREMENTS	V	WHERE TO SE	CURE
Request Lette supporting doc	. •		Contractor		
Client Steps Agency A			Fees to	Processing	Person
Client Steps	l Ao	ency Action		_	
Client Steps	Ag	ency Action	be paid	Time	Responsible
1. Submit letter		SD records		_	
·	1.1 D	•	be paid	Time	Responsible
1. Submit letter	1.1 D	SD records	be paid	Time	Responsible DSD -
Submit letter request for	1.1 D	SD records ceipt of	be paid	Time	Responsible DSD -
Submit letter request for Time	1.1 D	SD records ceipt of ontractor's	be paid	Time	Responsible DSD -
1. Submit letter request for Time Extension /	1.1 D rec Co	SD records ceipt of ontractor's	be paid	Time	Responsible DSD -
1. Submit letter request for Time Extension / Temporary	1.1 D re- Co re-	SD records ceipt of ontractor's quest;	be paid None	Time	Responsible DSD - Secretary
1. Submit letter request for Time Extension / Temporary Suspension	1.1 D red Co red 1.2 DS	SD records ceipt of ontractor's quest; SD Manager	be paid None	Time	Responsible DSD - Secretary DSD



g justification	instruct DMD to		
and	evaluate the		
supporting	request, take		
documents,	necessary action/		
addressed to	recommendation;		
Office of the			
of the	1.3 DMD Manager	None	DMD
Assistant	confers with the		Manager
General	Project Manager		and/or
Manager for	and Contractor		Project
Engineering	concerning the		Manager
(OAGME).	issues at hand		
	(suspension and /		
	or extension of		
	work duration);		
	,,		
	1.4DMD to report to	None	DMD
	the DSD		Manager
	Manager the		3
	status of the		
	project and		
	proposed		
	recommendation		
	/ action to be		
	taken;		
	tanon,		
	1.5 Coordination with	None	Project
	the concerned		Manager
	PMOs, if		
	applicable, and /		
	or project		
	inspector		
	concerning the		
	Contractor's		
	request (Work		
	Suspension and / or Time		
	Extension);		
	1.6 Determination of	None	Project
	Contractor's	140116	Manager
	justification falls		iviariayer
	under "Annex E"		
	under Annex E		



T		
of the IRR of the Revised RA 9184;		
1.7 Analyze the completeness of the supporting documents, if necessary, require Contractor to submit additional documents / information;	None	Project Manager
1.8 Prepares evaluation report or recommendation, including Executive Brief if for approval by Top Management;	None	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	DMD Manager
1.10 Approval or Endorsement to Top Management	None	DSD Manager



by the DSD			
Manager.			
TOTAL:	None	20 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 Technical			
Type of Transac	ction:	G2B – Government to Business			
Who may avail:		Contractor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Request Letter (either from the Contractor, PMOs or Port Users			Contractor / PMO's/ Port Users		
Project Status Report	us/ Accomplishment Project Manager/Project Engir			t Engineer	
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible



	T =			
1. Submit letter	1.1 DSD records	None	20 days	DSD -
request for	receipt of			Secretary
Variation	Contractor / PMO			
Order	or Port User's			
(Recapitulati	request; or			
on), including	Project Status			
the	Report by the			
correspondin	Project Inspector			
g justification	/Manager;			
and				
supporting	1.2DSD Manager	None		DSD
documents.	review			Manager
	the submitted			_
	request and			
	instruct DMD to			
	evaluate the			
	request, take			
	necessary action/			
	recommendation.			
	1.3DMD Manager	None		DMD
	confers with the			Manager and
	Project Manager			Project
	concerning the			Manager
	issues at hand			J
	(Variation /			
	Change Orders /			
	Project			
	Recapitulation);			
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
	1.4DMD to report to	None		DMD / Project
	the DSD			Manager
	Manager the			Managor
	status of the			
	project and			
	proposed			
	recommendation			
	/ action to be			
	taken;			
	ianen,			
	1.5 Coordinate /	None		DMD / Project
	discuss with the	140110		Manager
	concerned			iviariagei
	Concented			



PMOs, if applicable and / or project inspector concerning the Status of the project;		
1.6 Prepare the proposed Order accompanied with the plans, computations as to the quantities of the increase/ decrease works involved per item and a detailed estimate of the unit cost of such items of work, together with justifications work, together with justifications Order or Extra Work Order;	None	Project Manager
1.7 DMD Manager upon receipt of the proposed Variation Order (Recapitulation) conducts investigation /review to verify the need for the work to be prosecuted and evaluate the proposed plan, quantity calculation and	None	DMD Manager



	the DSD anager. TOTAL:	None	20 days	
То	p Management			3. 2.0
·	proval or dorsement to	None		DSD Manager
inv su DS ap en do ap	ces of the work rolved and bmits to the SD Manager for proval or his dorsement if cument is for proval by Top anagement;			



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 – Government			nent to Business		
Who may avail:		Contractor			
CHECKLIST O	FREG	QUIREMENTS	V	VHERE TO SE	CURE
1. Request Letter	from t	the Contractor	Contracto	or	
Client Steps	Ą	gency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit letter request for Billing, including correspondin g justification /supporting documents.	red red pa 1.2 DS rev su an to ev red ne	SD records ceipt of c	None	20 days	DSD - Secretary DSD Manager
	co Pro an co red	MD Manager nfers with the oject Manager d/or Inspector ncerning the quest and rifies the	None		DMD Manager and Project Manager



T	I	T	
cumulative accomplishment to date;			
1.4 DMD to report to the DSD Manager the status of the project and proposed recommendation / action to be taken;	None		DMD Manager
1.5 Coordinate / discuss with the Project Manager and / or project inspector concerning the Status of the project;	None		DMD / Project Manager
1.6 Review and evaluates the Contractor's SWA including the accompanied plans and computations as to the correctness of quantities of works involved per item and the unit cost of such items of work, together with other pertinent supporting documents;	None		Project Manager
1.7 DMD Manager upon receipt of	None		DMD Manager



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



5. Request for Survey Works, Internal (PMOs and PPDD) 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			ıl			
Type of Transaction: G2G-Governm			ent to Government			
Who may avail:	NG/LGU					
CHECKLIST O	FREG	QUIREMENTS	V	WHERE TO SE	CURE	
Letter from Nonderschitch Surveys		J, requesting r Topographic	NG/LGU			
Client Steps	Αç	gency Action	Fees to be paid	Processing Time	Person Responsible	
Submit letter request for the survey	1.1 DSD records receipt of request;		None	2 days	DSD - Secretary	
	1.2 DSD Manager review the submitted request and instruct PSD to evaluate the request, take necessary action and coordinate with the requesting party, if necessary;		None		DSD Manager	
	th	SD, along with ne Principal ngr, evaluates	None		PSD Manager	



the request, work includes research on the proposed site, prevailing weather pattern, assigning of survey team, scheduling, right of way issue, etc.		
1.4PSD 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	2.1 PSD to prepare	None	PSD Survey
thru letter,	reply letter to the		Team Leader
phone call,	Requesting		
email or text	Office informing		
the schedule	the schedule of		
for the	the requested		
conduct of	survey and to be		
joint	signed by the		
hydrographic	DSD Manager;		
survey and			
send	2.2 Conduct survey	None	PSD Survey
representativ	work: -		Team
e/s at the	Reconnaissance		
project site	survey of area of		
on the	concern; -		
agreed date	Preparation of		
of joint	survey		
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-		
	survey the		
	affected area;		
	2.3 Processing of	None	PSD Survey
	survey		Team
	data:		
	- Consolidation		
	and processing		
	of survey data; -		
	Plotting;		
	- Submission of		
	survey plan;		PSD and
	-)	None	DSD
		_	Manager



2.4 Signing of survey plan;2.5 Dissemination of survey plan	None		DSD Manager
TOTAL:	None	20 days	



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 Transac	tion:	G2G-Governme	ent to Gove	ernment	
Who may avail:		PMO'S/NG/LGU	J		
CHECKLIST O	FREG	QUIREMENTS	V	VHERE TO SE	CURE
Letter from NG/LGU, hydrographic and or T Surveys		. •	NG/LGU		
Client Steps	Agency Action		Fees to be paid	Processing Time	Person Responsible
Submit letter request for the survey	re	SD records eceipt of equest;	None	2 days	DSD - Secretary
	re si re in ev re no ai w re	SD Manager eview the ubmitted equest and struct PSD to valuate the equest, take ecessary action and coordinate ith the equesting party, necessary;	None		DSD Manager
	th E th w re pi pi	SD, along with all Principal angr, evaluates are request, ork includes assearch on the roposed site, revailing eather pattern, assigning of	None		PSD Manager



		1		
	survey team,			
	scheduling, right			
	of way issue,			
	etc.			
	1.4PSD submits	None		PSD
	recommendation		N	1anager
	to the DSD			
	Manager, either			
	for approval or			
	not;			
	1.5 If considered,	None		PSD
	PSD to schedule		N	1anager
	the survey work			
	and prepares			
	travel documents			
	and needed			
	equipment;			
	1.6 PSD to prepare	None		PSD
	reply letter to the		N	1anager
	Requesting			
	Office informing			
	the schedule of			
	the requested			
	survey and to be			
	signed by the			
	DSD Manager			
2. Confirms	2.1 PSD to prepare	None	PS	D Survey
thru letter,	reply letter to the		Tea	ım Leader
phone call	, Requesting			
email or te	ext Office informing			
the schedu	ule the schedule of			
for the	the requested			
conduct of	, , , , , , , , , , , , , , , , , , , ,			
joint	signed by the			
hydrograp				
survey and				
send	2.2 Conduct survey	None	PS	D Survey
representa				Team
e/s at the	Reconnaissanc			
project site	e e survey of area			



on the agreed date	of concern; - Preparation of			
of joint	survey			
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-survey the			
	affected area;			
	ancolou arca,			
	2.3 Processing of	None		PSD Survey
	survey data:			Team
	 Consolidation 			
	and processing			
	of survey data; -			
	Plotting;			
	- Submission of			
	survey plan;			
	2.4 Signing of	None		PSD and
	survey plan;			DSD
	,			Manager
				•
	2.5 Dissemination of			
	survey plan	None		DSD
				Manager
	TOTAL:	None	20 days	



DREDGING AND SURVEY DEPARTMENT (DSD) Internal Services



7. Survey Works for PPDD (For Port Development)

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 S	Survey Department- PSD and DMD		
Classification:		Highly Technical			
Type of Transac	G2B – Governm	nent to Gov	vernment		
Who may avail:		PPDD			
CHECKLIST C	OF REC	UIREMENTS	V	WHERE TO SE	CURE
1. Request Lette	r		PPDD		
Client Steps	۸۵	ency Action	Fees to	Processing	Person
Cheffi Steps	79	elicy Action	be paid	Time	Responsible
1. Submit	1.1DS	SD records	None	2 days	DSD -
memo	re	ceipt of PPDD's			Secretary
request for	re	quest;			
the survey					
		SD Manager	None		DSD
	_	view the			Manager
		bmitted			
		quest and			
		struct PSD to			
		aluate the			
		quest, take			
		cessary action			
		d coordinate			
		th the			
		questing party,			
	it r	necessary;			
	1 3 PS	SD, along with	None		PSD
		e Principal	110110		Manager
		ngineer,			
		aluates the			
		quest, work			
		cludes research			
		the proposed			



		1		
	site, prevailing weather pattern, assigning of survey team, scheduling, right of way issue, etc.			
	1.4PSD 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 or informal meeting the schedule for the conduct of topo- hydro	2.1 Courtesy call / coordinate with concerned PMO or LGU Official regarding the purpose of the survey works;	None	18 days	PSD Survey Team Leader
survey and send representati	2.2Conduct survey work: -Reconnaissance	None		PSD Survey Team



Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



8. 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 Department- PSD and DMD			
Classification:		Highly Technica	Highly Technical			
Type of Transaction: G2B – Govern			nent to Gov	vernment		
Who may avail:		PMO				
CHECKLIST C	F REC	UIREMENTS	V	WHERE TO SE	CURE	
1. Request Mem	0		PMO's			
Client Steps	Ag	ency Action	Fees to be paid	Processing Time	Person Responsible	
Submit memo request for the dredging	1.1 DSD records receipt of PMO's request; 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 Engineer, evaluates the request, work includes research on the proposed site, prevailing weather pattern, assigning of survey team,		None	2 days	DSD - Secretary	
or survey works.			None		DSD Manager	
			None		PSD Manager	



1	scheduling, right of way issue, etc. 1.4PSD submits recommendation to the DSD Manager, either	None		PSD Manager
1	for approval or not; 1.5 If considered, PSD to: - Include the proposed	None		PSD Manager
	dredging on DSD Annual Dredging Program; 1.6 PSD to prepare reply letter to the	None		DSD Manager
	Concerned PMO informing the management decision. TOTAL:	None	20 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:		Port Planning and [Port Planning and Design Department (PPDD)			
Classification:		Highly Technical	Highly Technical			
Type of Transacti	G2B – Government	to Busine	SS			
Who may avail:		Consultancy Servic	es Provide	ers (Consultant	s)	
CHECKLIST O	FRE	QUIREMENTS	W	HERE TO SE	CURE	
1. Letter requesting	g for	Time Extension	Provided b	by the Consulta	ant	
Client Steps	ı	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).	 	Upon receipt of the letter-request from the OAGME with instructions, the PPDD Secretary records the Consultant's request for time extension.	None	20 days	PPDD Secretary	
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	t t e r f a t	The PPDD Manager instructs the PPD Manager to conduct the evaluation of the request and prepare appropriate recommendation/s thereof with corresponding fustification/s, if	None		PPDD Manager/ Secretary	



" "	1		
e-mail address: horecords@ppa.c om.ph, for transmittal to PPDD.	1.3 PPD conducts the evaluation of the request for time extension, with complete	None	PPD Manager/ Staff
	supporting documents, and prepares appropriate recommendations/ documentations.		
	Note: Evaluation/s and recommendation/s are based on the existing Terms of Reference (TOR) and Contract.		
	1.4 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	PPDD Manager/ Secretary
	1.5 The GM approves or disapproves the request for time extension.	None	General Manager
	1.6 PPD informs the Consultant whether the request for time extension has approved or disapproved.	None	PPD Manager/ Staff
	1		



T			
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.			
TOTAL:	None	20 days	



2. Request for Processing of Payment/Billing of Consultant

PPA shall pay or reimburse to the Consultant for the expenditures incurred in respect of the services but subject to the ceiling amount specified in the contract.

The Consultant shall provide PPA all the supporting documents and appropriate receipts for the expenses incurred which shall not exceed the ceiling amount as stated on the contract.

Office/Division:		Port Planning and Design Department (PPDD)				
Classification:		Complex				
Type of Transacti	ion:	G2B – Government to Business				
Who may avail:		Consultancy Service	es Provide	ers (Consultant	s)	
CHECKLIST OF REQUIREMENTS			W	HERE TO SE	CURE	
Letter request with complete Billing Documents (1 original, 1 duplicate)		Provided b	by the Consulta	ant		
Client Steps	,	Agency Action	Fees to be paid	Processing Time	Person Responsible	
of request for processing of payment/billing addressed to the AGME, with complete supporting documents.		Upon receipt of the letter-request from the OAGME with instructions, the PPDD Secretary records the Consultant's request for processing of payment/billing.	None	p7 days	PPDD Secretary	
Note: If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done		The PPDD Manager instructs the PPD Manager to evaluate the submitted billing documents.	None		PPDD Manager/ Secretary	
electronically. The request should be officially sent to the ASD's e-mail address: horecords@ppa.c om.ph, for	;	PPD evaluates the submitted billing documents with complete supporting documents.	None		PPD Manager/ Staff	
			None		PPD Manager/	



transmittal to PPDD.	1.4 PPD forwards to the PPDD Manager the evaluated billing documents along with the Executive Brief (EB), Consultancy Brief (CB), Project Status, Budget Utilization Request (BUR), and Disbursement Voucher (DV). 1.5 PPDD forwards the evaluated billing documents, with pertinent supporting documents, to the AGME for his approval/endorsement of the same to the General Manager, for subsequent approval or disapproval.	None		PPDD Manager/ Secretary
	TOTAL:	None	7 days	



3. 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 Agenc	Government Agencies (e.g. LGU, DPWH, DOTr)				
CHECKLIST O	FRE	QUIREMENTS	W	HERE TO SE	CURE		
 Letter requestir Assistance 	ng fo	r Technical	Provided b	by the Client			
			Fees to	Processing	Person		
Client Steps	4	Agency Action	be paid	Time	Responsible		
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	le th ir re re te a 1.2 T M th ir c M 7 fa	Ipon receipt of the etter-request from the OAGME with instructions, the PPDD Secretary ecords the Client's equest for echnical essistance. The PPDD Manager reviews the request and instructs the oncerned Division Manager (PIAD, PPD or DED) to acilitate the same.	None	19 days	PPDD Secretary PPDD Manager PPDD Secretary		
horecords@ppa.c om.ph, for transmittal to PPDD.	c (I a a PIAI facil	orwarded to the oncerned Division PIAD, PPD or DED) for ppropriate oction/s. Devaluates the ity requirements are port.			Secretary		



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



the PPDD Manager for review/ consideration.		
DED evaluates the design plans and prepares evaluation report.		
1.3.3a The DED Manager reviews the request and instructs the concerned Technical Staff (Designer, Estimator, Architect and Electrical Engineer) to conduct and prepare evaluation report. Design/	None	DED Manager
Structural Architectural		Civil/Structural Engineer
Electrical		Architect
Estimating		Electrical Engineer
Duration for the need to request/		Civil Engineer/ Estimator
coordinate additional data from client.		Technical Staff/Client
Duration for the need to conduct joint site inspection.		Technical Staff/Client
1.3.3b The DED Manager reviews and submits the evaluation report summary to the	None	DED Manager/ Staff



	PPDD Manager for 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		PPDD Manager
	1.5 PPDD submits the evaluation report with draft reply/memo to the AGME for consideration.	None		PPDD Manager/ Secretary
2. Receives the results of the evaluation report.	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	1 day	PPDD Manager/ Staff
	TOTAL:	None	20 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 [Design Der	partment (PPD	D)	
Classification:		Complex				
		G2G – Governmen	t to Goverr	nment		
Who may avail:		Other Departments Offices	Other Departments at PPA Head Office, Port Management			
CHECKLIST OF	FRE	EQUIREMENTS	W	HERE TO SE	CURE	
Accomplished Re Records Form Memo requesting		.,,	PPDD Provided b	by the HO Dep	artment or	
and data	y 101	documents	PMO	у ше по вер	aitinent oi	
Client Steps	4	Agency Action	Fees to be paid	Processing Time	Person Responsible	
accomplished request for copy of records form or memo/ request for documents and 1 data. Note: If in any case face-to-face transaction is not possible, submission of documentary requirements may	1.2 - 1 	The PPDD Secretary records receipt of the request for documents/data. The PPDD Manager evaluates the request and instructs the concerned Division Manager/s (PIAD, PPD or DED) to facilitate the request.	None	6 days	PPDD Secretary PPDD Manager/ Secretary	
also be done electronically. 1 The request should be officially sent to the ASD's e-mail address: horecords@ppa.com.ph, for transmittal to PPDD.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	The PIAD, PPD or DED Manager prepares the requested documents/data and a memorandum transmitting the same to the requesting party and submits it to the PPDD	None		PPD, PIAD or DED Manager/ Staff	



	Manager for review/approval. 1.4 The PPDD Manager signs the memorandum/ communication letter.	None		PPDD Manager
2. Receives requested documents/ data.	2. PPDD forwards the requested documents/data to the requesting party. Note: If in any case face-to-face transaction is not possible, PPDD shall forward the requested documents/data to the ASD's e-mail address for official transmittal of the same to the requesting party.	None	1 day	PPDD Secretary
_	TOTAL:	None	7 days	



5. 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:		Port Planning and Design Department (PPDD)				
Classification:		Highly Technical				
Type of Transaction	Type of Transaction: G2G – Government to Government					
Who may avail:		Port Management Offices (PMOs)				
-	FRE	QUIREMENTS	WHERE TO SECURE			
1. Memo requestin	ng for	Evaluation of POW	Provided	Provided by the PMO		
2. Project Evaluati			Project In Division	dentification an	d Appraisal	
3. Summary of Fac	cility	Requirements	Project In Division	dentification an	d Appraisal	
 Summary of Past Port Traffic Tem 		d Present Historical	Project In Division	dentification an	d Appraisal	
Port Traffic Proj	n Template	Project Identification and Appraisal Division				
6. Project Evaluati	on R	eport Form	Project Preparation Division			
7. Checklist in prepared	oarat	ion of POW	Detailed Engineering Division			
8. Project Feature		Detailed Engineering Division				
9. Individual Project	ct Pro	ogram of Work	Detailed	Engineering Di	vision	
10. Breakdown of E	stima	ated Expenditures	Detailed	Engineering Di	vision	
11. Approved Budge	et for	the Contract	Detailed	Engineering Di	vision	
12. Bill of Quantities	3		Detailed	Engineering Di	vision	
13. Construction Sc	hedu	le and Cash-Flow	Detailed Engineering Division			
14. Detailed Cost E	stima	ites	Detailed Engineering Division			
15. Labour Rates an latest edition of			Detailed Engineering Division			
16. Unit Price of Ma	terial	s	Detailed Engineering Division			
17. Summary of Ca Materials	sed Price of	Detailed Engineering Division				
18. Summary of Co	ction Materials	Detailed Engineering Division				
19. Design Calculation			Detailed Engineering Division			
Client Steps	Client Steps Agency Action		Fees to be paid	Processing	Person Responsible	
1. Submits POW	1.1	Upon receipt of the	None	20 days	PPDD	
for evaluation,		letter-request from		,	Secretary	
with complete		the OAGME with			_	



	1		1	Т	
supporting		nstructions, the			
documents, for		PPDD Secretary			
the approval	r	ecords the			
and funding of	S	submitted POW			
the AGME.	V	vith complete			
Note: If in any	II.	supporting locuments.			
case face-to-face		ocaments.			
	1.2 1	The PPDD	None		PPDD
possible,		Manager forwards	None		Manager/
submission of		he POW to			Secretary
documentary		different divisions			Secretary
requirements may	-	PIAD, PPD and			
also be done	,	DED) depending on			
	II.	he status of the			
electronically.		submitted POW.			
The request should					
be officially sent to	Note:	PPDD identifies if			
the ASD's e-mail	the su	ıbmitted project			
address:	propo	sal is included in			
horecords@ppa.co	the M	TPIP.			
m.ph, for					
transmittal to	1.3 l	f the submitted	None		PPDD
PPDD.	þ	proposed project is			Manager/
	r	ot included in the			Secretary
	N	MTPIP, POW will			•
	b	e forwarded to			
	F	PIAD and PPD.			
		POW is forwarded			
	to PIA	ND.			
	1.3.1	The PIAD	None		PIAD
		Secretary then			Secretary
		receives/logs the			,
		submitted POW			
		and supporting			
		documents.			
	1.3.2	The PIAD	None		PIAD Manager
		Manager instructs			
		the assigned			
		Section Chief to			
		facilitate the			
		review,			
		assessment and			
		validation of the			
		proposed project			
		necessity.			



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	None	Section Chief (Principal Engineer A)
the Section Chief assigns the Technical Staff to review, assess and validate the necessity of the proposed project.		
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:	None	Technical Staff with the Section Chief Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port Draftsman, Financial Planning Analyst, and Assistant Port Engineers
1.3.3b The Technical Staff presents and discusses the final result of the review, assessment and validation of the necessity of the	None	Technical Staff with the Section Chief Section Chiefs, Principal



Note: The identifies project is not base	he PIAD is if the proposed is necessary or ed on PIAD assessment and		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	PIAD Manager
1.3.3.2	If the proposed project is not necessary based on PIAD review, assessment and validation, the Technical Staff discusses with the assigned Section Chief the preparation of draft memo with attached documents and justifications to return the POW to PMO.	None	Technical Staff with the Section Chief Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port Draftsman, Financial Planning Analyst, and Assistant Port Engineers



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1.3.3.2a The PIAD Manager reviews the draft memo, supporting documents/ justifications.	None	PIAD Manager
1.3.4 If the proposed project is not yet evaluated by the Head Office, the PIAD Secretary receives/logs the submitted POW and supporting documents.	None	PIAD Secretary
1.3.4a The PIAD Manager instructs the Section Chief for the review and evaluation of the submitted POW.	None	PIAD Manager
1.3.4b The Section Chief instructs the Technical Staff to evaluate the proposed project.	None	Section Chief (Principal Engineer A)
1.3.4c The Technical Staff evaluates the necessity of the proposed project through project evaluation.	None	
The following steps will be used in evaluating the necessity of the proposed project:		
 Assessmen t of the existing port facilities. 		Principal Port Draftsman
 Analysis of past and present port traffic, 		Financial Planning Analyst



 . ,		<u> </u>
including berth occupancy rate, and undertake traffic forecast. Calculation of actual facility requirements.		Principal Engineer C/ Supervising Engineer A and Assistant Port Engineers
I.3.4.1 If the proposed project is necessary, based on PIAD Evaluation, the Technical Staff discusses with Section Chief the recommendati on of the proposed project.	None	Technical Staff with the Section Chief Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port Draftsman, Financial Planning Analyst, and Assistant Port Engineers
1.3.4.1a The PIAD Manager reviews the recommended proposed project to be referred to PPD for further evaluation.	None	PIAD Manager
I.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	None	Technical Staff with the Section Chief Section Chiefs, Principal Engineer C/Supervising Engineer A, Principal Port Draftsman, Financial



1		
complete evaluation an other supporting documents, returning the POW to PMO		Planning Analyst, and Assistant Port Engineers
1.3.4.2a The PIAD Manager reviews the draft memo returning the POW to PMO.		PIAD Manager
1.4 The PPD Secretary receives/ logs the submitted POW and supporting documents.		PPD Secretary
1.4.1 The PPD Manager instruct the Section Chief to evaluate/validate the proposed project.	f	PPD Manager
1.4.2 The Section Chie assigns the Technical Staff to review, evaluate and validate the proposed project if in accordance with the Master Plan.		Section Chief (Principal Engineer A)
1.4.3 The Technical Staff reviews, evaluates, validates the proposed project based on the following port development parameters: • Orientation scale, character, direction and		Technical Staff Principal Port Draftsman Principal Engineer C/ Supervising Engineer A



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 Plan of the port.			
Staff presents and			Technical Staff with Section Chief
the proposed project is in accordance with the			
project is in accordance with the Master Plan, the PPD Manager reviews the final	None		PPD Manager
	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 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) Note: PPD identifies if the proposed project is in accordance with the Master 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	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 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) Note: PPD identifies if the proposed project is in accordance with the Master 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	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 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) Note: PPD identifies if the proposed project is in accordance with the Master 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



DED for POW evaluation.		
evaluation.		
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 attached supporting documents/justific ations and/or recommended/rev ised suggested plans to return the POW to PMO.	None	Technical Staff with Section Chief
1.4.6a The PPD Manager reviews the draft memo, supporting documents/justifications, suggestions and recommendations of the PPD.	None	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	DED Secretary
1.5.1 The DED Manager instructs the Technical Staff to study the POW, and after that review and evaluate it	None	DED Manager



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



1			
	 The Architect/ Principal Architect reviews and evaluates the architectural designs and drawings as 		
	needed. • The Electrical Engineer/ Principal Engineer reviews and evaluates electrical plans		Architect/ Principal Architect
	and drawings as needed.		Electrical
	1.5.4 The DED Manager returns POW to PPDD Manager with attached memo for signature.		Engineer/ Principal Engineer
	Note: DED identifies if the POW is in order.	Nama	DED Manager
	1.5.5 If POW found to be in order (No Findings), the DED Manager submits memo to be signed by the PPDD Manager endorsing the POW to AGME for	None	DED Manager
	funding.	None	DED Manager
	1.5.5a The PPDD Manager reviews and signs the memo attached to POW.		
	1.5.6 If POW found not to be in order or have findings (have one or		



Note: PPDD for OAGME the sign		
1.5.6a The PPD Manager rev signs the me attached to F	iews and mo	
DED Manage submits mem signed by PF Manager returned the said POV PMO for revibased on the attached evareports.	no to be PDD urning V to sion None	PPDD Manager DED Manager

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



6. 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)				
CI	assification:	Complex				
Ту	pe of Transaction	t to Government				
W	ho may avail:	Offices (PN	лОs)			
CHECKLIST OF REQUIREMENTS		W	HERE TO SE	CURE		
1.	Memo requestin POW	g for Evaluation of	Provided b	by the PMO		
2.	Project Feature Work, Cost and	(including Scope of Duration)	Detailed E	Ingineering Div	vision	
3.		ct Program of Work	Detailed E	ingineering Div	ision/	
4.	Detailed Cost Es	stimates	Detailed E	ingineering Div	/ision	
5.	Summary of Cos			ingineering Div		
6.		hedule and Cash-Flow		ngineering Div		
7.	Canvass of Items and Activities for ECC		Detailed Engineering Division			
8.	Terms of Refere	nce (if needed)	Project Preparation Division			
	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
1.	Submits POW	1.1 The PPPD Secretary		7 days	PPDD	
	for ECC	records receipt of		,	Secretary	
	application,	the submitted				
	with complete	POW with complete				
	supporting	supporting				
	documents, for	documents.				
	the approval					
	•	1.2The PPDD Manager	None		PPDD	
	the AGME.	instructs the PPD			Manager/	
N/a	ote: If in any	Manager to evaluate the POW for ECC			Secretary	
	ise face-to-face	application.				
	ansaction is not	application.				
		1.3The PPD Manager	None		PPD Manager	
,	ıbmission of	instructs the Section				
do	ocumentary	Chief to undertake				
	quirements may	appropriate action/s.				



also be done			
•	1.4The Section Chief assigns the PPD	None	Section Chief
The request should			
be officially sent to	the POW.		
the ASD's e-mail	4 5 Th - DDD 04-#	None	DDD Ctoff
_	1.5 The PPD Staff	None	PPD Staff
<u>horecords@ppa.co</u> m.ph, for			
transmittal to	following: a. Evaluates the		
PPDD.	POW with		
	complete		
	supporting		
	documents		
	covering the		
	amount of funds		
	necessary for		
	ECC		
	application; and b. Prepares		
	appropriate		
	action papers		
	for review and		
	approval of the		
	PPDD Manager.		
	Note: If POW is not in		
	order, it will be returned		
	to PMO for revision and		
	the PPD Staff prepares		
	memo to PMO returning said POW		
	(Processing Time ends		
	upon release of memo		
	to PMO).		
	,	Nana	Coation Chief
	1.6 The PPD Staff	None	Section Chief with PPD Staff
	discusses with the Section Chief the		Willi PPD Stall
	recommended		
	action and drafts a		
	memorandum to the		
	AGME for approval		
	and funding (or		
	memo returning the		
	POW to PMO for		
	revision).		



1.7The PPD Manager reviews the draft memorandum.	None		PPD Manager
1.8 The PPDD Manager reviews and instructs to finalize the memorandum.	None		PPDD Manager
Note: PPDD forwards to OAGME the signed memo for AGME's approval and signature.			
TOTAL:	None	7 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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7. 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)			D)
Classification:		Highly Technical			
Type of Transaction: G2G – Government to Government					
Who may avail:		Other Departments Offices	at PPA He	ead Office, Por	t Management
CHECKLIST OF REQUIREMENTS		QUIREMENTS	WHERE TO SECURE		
1. Memo requestir Assistance	ng fo	r Technical	Provided by the HO Department or PMO		
Client Steps	ı	Agency Action	Fees to be paid	Processing Time	Person Responsible
memo/ 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	m th ir P te a 1.2 T M th ir C M P fa (I D a	Ipon receipt of the nemo/request from ne OAGME with nstructions, the PDD Secretary ecords the Client's equest for echnical ssistance. The PPDD Manager reviews ne request and nstructs the oncerned Division Manager (PIAD, PPD or DED) to acilitate the same. Request is prwarded to the oncerned Division PIAD, PPD or DED) for ppropriate ction/s.	None	19 days	PPDD Secretary PPDD Manager PPDD Secretary



PIAD evaluates the facility requirements of the port.		
1.3.1a The PIAD Manager instructs the Technical Staff to prepare the evaluation report of the facility requirements.	None	PIAD Manager
1.3.1b The Technical Staff prepares the evaluation report of the facility requirements.	None	Technical Staff
1.3.1c The PIAD Manager reviews the submitted evaluation report of the facility requirements.	None	PIAD Manager
1.3.1d The PIAD Manager submits the evaluation report to the PPDD Manager.	None	PIAD Manager /Staff
PPD facilitates the project evaluation.		
1.3.2a The PPD Manager instructs the Technical Staff to conduct and prepare project evaluation.	None	PPD Manager
1.3.2b The Technical Staff to conduct and prepare project evaluation.	None	Technical Staff
1.3.2c The PPD Manager reviews and submits the	None	PPDD Manager



project evaluation		
summary report to the PPDD Manager for review/ consideration.		
DED evaluates the design plans and prepares evaluation report.		
1.3.3a The DED Manager reviews the request and instructs the concerned Technical Staff (Designer, Estimator, Architect and Electrical Engineer) to conduct and prepare evaluation report.	None	DED Manager
Design/ Structural		Civil/Structural Engineer
Architectural		Architect
Electrical		Electrical Engineer
Estimating		Civil Engineer/ Estimator
Duration for the need to request/coordinate additional data from client.		Technical Staff/Client
Duration for the need to conduct joint site inspection.		Technical Staff/Client
1.3.3b The DED Manager reviews	None	DED Manager/ Staff



	and submits the evaluation report summary to the PPDD Manager for 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		PPDD Manager
	1.5 PPDD submits the evaluation report with draft reply/memo to the AGME for consideration.	None		PPDD Manager/ Secretary
2. Receives the results of the evaluation report.	2. PPDD releases the results of the evaluation report.	None	1 day	PPDD Manager/ Staff
·	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.			
	TOTAL:	None	20 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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CONTROLLERSHIP DEPARTMENT (CD) External Services



1. Processing of Disbursement Vouchers for Payment of Claims by Private Persons, Suppliers, Service Providers and Contractors

000 100 100	Controllership
Office/Division:	Department/Accounting Division
Classification:	Simple
Type of Transaction	G2B – Government to Business or G2G – Government to Government
Who may avail	Authorized PPA Personnel/Private Persons/Suppliers/Service Providers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. HONORARIA, PER DIEMS/ EXPENSES	S, ALLOWANCES
A.1. Board of Directors – Per Diems/Expenses	Office of the General Manager/Office of the Corporate Board Secretary
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned
Appointment/designation as member of the Board	Office of the Corporate Board
Minutes of meeting and Attendance Sheet as certified by the Board Secretary	Secretary
Certification	
Summary of Expenses	Board of Director Concerned
Official Receipts/Invoices (for reimbursement of expenses)	
A.2. Lecturer/Coordinator – Honoraria	
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	
Office Order	Human Resource Management
Purchase Request	Dept./PPA Training Institute



Coordinator's report on lecturer's schedule	
Course Syllabus/Program of Lectures	
Duly approved DTR in case of claims by the coordinator and facilitators/Certificate of Appearance	
Participants Attendance Sheet	
A.3. Office of the Government Corporate	Counsel - Allowances
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	
Office Order/Special Order	Legal Services Department
B. UTILITIES	
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	Administrative Services Department
BIR Form 2307	
Purchase Request	Supplier
Billing Statement/Statement of Account	Supplier/Service provider
Certification of Consumption	
Certification on the Correctness of amount to be paid	Administrative Services Department
Official Receipt/Invoices	Supplier/Service provider
C. CONSULTANCY SERVICES/OTHER P	ROFESSIONAL SERVICES
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned
Purchase Request	Bids and Awards Committee
Approved Contract	Consultants/Service Provider
Certificate of Completion	



Inspection and Acceptance Report	Responsibility Centers (RCs) Concerned
Statement of Account	Supplier/Service Provider
Notice to Proceed (1st billing)	
Performance Bond (1st billing)	Bids and Awards Committee
Notice of Award (1st billing)	
BAC Resolution declaring lowest	
calculated and responsive bid (1st billing)	
Abstract of Bids (1st billing)	Supplier (Bids and Awards Committee)
Payroll	Service Provider for Outsourced personnel
Daily Time Record	Responsibility Centers (RCs) Concerned
Other documents as needed	
D. GASOLINE/FUEL, REPAIRS & MAINTI	ENANCE - MOTOR VEHICLES
D.1. Gasoline/Fuel	
Budget Utilization Request (BUR)	
Disbursement Voucher	Boononoibility Contara (BCo)
Purchase Request	Responsibility Centers (RCs) Concerned
Vehicle Trip Ticket	
Statement of Account/Billing Statement (If payment is to supplier)	Suppliers
Other documents as needed	
D.2. Repairs and Maintenance - Vehicles	
Budget Utilization Request (BUR)	
Disbursement Voucher	



Inspection and Acceptance Report	
Request for Pre-inspection	
Report of Waste Materials	Administrative Services Department
Inspection Report	Administrative dervices Department
Certificate of Emergency Repair	
Request for Quotation	
Canvass from 3 Suppliers	
Abstract of Price Quotation	
Statement of Account/Billing Statement	
Official Receipts/Invoices	Suppliers
Other documents as needed	
E. PROCUREMENT OF GOODS (SUPPLEXPENDABLES AND EQUIPMENT)	IES AND MATERIALS, SEMI-
·	
E.1. For Small Value Procurement	
·	
E.1. For Small Value Procurement	
E.1. For Small Value Procurement Budget Utilization Request (BUR)	Responsibility Centers (RCs) Concerned
E.1. For Small Value Procurement Budget Utilization Request (BUR) Disbursement Voucher (DV)	, , ,
E.1. For Small Value Procurement Budget Utilization Request (BUR) Disbursement Voucher (DV) Purchase Request	Concerned Administrative Services
E.1. For Small Value Procurement Budget Utilization Request (BUR) Disbursement Voucher (DV) Purchase Request Purchase Order	Concerned
E.1. For Small Value Procurement Budget Utilization Request (BUR) Disbursement Voucher (DV) Purchase Request Purchase Order Inspection and Acceptance Report	Administrative Services Department/Concerned
E.1. For Small Value Procurement Budget Utilization Request (BUR) Disbursement Voucher (DV) Purchase Request Purchase Order Inspection and Acceptance Report Request for Quotation	Administrative Services Department/Concerned Responsibility Centers (RCs)
E.1. For Small Value Procurement Budget Utilization Request (BUR) Disbursement Voucher (DV) Purchase Request Purchase Order Inspection and Acceptance Report Request for Quotation Canvass from 3 suppliers	Administrative Services Department/Concerned Responsibility Centers (RCs) Supplier
E.1. For Small Value Procurement Budget Utilization Request (BUR) Disbursement Voucher (DV) Purchase Request Purchase Order Inspection and Acceptance Report Request for Quotation Canvass from 3 suppliers Abstract of Price Quotation	Administrative Services Department/Concerned Responsibility Centers (RCs) Supplier Administrative Services Department



E.2. Procurement through Public Bidding	g
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	Administrative Services Department
Notice to Proceed	
Notice of Award	BAC
Approved Contract	BAC/Administrative Services Department
Inspection and Acceptance Report	Administrative Services Department
Terms of Reference	BAC/Administrative Services Department
Request for Payment	Supplier
BAC Resolution	BAC/ Administrative Services Department
Delivery Receipt	
For Imported items, tax receipt from Bureau of Customs or the BIR as proof of payment of all taxes and duties	
Statement of Account/Billing Statement/ Official Receipt/Invoices	Supplier/Contractor
Performance Security	
Warranty Security	
Certificate of Exclusive Distributorship (As needed)	
Certificate of Completion	
Annual Procurement Program	Administrative Services Department
Abstract of Bid	
Copy of Advertisement of Invitation to Bid	
Bid Evaluation Report	



Minutes of Pre-procurement meetings	BAC/ Administrative Services Department
Store Requisition Slip (SRS) for Supplies	
Inventory Custodian Olin for somi	_
Inventory Custodian Slip for semi- expendables	Administrative Services Department
Property Acknowledgement Receipt for equipment	
BIR Form 2307	Controllership Department
Other additional documents as needed	
F. PRINTING OF ACCOUNTABLE FORM	S
Budget Utilization Request (BUR)	Treasury Department
Disbursement Voucher (DV)	
Purchase Request	_
Purchase Order	_
Inspection and Acceptance Report	_
Delivery Receipt	Printing company
Authority to Print	Bureau of Internal Revenue
Specifications for Items to be printed	
Memorandum of Agreement	Treasury Department
Billing/Invoice	Printing company
Other documents as needed	
G. ADVERTISEMENTS/PUBLICATION	
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	Administrative Services Department
Price Quotations for ads placement	



National Classified Ads quotation	Publication/newspaper company
Affidavit of Publication	
Letter request for publication	Administrative Services Department
Copy of printed publication (newspaper)	
Other documents as needed	

H. MISCELLANEOUS EXPENSES (Membership/Registration Fees, Insurance, Bond premiums, Subscriptions/Journals)

Budget Utilization Request (BUR) Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned
All documents required for each claim for payment as prescribed under COA Circular 2012-001	

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Submits the complete required documents	1.1 Receives the Disbursement Voucher/s (DV) together with the supporting documents.	None	30 mins	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 Routing Slip/s then returns the documents 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. 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 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 documents and accuracy of amount requested for payment.	None	7 hours	Supervising Fiscal Examiner/ Fiscal Examiner



If claim is 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.			
1.5 Creates transaction entries thru the AFMS Oracle System - Accounts Payable (AP) Invoice Module.	None	3 hours	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. Reviews the entries made in the AFMS AP Invoice Module and JES.	None	2 hours	Corporate Finance Services Chief
If entries are correct, posts the accounting transaction in the AFMS; affixes initials in the JES and in the DV.			
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	None	4 hours	Accounting Division Manager



of funding and accounting entries. 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 payment in accordance with the Revised Delegation of Authority • Up to P0.50 M • Over P2.0 M			a) Accounting Division Manager b) CD Department Manager a) CD Department Manager b) AGM- FLA/GM a) AGM Concerned/ CD Manager for AGM- FA b) AGM- FA/GM
1.8 Secretary forwards the signed DVs for approval of payment	None	30 mins	Secretary
1.9 Approves the payment and affixes signature in the DV/s Forwards the approved DVs to the Secretary.	None	3 hours	Signatories are in accordance with approved



to the Treasury Dept. for check preparation.		24 hours or 3 working	
1.11 Routes the approved DV/s and supporting documents	None	10 mins	Utility Worker
1.10 Logs/records the approved DVs in the excel file and logbook.	None	50 mins	above) Secretary
			RDA (See

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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 Payment to Contractors of PPA Infrastructure Projects

Office/Division	Controllership Department/Accounting Division
Classification	Complex
Type of Transaction	G2B – Government to Business
Who may avail	Contractors of PPA Projects
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. First/Progress Billings	
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned
BIR Form 2307	Controllership Department
Notice to Proceed	
Notice of Award	
Approved Contract	
Irrevocable standby Letter of Credit/ Security Bond/Bank Guarantee	Contractor
Contractor's All Risk Insurance	
Letter request for payment	
Contractor's notarized Affidavit on payment of labors and materials	
Monthly Certificate of Payment	
Statement of work accomplished	
Inspection Report by Agency's Authorized Engineer	
Statement of time elapsed and slippage computation	



Progress colored pictures before, during and after construction of items of work especially the embedded items	Responsibility Centers (RCs) Concerned
Photocopy of vouchers of all previous payment (for succeeding progress billings)	
B. Progress Billings with Change, Variation	n and Extra work Order
Same documents as (A) First/Progress Billings	
Copy of approved Change Order (CO)/ Variation Order (VO)/Extra work Order (EWO)	
Copy of approved original plans indicating the affected portion(s) of the project	Responsibility Centers (RCs) Concerned
Copy of Agency report establishing the necessity/justification for the need of CO, VO or EWO	Concerned
Additional performance security if VO exceeds 10% of the original contract cost	Contractor
C. Final Progress Billing	
Budget Utilization Request (BUR)	
Disbursement Voucher (DV)	Responsibility Centers (RCs) Concerned
BIR Form 2307	
Letter request for Final progress payment	
Contractor's notarized Affidavit on payment of labors and materials	Contractor
As-built plans	
Final Certificate of Payment and Final Progress Billing	
Certificate of Completion and Acceptance	
Previous Monthly Certificate of Payment/s and Progress billing/s	



money				
Summary of the d	eduction of 10% retention			
Contractor's requiretention money	est of release of 10%	Contractor		
Budget Utilization Disbursement Voi		Responsibility Centers (RCs) Concerned		s (RCs)
	% Retention Money			
Property Acknowl Property Transfer	edgement Receipt/ Report			
Warranty / Surety		Contracto	r	
	Report and Inspection			
Approved Final R	ecapitulation, if any	_		
	k Accomplished (verified e Agency's Authorized	Responsi Concerne	s (RCs)	
computation				



1. Submits the complete required documents	1.1 Receives the Disbursement Voucher/s (DV) together with the supporting documents.	None	30 mins	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.)	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
	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 DV/s and supporting documents			



to the Supervising Fiscal Examiner (SFE/ Fiscal Examiners (FE) for pre-audit/ fiscalization.			
1.4 Evaluates the completeness of the supporting documents and accuracy of amount requested for payment.	None	24 hours or 3 working	Supervisin g Fiscal Examiner/ Fiscal Examiner
If claim is found to be valid and correct, stamps "Fiscalized By" and affixes initials.		days	Examino
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.	None	2 hours	Sr. Corporate Accounta nt/Sr.
Validates the AP Invoice, prints the Journal Entry Sheet (JES) and affixes initials.			Corporate Accounts Analyst
1.6 Checks the completeness of supporting documents. Reviews the entries made in the AFMS AP Invoice Module and JES.	None	3 hours	Corporate Finance Services Chief
If correct, posts the accounting transaction in the AFMS; affixes			



 T			•
initials in the JES and in the DV.			
1.7 Checks the completeness of supporting documents. Reviews the entries made in the AFMS AP Invoice Module and JES.	None	3 hours	Corporate Finance Services Chief
If correct, posts the accounting transaction in the AFMS; affixes initials in the JES and in the DV.			
1.8 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 JES. Forwards the signed DV to the Secretary	None	6 hours	Accountin g Division Manager
Note: a) Certifies that cash is available and amount claimed is proper; and			
 b) approves payment in accordance with the Revised Delegation of Authority Up to P0.50 M 			



 Up to P2.0 M Over P2.00M 			a) Accounti ng Division Manager b) CD Departm ent Manager a) CD Departm ent Manager b) AGM- FLA/GM a) AGM Concern ed/ CD Manager for AGM- FA b) AGM-
1 0 Secretary forwards the	None	30 mins	FA/GM
1.9 Secretary forwards the signed DVs for approval of payment	INOHE	- 50 IIIII15	Secretary
1.10 Approves the payment and affixes signature in the DV/s Forwards the approved DVs to the Secretary.	None	16 hours or 2 working days	Signatorie s are in accordanc e with approved RDA
1.11 Logs/records the approved DVs in the excel file and logbook.	None	50 mins	Secretary
1.12 Routes the approved DV/s and supporting documents to the Treasury Dept. for check preparation.	None	10 mins	Utility Worker



TOTAL	None	56 hours or 7 working days	
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-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Note:

- * 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 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.



CONTROLLERSHIP DEPARTMENT (CD) Internal Services



3. Processing of Disbursement Vouchers for Payment of Cash Advances

Office/Division	Controllership Department/Accounting Division
Classification	Simple
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 by the airline/ticketing office/travel agency		Travel agency		
Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed		UNDP websit	re	
Document (BSP Refer the dollar to peso exch date of grant of cash a	nange rate at the	BSP Exchang	ge Rate Bulletin	
Where applicable, author of the President (OP) trepresentation expens	to claim	Office of the I	President	
In case of seminars/trainings (1) Letter of invitation by the sponsor/foreign country addressed to the Head of the Agency inviting the participants, (2) Acceptance of the nominees as participants (issued by the foreign country), and (3) Programme Agenda and Logistics Information		Host/sponsoring country/ agency/ organization		
Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books		Accounting Division		
		Current Oner:	ating Expenses (C	:OF)
C. Other Cash Advances - Field/Activity Budget Utilization Request (BUR)		·	Centers (RCs) Co	•
Disbursement Vouche	Disbursement Voucher (DV)		/ Centers (RCs) Co	oncerned
Special Order as Special Officer	cial Disbursing	Human Resource Management Dept.		
Approved Budget for COE of the agency field office or agency activity in the field		Budget Section, Controllership Department		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Respons ible
Submits the complete required documents	1.1 Receives the Disbursement Voucher/s (DV) together with the supporting	None	30 mins	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



Pocordo/ logo			
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.			
1.4Evaluates the	None	4 hours	Supervisi
completeness	INOTIE	1 110015	ng 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			
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	3 hours	Sr. Corporat e Accounta nt/ Sr. Corporat e 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	4 hours	Corporat e 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	4 hours	Accounti ng Division Manager



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.		30 mins	Secretary
1.9 Approves the payment and affixes signature in the DV/s. Forwards the approved DVs to the Secretary. (Or the Secretary takes the approved DVs.)		4 hours	Controller
1.10 Logs/record 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	50 mins	Secretary



1.11 Routes the approved DV/s and supporting documents to the Treasury Dept. for check preparation	None	10 mins	Utility Worker
TOTAL		24 hours or 3 working days	

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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.



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

Office/Division:	Controllership Department/Accounting Division
Classification:	Simple
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)	
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	Barran IIII Orata (BOA)
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	Transmendare Cervices Department
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)	



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



Certification that involves compet	et listing names of	Bids and A	Awards Comm	ittee
H. PPA Lawyer	s' Legal Services (Appea	rance Fee	s)	
Budget Utilizatio	n Request (BUR)			
Disbursement V	oucher (DV)	Local Car	viona Danaster	ont
Certificate of Ap Office of the Cle	pearance issued by the rk of Court	Legai Ser	vices Departm	ent
	he Agency Accountant being claimed is within der the GAA	Accountin Departme	g Division, Co nt	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	30 mins	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	4 hours	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	3 hours	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	4 hours	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.			



_	Τ		<u> </u>
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	4 hours	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	30 mins	Secretary



1.9 Approves the payment and affixes signature in the DV/s1.10 Forwards the approved DVs to the Secretary.	None	4 hours	Signatories are in accordance with approved RDA
1.11 Logs/records the approved DVs in the excel file and logbook.	None	50 mins	Secretary
1.12 Routes the approved DV/s and supporting documents to the Treasury Dept. for check preparation.	None	10 min	Utility Worker
TOTAL		24 hours or 3 working days	

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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.



5. 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 Servi	ces
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
4. Budget Proposal (BP) Form Submitted	Respective Operating Units (RCs and PMOs) Concerned
B. Request of funds for Maintenance and	d Other Operating Expenses (MOOE)
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



8. Travel Order			anagement Offnsibility Center	ice (PMO) or (RC) Concerned
9. Billing Statem	ent		anagement Offnsibility Center	,
10. Official receip	s, Invoices, and other		anagement Offnsibility Center	,
11.Recommenda Concerned Ro	tion/Endorsement by Cs	of the A Engine Manag Admini	Assistant Gene ering, Human ement Departr	nent, es Department,
-	inds for Repair and Mai d Engineering (FS/DE),			
CHECKLIST	OF REQUIREMENTS		WHERE TO	SECURE
1. Memorandum	Request by RCs		of the Assistan iineering	t General Manager
Medium Term Program (MTI	Public Investment PIP)		of Assistant Ge ering (AGME)	eneral Manager for
3. Approved Dre	dging Program	Dredgir	ng and Survey	Department
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
3. Submits the complete required documents	ired 1.5 Receives the documents and records it in the logbook and forwards to the Manager		30 mins	Secretary
	1.6 Receives, reviews, and forwards the documents to the assigned division for appropriate action	None	30 mins	Department Manager
	1.7 Receives the	None	30 mins	Secretary



from Manager and forwards to the designated division			
1.8 Verifies and forwards the same documents to Budget Analyst for appropriate action	None	30 mins	Division Manager
1.9 Receives the documents and records it in the logbook	None	30 mins	Budget Analyst
1.10 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
1.11 If found complete, evaluate, and prepares the necessary Executive Brief (EB) and Notice of Approved Operating Budget	None	4 hrs.	Budget Analyst



	(NAOB) in			
	Budget Module System (Oracle)			
	1.12 Receives the NAOB, reviews and submits it to the Division Manager	None	2 hrs.	Corporate Finance Services Chief
	1.13 Verifies and recommends budget to the Department Manager	None	1 hr & 30 mins.	Division Manager
	1.14 Approves the recommended allocation of funds	None	1 hr	Department Manager
	1.15 Forwards the documents which includes the Executive Brief, NAOB and supporting documents to Office of the General Manager (OGM) for the General Manager's approval	None	1 hr	Secretary
	TOTAL	None	3 days	
Per Part 6 3 1 1 of ARTA M (No. 2010-002 as provide	d in Boforo	nco B:	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



Notes:

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



6. Processing of Notice of 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	Shift 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
	D (M (DMO)
Schedule of Actual Expenses (Payroll)	Port Management Office (PMO) or Responsibility Center
Schedule of Actual Expenses (Payroll) B. Request of Funds for Outsourced Performance of Services, and Janitorian Control of Control	Responsibility Center ersonnel – Other Professional Services,
B. Request of Funds for Outsourced Pe	Responsibility Center ersonnel – Other Professional Services,
B. Request of Funds for Outsourced Pe Other General Services, and Janitori	Responsibility Center ersonnel – Other Professional Services, al Services
B. Request of Funds for Outsourced Per Other General Services, and Janitori CHECKLIST OF REQUIREMENTS Memorandum Request by RCs and	Responsibility Center ersonnel – Other Professional Services, al Services WHERE TO SECURE Respective Operating Units (RCs and
B. Request of Funds for Outsourced Per Other General Services, and Janitori CHECKLIST OF REQUIREMENTS Memorandum Request by RCs and PMOs	Responsibility Center Professional Services, al Services WHERE TO SECURE Respective Operating Units (RCs and PMOs) or Controllership Department Human Resource Management
B. Request of Funds for Outsourced Per Other General Services, and Janitori CHECKLIST OF REQUIREMENTS Memorandum Request by RCs and PMOs Approved Authority to Outsource (ATO)	Responsibility Center Professional Services, al Services WHERE TO SECURE Respective Operating Units (RCs and PMOs) or Controllership Department Human Resource Management Department Port Management Office (PMO) or Human Resource Management



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Memorandum Request by RCs and PMOs		Respective Operating Units (RCs and PMOs) or Controllership Department			
Security Guard Deploy	ment Plan	Port Po	Port Police Department		
1		Port Management Office (PMO) or Port Police Dept			
Contract Agreement			Port Management Office (PMO) or Port Police Dept		
Supplemental Agreem for Security Services	ent to the Contract	Port Ma Police I	•	ice (PMO) or Port	
Wage Order and Sum Adjustment	mary of Salary	Port Ma Police I	•	ice (PMO) or Port	
D. Request for Capita Furniture, Fixture, a	-	on in Pro	ogress, Office l	Equipment, Office	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
Memorandum Req PMOs	uest 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 Procureme	nt Plan (APP)	Ad	Iministrative Se	ervices Department	
Letter of Contracto Payment	r and Proof of		ort Construction epartment (PCI	n and Maintenance MD)	
Recommending memorandum request of Administrative Services if request for Capital Outlay concerned was PMO		Administrative Services Depart		ervices Department	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
4. Submits the complete required documents	1.16 Receives the documents and records it in the logbook and forwards to the Manager	None	30 mins	Secretary	



1.17 Receives, reviews, and forwards the documents to the assigned division for appropriate action	None	30 mins	Department Manager
1.18 Receives the documents from Manager and forwards to the designated division	None	30 mins	Secretary
1.19 Verifies and forwards the same documents to Budget Analyst for appropriate action	None	1 hr	Division Manager
1.20 Receives the documents and records it in the logbook	None	30 mins	Budget Analyst
1.21 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	36 hrs	Budget Analyst



1.22 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
1.23 Receives the NAOB, reviews and submits it to the Division Manager	None	8 hrs	Corporate Finance Services Chief
1.24 Verifies and recommends budget to the Department Manager	None	3 hrs	Division Manager
1.25 Approves the recommended allocation of funds	None	1 hr	Department Manager
1.26 Forwards the documents which includes the Executive Brief, NAOB and supporting documents to Office of the General Manager (OGM) for the General	None	1 hr	Secretary



Manager's approval			
TOTAL	None	7 days	

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Notes:

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



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

Office/Division:		Controllership Department/FCMSD			
Classification:		Simple			
Type of Transaction:		G2G – Government to Government		o Government	
Who may avail:		Head Office – Responsibility Centers (RCs) and Port Management Offices (PMOs)			
CHECKLIST OF F	REQUIREMENTS		WHERE TO	SECURE	
Memorandum Reques	st by RCs and PMOs	•	Respective Operating Units (RCs and PMOs) or Controllership Department		
Fund requirement or F	unds Flow	Respec		Units (PMOS and	
Approved Notice of Bu (NAOB)	udget Allocation	Control	lership Depart	ment - FCMSD	
Client Steps	Agency Action	to be		Person Responsible	
Receives the Approved NAOB from Office of the General Manager	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 Manager and forwards to the designated division	None	30 mins	Secretary	
	1.4 Verifies and forwards the same documents to	None	30 mins	Division Manager	



Budget Analyst for action			
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 FCMSD Manager	None	2 hrs.	Corporate Finance Services Chief
1.10 Verifies and approves the recommendation and forwards the same to the	None	2 hrs.	Division Manager



				T
	Manager for approval			
	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	None	3 days	
D. D. (OO () (ADTA M	C No. 2010 002 as provided			

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



Notes:

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



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

Office/Division: Controllership De		lership Depart	ment/FCMSD	
Classification:		Simple		
Type of Transaction	:	G2G –	Government to	Government Control
Who may avail:		Head Office – Responsibility Centers (RCs) and Port Management Offices (PMOs)		
CHECKLIST OF	REQUIREMENTS		WHERE TO	SECURE
Memorandum Reque	st by RCs and PMOs	Respective Operating Units (RCs and PMOs) or Controllership Department		•
Fund requirement or	Funds Flow	Respec	ctive Operating	Units
Client Steps	Agency Action	Fees to be paid Processing Person Responsib		
Receives the request for the release of funds	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 Manager and forwards to the designated division	None	30 mins	Secretary
	1.4 Verifies and forwards the same documents to	None	30 mins	Division Manager



Budget Analyst for action			
1.5 Receives the documents and records it in the logbook	None	1 hr.	Budget Analyst
1.6 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
1.7 If found complete, evaluates, and prepares the necessary Notice of Budget Allocation (NBA) in Budget Module System (Oracle)	None	2 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	None	2 hrs.	Corporate Finance Services Chief



same to FCMSD Manager			
1.10 Verifies and approves the recommendation and forwards the same to the 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	None	3 days	



-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Notes:

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



9. Issuance of Certificate of Availability of Funds (CAF)

Office/Division:		Controllership Department/FCMSD			
Classification:		Simple			
Type of Transaction:		G2G –	Government to	o Government	
Who may avail:		Head C (RCs)	Office – Respo	nsibility Centers	
CHECKLIST OF F	REQUIREMENTS		WHERE TO	SECURE	
Memorandum Reques	t by RCs		ctive Responsi trollership Dep	bility Centers (RCs) artment	
Annual Procurement P	rogram	Admini	strative Servic	es Department	
Medium Term Public II (MTPIP)/ Annual Progr (APP)	_	Office of the Assistant of General Manager for Engineering (AGME)			
Approved Dredging Pr	Approved Dredging Program		Dredging and Survey Department		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
Receives the request for issuance of Certificate of Availability of Funds (CAF)	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 Manager and forwards to the designated division	None	30 mins	Secretary	



1.4 Verifies and forwards the same documents to Budget Analyst	None	30 mins	Division Manager
for action 1.5 Receives the	None	30 mins	Budget Analyst
documents and records it in the logbook			
1.6 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
1.7 If found complete, evaluates, and prepares the Certificate of Availability of Funds (CAF)	None	2 hrs. & 30 mins.	Budget Analyst
1.8 Prints the Certificate of Availability of Funds (CAF) and forwards the same to Finance Services Chief	None	1 hr.	Budget Analyst
1.9 Receives the CAF, evaluates, recommends for approval, and forwards the	None	1 hr. and 30 mins.	Corporate Finance Services Chief



same to FCMSD Manager			
1.10 Verifies and approves the recommendation and forwards the same to the Manager for approval	None	1 hr. and 30 mins.	Division Manager
1.11 Approves and signs the CAF and returns to the Secretary	None	1 hr.	Department Manager
1.12 Scanned the approved CAF and disseminates to respective RCs.	None	4 hr.	Secretary
TOTAL	None	3 days	

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Notes:

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



10. Processing of Purchase Order (PO)

Office/Division:	Control	lership Depart	ment/FCMSD	
Classification:		Simple		
Type of Transaction:		G2G –	Government to	Government
Who may avail:		Head C (RCs)	office – Respor	nsibility Centers
CHECKLIST OF R	EQUIREMENTS		WHERE TO	SECURE
Purchase Order		Adminis	strative Service	es Department
Abstract of Quotation of	or Price Quotation	Adminis	strative Service	es Department
Sales Invoice or Officia	al Receipt	Adminis	strative Service	es Department
Client Steps	Agency Action	Fees to be paid	Person Responsible	
Receives the request for issuance of Certificate of Availability of Funds (CAF)	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 Manager and forwards to the designated division	None	30 mins	Secretary
	1.4 Verifies and forwards the same	None	30 mins	Division Manager



do cumo o esta da			
documents to Budget Analyst for action			
1.5 Receives the documents and records it in the logbook	None	30 mins	Budget Analyst
1.6 Evaluates the Purchase Order (PO) for funding and charge to appropriate account	None	8 hrs.	Budget Analyst
1.7 If confirm that PO was funded, forwards the same to Finance Services Chief	None	3 hrs.	Budget Analyst
1.8 Receives the PO, evaluates, recommends for approval, and forwards the same to FCMSD Manager	None	2 hrs.	Corporate Finance Services Chief
1.9 Verifies and approves the Purchase Order in Oracle System, and forwards the same to Budget Analyst	None	2 hrs.	Division Manager
1.10 Receives the approve PO and	None	1 hr.	Budget Analyst



same to Administrative Services Department (ASD) TOTAL	None	2 days	
		2hrs. & 30 mins.	

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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) POs.
- 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 to	to Business		
Who may avail:		Oil Companies			
CHECKLIST C	FRE	QUIREMENTS	V	VHERE TO S	ECURE
1. Letter request			Oil Compa	ny	
2. Customer Registr	ation	Form (CRF)	PPA Webs Download	ite (<u>www.ppa</u> Form	a.com.ph)
3. Set the minimum Fund	maint	aining Revolving	PMOs		
4. Initial Deposit – R	F Acc	ount	RF Accour	nt	
PPA Non-VAT Off Receipt	ficial <i>A</i>	Acknowledgement	PPA Treas	ury Departm	ent
Client Steps		Agency Action	Fees to be paid	Processing Time	Responsible
Submits the letter request for the application of Revolving Fund		cknowledged receipt the letter request.	None	5 mins	PPA TD Secretary Receiving Clerk
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	thecks the CRF to be pproved by HO-reasury Department	None	10 mins	Treasury Management Specialist
Boparanone	IC	ubmission of CRF to CTD for enrollment in ne system	None	15 mins	TD, RF Administrator and ICTD Help Desk personnel
	S	D sends memo to all ervicing PMOs for ne submission of the	None	30 mins.	Treasury Management Specialist and PMOs Finance Officer



	Summary List of Clients transactions	None	3 days	Treasury Management Specialist
	3.4TD determines and set-up the minimum amount of RF/Cash Guarantee to be maintained by oil	rtone	o dayo	Corp.Finance Services Chief A Treasury
	companies. 3.5 Inform the RF customer of the required amount of	None	1 day	Management Specialist A
4. Pay the required Initial Deposit to PPA	initial Deposit 4. 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	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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 Departm	Treasury Department			
Classification:	Simple				
Type of Transaction	G2B – Governme G2C – Governme G2G – Governme	nt to Citizen			
Who may avail:	Port Customers				
	F REQUIREMENTS	V	VHERE TO S	ECURE	
Request of Walk-in 1. Letter Request	port user	Requesting	g Party/Port C	Customer	
Department 1. Memo from Port O Department	•	POSD			
Online Confirmation 1. Request sent thru		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	1.1 Acknowledged receipt of the letter request	None	1 min	PPA TD Secretary/ Clerk Processor	
	1.2 Verify said accoun from the Accounts Receivable (A/R) Database	t None	2 mins	Treasury Management Specialist	
	1.3 Prepare the Certificate of No Outstanding Accou	None	3 mins	Treasury Management Specialist	
	1.4 Review the Certificate of No Outstanding Accou	None	2 mins	TMSD Manager/ SCS Chief	
	1.5 Signs the Certifica of No Outstanding Account	te 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 hour and 10 mins.	

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Note:

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. Payment to PPA Creditors, Suppliers, Contractors and Other Claimants

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 Management Offices / Head Office - Treasury Department			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Payees that have collectibles or claims from PPA			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Duly filled out Vendor (VRF)	Registration Form	Downloadable from the PPA website		
Valid Identification (ID) Card with picture and signature		To be provided by client		
3. Valid Official Receipt		To be provided by client		
Valid authorization or Special Power of Attorney (SPA) if necessary		To be provided by client		

*Pursuant to PPA MC No. 18-2020 all PPA employees, including outsourced personnel, service providers, port users, stakeholders and the general public shall follow a minimum health and safety protocols in all PPA offices and facilities.

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
ID Cashier Window 1. *Claimant may email or call the Cashier to verify if they have a check for pick-up.	1.1 Verifies if claimant/ payee has duly signed check for release. If no signed check is found, client is informed of the status. Process ends here	None	7 min	Cashier A/B
Receives the check, sign on the acknowledgme nt portion of the	2.1 Releases the check and request the payee to issue official receipt sign the	None	2 mins	Cashier A/B



acknowledgment portion of the voucher and abstract. 2.2 Checks the authenticity of the official receipt issued by the Claimant	None	1 min	Cashier A/B
TOTAL:	None	10 minutes	

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Note:

*Adjustments made to adopt to the new normal

- 1. Before the processing of check payment the payor shall fill up the Vendor Registration Form (VRF) and should be enrolled as Vendor in the system.
- 2. Vendor Registration Form (VRF) is available FREE OF CHARGE and downloadable in the PPA website (www.ppa.com.ph)
- 3. Releasing of the signed check shall be based on the availability of the official receipt from the claimant.



4. 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:	rision: Treasury Department		t		
Classification:		Complex			
Type of Transacti	ion:	G2B – Government t	o Business		
Who may avail:	Who may avail: Oil Companies				
CHECKLIST OF REQUIREMENTS			WH	IERE TO SE	CURE
Wharfage Clear Form	ance	Certificate (WCC)	PPA Port L Division)	oading (Ope	rations
2. Summary of Wh	arfaç	ge Fees Report	PPA Port L Finance Di	oading (Ope vision)	rations and
3. Oil Shipment Re	eport		RF Custom	ner	
4. SOA and Sched	lule c	of Revenues	PPA Treas	ury Departm	ent
5. Replenishment LBP Account)	payn	nent (direct deposit to	RF Custom	ner	
6. Form 2307 (EW	T)		RF Custor	ner	
7. Official Receipt			PPA Treasury Department		
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
accomplished pre- numbered Wharfage	ackn Wha Certi	O Operations owledged receipt of rfage Clearance ficate (WCC) and rds in the Logbook	None	2 mins	PPA Port of Loading Operations
	prep Wha	Operations ares Summary of rfage Fees Report Submit to Finance sion.	None	2 days after cut-off	PPA Port of Loading Operations
	the S Wha and RF C	Finance validate Summary of rfage Fees Report Email the same to Customer and sury Department	None	1 day	PPA Port of Loading Finance Division



	TOTAL:	None	9 days and 22 mins	
	3.4 Sends to RF Customer the Official Receipt.	None	5 mins	Treasury Management Specialist A
	3.3 Generates the Statement of Account and issues the Official Receipt on the replenished amount.	None	10 mins	TD Cashier
check payment for the revolving fund replenishment and email the WTC Form 2307.	•	None	1 day	Treasury Management Specialist// Corporate Finance Services Chief/TMSD Manager
for replenishment	3.1 Validates payment in the PPA LBP Passbook Account.	None	3 days	Treasury Management Specialist
on Loading/ unloading Wharfage Dues and send it to Treasury Department.	RF customer. 2.2 TD sends the approved SOA for replenishment to the RF customer	none	5 mins	Treasury Management Specialist A
2. Upon receipt of the Summary of Wharfage Fees Report, client will prepare the Oil Shipment report	2.1 TD prepares/review Statement of Account (SOA) and Summary of Revenue Schedule based on the validated Oil Shipment report from	None	2 days	Treasury Management Specialist

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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5. Request for Restructuring of Unpaid Accounts

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

		paid accounts/assess			9 - 9
Office/Division:		Treasury Departmen	t		
Classification:		Highly Technical			
II VNA OT I PANSACTION:		G2B – Government to Business G2C – Government to Citizen			
Who may avail:		Port Users			
CHECKLIST OF REQUIREMENTS			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 			Port Custo	mer	
Post-dated checks approved amortiza			Port Custo	mer	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
PMO Sends recommendation for the customer. r	requirequirequirequire Subn Coor PMC accu then 1.1b f 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. The return to the rations Unit (OU). ess ends here.	None	2 days	Treas. Mgmt. Specialist A/Corp. Finance Services A
F F A	Revi Agre 1.3 The Rest Agre	ares, Initials and ews Restructuring ement (RA) unsigned ructuring ement will be sent e OU thru memo.	None None	·	Corp. Finance Services A/ TMSD Manager/ TD Manager Corp. Finance Services A



D. D. (0044 (4D)	TA M C No. 2019-002 as provided	in Deference !	mins.	
	TOTAL:	None	19 days, 5 hrs. and 5	
			40 de 5	
	conformity of the requesting port user.			
	requesting PMO for			
	signed Restructuring Agreement to the			Specialist A
	TD prepares transmittal memo and releases the	None	2 hrs	Treasury Management
	1.8		,	Manager
	1.7 Signs the RA	None	1 day	General
	submits to the General Manager.			Manager/TD Manager
	signs the required executive brief and			Services/ TMSD.
	1.6 Prepares, initials and	None	2 hrs	Corp. Finance
	Receives the signed copy of RA	None	5 min	Receiving Clerk
	1.5			
	amenable, then the requesting port user will sign the Agreement and PMO will send the signed RA to TD.			
	1.4 The OU will present the RA to the requesting party, and if they are	None	14 days	Concerned PMO (OU)

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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6. 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 Departmen	nt			
Classification:		Complex				
Type of Transacti	ion:		2B – Government to Business 2C – Government to Citizen			
Who may avail:		Port Consumers	ort Consumers			
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
1. Letter Request			Port Custo	mer		
2. Recommendation	on of	AGM for Operations	PPA-Assis ^a Operations	tant Managei	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 Credit Memo, C Authorization, a documents that the evaluation o	cations, her supporting be required during	·	Unit (PMO)			
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
Recommendation from AGM for Operations.	author Received for the complete of the comple	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 Seneral Manager.	None	2 days	Corp. Finance Services/ TMSD Manager/TD Manager	
		oves and signs the n for Refund.	None	1 day	General Manager	



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

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



7. Payment of Port Charges, Vessel Charges, Bidding Documents, Calamity Loans, Permit Fees and Other Fees (Thru Bank to Bank Fund Transfer)

To issue PPA Official Receipt on the payment of port charges and other fees thru bank to bank fund transfer. Before the payment was done, the client/port user should be enrolled as Debtor in the system through the ICTD.

Office/Division:		Treasury Department			
Classification:		Simple			
Type of Transaction:		G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:		Port Users, Debtors,	PPA Emplo	yees	
CHECKLIST (OF R	EQUIREMENTS	WH	ERE TO SE	CURE
1. Deposit slip/ban	ık Co	nfirmation	Port Users,	Debtors, PF	PA Employees
2. Order of payme	nt		Port Users,	Debtors, PF	PA Employees
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
(treasury@ppa.co m.ph) the scanned copy of Deposit Slip/ Bank Confirmation and Order of Payment / Computation Sheet/ Invoice/	confi of pa comp invoid from Modu User Emp enrol the C	lyment / outation sheet / ce / bill of charge	None	5 mins	Cashier
	in He the c the F Upda forwa Help	rolled but not linked ead Office ORACLE, cashier will prepare Request for System ate (RSU) to be arded to ICTD-desk.	None	5 mins Paused-	Cashier ICTD-Help
	Head	customer in the PPA do Office Oracle First eipting Module.		Clock	Desk



	TOTAL:	If not yet linked	20 mins	
	<u> </u>		15 mins	
scanned Official Receipt.	it			Employees
Receives copy of	OR until port user claims			Debtors, PPA
2.	Keep safe the original			Port Users,
	1.3 Sends the scanned copy of Official Receipt thru email.	None	5 mins	Cashier
	1.2 Confirms deposit slip from PPA bank statement and issues Official Receipt to the client.	None	5 mins	Cashier
	ICTD will enroll the customer on the PPA Debtor Master List (Oracle System).			
	1.1b If not yet enrolled, request the Payor to accomplish the Customer Registration Form (CRF) and email the form to helpdesk@ppa.com.ph together with theBIR 2303 (COR) and SEC/DTI.	None	Paused- Clock	Port Users, Debtors, PPA Employees

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Note:

- 1. Customer Registration Form (CRF) is available FREE OF CHARGE and downloadable in the PPA website (www.ppa.com.ph)
- 2. Receipting of payment shall be based on the completeness of the documents presented.



8. 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 D	Department (TD)
Classification:	Highly Technical	_
Type of Transaction:	G2B – Government t	o Business
Who may avail:	Surety and Insurance	e Companies/Corporation
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE
1. Duly accomplished A	application 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 / License	cate of Registration, se / Eligibility/	
Franchise issued by		
DTI - Sole Proprietor	ship	
SEC - Corporations	/ Partnership	Provided by Applicant
CDA - Cooperatives		
License/eligibility/Fra with Accreditation fro agencies		
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 of Financial Statemen (3) years duly stamp		Provided by Applicant
7. Certified copy of Ce Accreditation issue Commission		Provided by Applicant
8. 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;	
с)	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 rporation, or Special Power of torney, in case of single oprietorship, authorizing PPA to rify any or all documents bmitted for accreditation.	Provided by Applicant
Su re-	nount of exposure of the Applicant arety or Insurance Company and its insurer, supported by details at the ne of the application for registration	Provided by Applicant
a. Dul	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

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

Registration

Provided by the Applicant

Provided by the Applicant

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 Treasury Department	None	3 days	OGM – Clerk Processor
Application)	1.2 TD performs completeness check after receipt of the documentary requirements 1.2a	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. 1.3 TD reviews the evaluation. 1.4 TD recommends approval of the Certificate of Accreditation to OGM thru OAGMFA 1.5 OAGMFA forwards the Certificate of Accreditation. 1.6 OGM approves and signs the Certificate of Accreditation. 1.7 OGM forwards the signed Certificate of Accreditation to OAGMFA 1.8 OAGMFA forwards the signed Certificate of Accreditation to OCBS for the affixing of PPA Dry Seal OCBS forwards the dry sealed Certificate of Accreditation to TD 1.10	T	T		1
TD reviews the evaluation. 1.4 TD recommends approval of the Certificate of Accreditation to the OGM thru OAGMFA 1.5 OAGMFA forwards the Certificate of Accreditation. 1.6 OGM approves and signs the Certificate of Accreditation. 1.7 OGM forwards the signed Certificate of Accreditation to OAGMFA 1.8 OAGMFA forwards the signed Certificate of Accreditation to OAGMFA 1.8 OAGMFA forwards the signed Certificate of Accreditation to OAGMFA 1.8 OAGMFA forwards the approved Certificate of Accreditation to OCBS for the affixing of PPA Dry Seal 1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD None 1 day OAGMFA Clerk Processor 1 day OAGMFA Clerk Processor OAGMFA Clerk Processor OAGMFA Clerk Processor OAGMFA Clerk Processor 1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD	evaluates the submitted documents	None	3 days	
1.4 TD recommends approval of the Certificate of Accreditation to the OGM thru OAGMFA 1.5 OAGMFA forwards the Certificate of Accreditation to OGM. 1.6 OGM approves and signs the Certificate of Accreditation. None 1 day OAGMFA Clerk Processor 1.7 OGM forwards the signed Certificate of Accreditation to OAGMFA 1.8 OAGMFA forwards the signed Certificate of Accreditation to OAGMFA None 1 day OAGMFA Clerk Processor 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 1 day OGM Clerk Processor OAGMFA Clerk Processor OGM Clerk Processor OAGMFA Clerk Processor OCBS forwards the dry sealed Certificate of Accreditation to TD	TD reviews the	None	3 days	Finance Services
1.5 OAGMFA forwards the Certificate of Accreditation to OGM. 1.6 OGM approves and signs the Certificate of Accreditation. 1.7 OGM forwards the signed Certificate of Accreditation to OAGMFA 1.8 OAGMFA forwards the approved Certificate of Accreditation to OCBS for the affixing of PPA Dry Seal 1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD Manager 1 day OAGMFA Clerk Processor None 1 day OGM Clerk Processor None 2 days OAGMFA Clerk Processor OCBS – Clerk Processor	TD recommends approval of the Certificate of Accreditation to the	None	1 day	Division Manager TD Department
Certificate of Accreditation to OGM. 1.6 OGM approves and signs the Certificate of Accreditation. None 1 day OAGMFA Clerk Processor None 3 days General Manager None 1 day OGM Clerk Processor None 1 day OGM Clerk Processor None 1 day OGM Clerk Processor 1.8 OAGMFA OAGMFA OAGMFA 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 1 day OAGMFA Clerk Processor OGM Clerk Processor None 1 day OAGMFA Clerk Processor				Manager
OGM approves and signs the Certificate of Accreditation. None 1.7 OGM forwards the signed Certificate of Accreditation to OAGMFA 1.8 OAGMFA forwards the approved Certificate of Accreditation to OCBS for the affixing of PPA Dry Seal 1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD Processor None 3 days General Manager OGM Clerk Processor 1 day OGM Clerk Processor None 2 days OAGMFA Clerk Processor	Certificate of	None	1 day	
1.7 OGM forwards the signed Certificate of Accreditation to OAGMFA 1.8 OAGMFA forwards the approved Certificate of Accreditation to OCBS for the affixing of PPA Dry Seal 1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD None 1 day OGM Clerk Processor None 2 days OAGMFA Clerk Processor 1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD	OGM approves and signs the Certificate of	Navas	0 dava	Processor
signed Certificate of Accreditation to OAGMFA 1.8 OAGMFA forwards the approved Certificate of Accreditation to OCBS for the affixing of PPA Dry Seal 1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD None 1 day OGM Clerk Processor 2 days OAGMFA Clerk Processor 1.9 OCBS - Clerk Processor		None	3 days	
OAGMFA forwards the approved Certificate of Accreditation to OCBS for the affixing of PPA Dry Seal 1.9 OCBS forwards the dry sealed Certificate of Accreditation to TD None 2 days OAGMFA Clerk Processor OCBS – Clerk Processor	signed Certificate of Accreditation to	None	1 day	
OCBS forwards the dry sealed Certificate of Accreditation to TD None 1 day OCBS – Clerk Processor	OAGMFA forwards the approved Certificate of Accreditation to OCBS for the affixing of PPA	None	2 days	Clerk
1.10	OCBS forwards the dry sealed Certificate of	None	1 day	Clerk
	 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.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



9. Payment of Port Charges, Bidding Documents, Calamity Loans, Permit Fees and Other Fees (Thru Cashier's Window)

To issue PPA Official Receipt on the payment of port charges and other fees thru bank to bank fund transfer. Before the payment was done, the client/port user should be enrolled as Debtor in the system through the ICTD.

		L				
Office/Division: Port Management Office Department			ces / Head Office - Treasury			
Classification: Simple						
Type of Transact	ion:	G2G – Government t	o Governm	ent		
Who may avail:		Payees that have col	lectibles or	claims from	PPA	
CHECKLIST	OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
1. Order of Paymer	nt / In	voice/ SOA	Port Users	, Debtors, PF	PA Employees	
2. Payment (Cash	, Che	ck, Deposit Slip)	Port Users	, Debtors, PF	PA Employees	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Proceeds to Window 2, get priority number and wait for his/her turn						
Present Order of Payment / Computation Sheet / Invoice / Bill Charge	Rece Port Emp enrol	ies from the First eipting Module if the User/Debtor/PPA loyee is already led as Customer in Oracle System	None	5 mins	Cashier	
	in He ORA will p for S (RSU	rolled but not linked ead Office CLE, the cashier repare the Request ystem Update J) to be forwarded TD-Helpdesk.	None	5 mins	Cashier	
	the c	will create site for sustomer in the PPA office Oracle First eipting Module.	None	Paused- Clock	ICTD-Help Desk	



Originating RC for	If not yet enrolled, request the Payor to proceed to the originating Responsibility (RC) to Customer Registration Form (CRF) together with theBIR 2303 (COR) and SEC/DTI to be enrolled in the Oracle System.	None	Paused- Clock	Port Users, Debtors, PPA Employees
	ICTD will enroll the customer on the PPA Debtor Master List (Oracle System).	None	Paused- Clock	ICTD-Help Desk
2. Returns to TD Window 2 and gives the Order of Payment and Cash/Check as payment	Receives and checks the completeness of supporting documents Accepting payments and issues Official Receipt to port user	Amount reflected on the order of payment	10 mins	Cashier
Receives the original Official Receipt				Port Users, Debtors, PPA Employees
	TOTAL:	lf not yet linked	15 mins 20 mins	

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Note:

- 1. Customer Registration Form (CRF) is available FREE OF CHARGE and downloadable in the PPA website (www.ppa.com.ph)
- 2. Receipting of payment shall be based on the completeness of the documents presented.



TREASURY DEPARTMENT (TD) Internal Services



10.Payment to PPA Employees

To release check for payments to PPA Employees.

Office/Division:	Port Manageme	nt Offices / H	Head Office		
Classification:					
Type of Transaction:	ent to Government				
Who may avail:	Payees that hav	e collectible:	ectibles or claims from PPA		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
Valid Identification (II picture and signate)	,	To be provided by client			
2. Valid authorization of Attorney (SPA)		To be prov	rided by client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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	
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:		9 mins		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



HUMAN RESOURCE MANAGEMENT DEPARTMENT (HRMD) External Services



1. Status of Employment Applications

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

Office/Division:	PPA, HRMD, H	PPA, HRMD, HRSD, HRSS			
Classification:	Complex	Complex			
Type of Transaction	: G2C – Govern	ment to Citize	n		
Who may avail:	Who may avail: Applicants				
CHECKLIST OF R	EQUIREMENTS	V	VHERE TO SE	CURE	
Text / Phone call / Email with the name of the applicant and port of application		Client			
Client Steps	Agency Action	Fees to be Processing Person paid Time Responsible			
1. Applicant sends inquiries regarding the status of their application thru Text message/ Telephone call/Email	1.1 Acknowledges receipt of the inquiry and checks appropriate response depending on the applicants' case 1.2 Informs the applicant on the procedures of PPA Recruitment process	None	1 day	HRMPSB Secretariat	
	TOTAL:	None	1 day		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



2. Assistance to Online Recruitment Portal

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

Office/Division:	PPA, HRMD, I	HRSD, HRSS			
Classification:	Classification: Complex				
Type of Transaction	ment to Citize	n			
Who may avail:	Applicants				
CHECKLIST OF R	WHERE TO SECURE				
Text / Phone call / name of the application		Client			
Client Steps	Agency 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	1.1 Acknowledges receipt of the inquiry and checks appropriate response depending on the applicants' case 1.2 Informs the applicants of the steps to register to ORP 1.3 Performs troubleshoot when the applicant experience technical problem	None	3 days	HRMPSB Secretariat HRIS Team	
	TOTAL:	None	3 days		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



HUMAN RESOURCE MANAGEMENT DEPARTMENT (HRMD) Internal Services



3. Request for PPA Online exam

Replies to HO/PMO HRMPSB secretariat regarding online examination requests

Office/Division:	PPA, HRMD, HRSD, HRSS
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	HO/PMO HRMPSB Secretariat

CHECKLIST OF RI	WHERE TO SECURE			
Email the Request	t for Online exam	Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
HRMPSB Secretariat sends a Request for Online exam through Email	1.1 Acknowledges receipt of the request and checks the available schedule for exam 1.2 Informs the secretariat of the set schedule	None	5 days	Task Force Online Exam (TFOE)
	TOTAL:	None	5 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:



4. 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, F	PPA, HRMD, HRSD, HRSS			
Classification:	Complex	Complex			
Type of Transaction	: G2G – Govern	Government to Government			
Who may avail:	RC concerned				
CHECKLIST OF R	EQUIREMENTS	V	VHERE TO SE	CURE	
Phone call / Email request for issuance of special order		Client			
Client Steps	Agency Action	Fees to be Processing Person paid Time 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		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:



5. 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-I	PPA, HRMD, HRSD-HRSS			
Classification:	Complex				
Type of Transaction:	G2G – Government to	Governr	ment		
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	
1. 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		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:



6. 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				
Type of	G2G - Government to Government				
Transaction:	G2C - Government to Citizen				
Who may avail:	PPA Employees, Retirees	, Separat	ed 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	
	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		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:



7. 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-PN	/IO-ASD	
Classification:	Highly Technical			
Transaction:	G2G - Government to Government G2C - Government to Citizen			
	PPA Employees, Retirees, Separated from the service			
	F REQUIREMENTS		HERE TO S	ECURE
1. Letter of intent		From clie		
2. Ombudsman C		HRMD-H	IRSD-CBS	
3. HO Clearance Undertaking	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 Manager. Other pertinent documents are also provided to	None	2 days	HRMO



	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.			
0. 5711		D450.00	4 1.	LIDMO
2. Fills-up the	2.1 Receives the	₽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			
	as proof of payment			
	to the client			
2 Potiroo	to the client.	None	10 days	ЦРМО
	3.1 Receives Clearance	None	10 days	HRMO
forwards the	3.1 Receives Clearance and routes to other	None	10 days	HRMO
forwards the accomplished	3.1 Receives Clearance	None	10 days	HRMO
forwards the accomplished HO	3.1 Receives Clearance and routes to other signatories.		·	
forwards the accomplished HO Clearance	3.1 Receives Clearance and routes to other signatories.3.2 Upon completion	None None	10 days 1 days	HRMO HRMO
forwards the accomplished HO	3.1 Receives Clearance and routes to other signatories.3.2 Upon completion of signatories for the		·	
forwards the accomplished HO Clearance	3.1 Receives Clearance and routes to other signatories.3.2 Upon completion		·	
forwards the accomplished HO Clearance and the Deed	3.1 Receives Clearance and routes to other signatories.3.2 Upon completion of signatories for the		·	
forwards the accomplished HO Clearance and the Deed of	3.1 Receives Clearance and routes to other signatories.3.2 Upon completion of signatories for the clearance and deed		·	
forwards the accomplished HO Clearance and the Deed of Undertaking	3.1 Receives Clearance and routes to other signatories.3.2 Upon completion of signatories for the clearance and deed of undertaking and		·	
forwards the accomplished HO Clearance and the Deed of Undertaking	3.1 Receives Clearance and routes to other signatories.3.2 Upon completion of signatories for the clearance and deed of undertaking and submission of		·	
forwards the accomplished HO Clearance and the Deed of Undertaking	3.1 Receives Clearance and routes to other signatories.3.2 Upon completion of signatories for the clearance and deed of undertaking and submission of complete retirement		·	
forwards the accomplished HO Clearance and the Deed of Undertaking	 3.1 Receives Clearance and routes to other signatories. 3.2 Upon completion of signatories for the clearance and deed of undertaking and submission of complete retirement documents, HRMD evaluates and 		·	
forwards the accomplished HO Clearance and the Deed of Undertaking	 3.1 Receives Clearance and routes to other signatories. 3.2 Upon completion of signatories for the clearance and deed of undertaking and submission of complete retirement documents, HRMD evaluates and prepares other 		·	
forwards the accomplished HO Clearance and the Deed of Undertaking	 3.1 Receives Clearance and routes to other signatories. 3.2 Upon completion of signatories for the clearance and deed of undertaking and submission of complete retirement documents, HRMD evaluates and 		·	



3.3	3 HRMO prepares EB and attached complete retirement documents for the GM's signature.	None	5 days	HRMO
3.4	4 Once the GM signed the clearance and other retirement documents, OGM returns the documents to HRMD.	None	2 hrs	OGM Staff
3.5	5 HRMD prepares endorsement letter to GSIS for submission of pertinent documents. Retains copy for 201 file.		2 hrs	HRMO/Liaison Officer
	TOTAL:			

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Note: Due to pandemic, Ombudsman Clearance Application is thru postal money order and registered mail, thus, additional payment of Php 183.



8. 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.

Office/Division:	PPA-HRMD-HRSD-C	BS / PPA	-PMO-ASD	
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to G2C - Government to		nent	
Who may avail:	PPA Employees, Reti	rees, Sep	parated from	the service
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SI	ECURE
Letter of intent to re	etire.	PMO		
2. PMO Clearance		РМО		
3. Ombudsman Clear	ance	PMO		
4. HO Clearance		HRMD-C		
Client Steps	Agency Action	be paid	Processing Time	Person 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. 1.2 Clearance routed for signatories.	None	1 day	Personnel Specialist/ HRMO, HRMO II Personnel Specialist/ HRMO, HRMO II
	1.3 Upon receipt of accomplished/signed clearance, HRMO evaluates and prepares other documents.	None	2 days 5 days	Personnel Specialist/ HRMO, HRMO II Personnel Specialist/



documents to the PMO and retains copy for 201 file.			
endorsement letter of the approved retirement			
1.6 HRMD prepares	None	4 hrs	
1.5 Once the GM signed the clearance and other retirement documents, OGM returns the documents to HRMD.			HRMD Staff
complete retirement documents for the GM's signature.	None	4 hrs	OGM Staff
1.4 HRMO prepares EB and attached			HRMO, HRMO II

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



9. 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	Highly Technical			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen				
Who may avail:	PPA Employees, Retirees, Separated from the service			he service	
CHECKLIST OF F	REQUIREMENTS	W	HERE TO SI	ECURE	
Letter of intent to re	etire.	HRMD-C	BS		
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 Manager. Other pertinent documents are also provided to	None	2 days	HRMO	



	1 . 20 1 1 2	 		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
3. Retiree forwards the accomplished HO Clearance and the Deed of Undertaking to HRMD.	3.1 Receives Clearance and routes to other signatories.3.2 In case of issue on accountability or pending	None	9 days	HRMO CD/ LSD Staff
	administrative case, the			



	Controllerabia			1
	Controllership Department or			
	•			
	Legal Services			
	Department returns the			
	unsigned			
	Clearance to			
	HRMD informing			
	the			
	accountability/ case of the			
	retiree.			
	retiree.			
	3.3 HRMD informs			HRMO
	client on the			TITATO
	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	with attached			
clearance. Retiree	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



submission of pertinent documents. Retains copy for			
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
4.3 HRMO prepares EB and attached complete retirement documents for the	None	2 hrs	OGM Staff

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



10. 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 /Divisions		O / DD 4		
	PPA-HRMD-HRSD-CB	55 / PPA-	PMO-ASD	
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to (ent	
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	G2C - Government to (Citizen		
Who may avail:	PPA Employees, Retire	ees, Sep	arated from t	the service
CHECKLIST OF F	CHECKLIST OF REQUIREMENTS		HERE TO S	ECURE
1. Letter of intent to re-	tire.	HRMD-C		
Client Steps	Agency Action		Processing	
4 5140		be paid		Responsible
1. PMO submits	1.1 Upon receipt and	None	12 days	Personnel
complete	evaluation of the			Specialist/
documentary	complete			HRMO,
requirement on behalf of the	documentary			HRMO II
	requirements from			
retiree.	PMO, HRMD			
	prepares HO Clearance.			
	Clearance.			
	1.2 Clearance routed	None		HRMO
	for signatories.			
	1.3 In case of issue on	None		CD/ LSD Staff
	accountability or			
	pending			
	administrative			
	case, the			
	Controllership			
	Department or			
	Legal Services			
	Department			
	returns the			
	unsigned			
	Clearance to			
	HRMD informing			
	the accountability/			
	case of the retiree.			



	1.4 HRMD informs client on the status of the clearance.	None		HRMO
2. Retiree responds to the issue/problems seen during the routing of the clearance. Retiree informs HRMD that the issue was already settled.	information and returns the clearance to CD with attached	None	1 day	HRMO
	2.2 Upon receipt of accomplished/ signed clearance, HRMO evaluates and prepares other documents.	None	1 days	Personnel Specialist/ HRMO, HRMO II
	2.3 HRMO prepares EB and attached complete retirement documents for the GM's signature.	None	5 days	Personnel Specialist/ HRMO, HRMO II
	2.4 Once the GM signed the clearance and other retirement documents. OGM returns the documents to HRMD.	None	4 hrs	OGM Staff
	2.5 HRMD prepares endorsement letter	None	4 hrs	HRMD Staff



TOTAL:	None	20 days	
of the approved retirement documents to the PMO and retains copy for 201 file.			

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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

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

Off	ice/Division:	PPA-HRMD-HRSD-CBS / PPA-PMO-ASD			
Cla	assification:	Highly Technical			
Tvi		G2G - Government to	Governn	nent	
		PPA Employees, Reti			
•	CHECKLIST OF R			HERE TO SI	FCURE
1.	Letter of intent to tra		From Clie		LOGILE
	Authorization/Deed		HRMD (H	HO)	
3.	Duly Approve Leave		From Clie		
4.	Certification of personassume the duties a		From Clie	ent	
5.	Certification of No P Administrative Case	•	HRMD (H	HO)	
	Indorsement from the PMO)		RC Head (for From Client		
7.	HO/PMO Clearance	ce HRMD (HO)			
	Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1.	Submits the	1.1 Receives the	None	2 days	Personnel
	following (2 copies):	request and			Specialist/
*	duly approved	evaluates the			HRMO,
	Application for	documents.			HRMO II
	Leave Form				
*	Certificate to Take	1.2 Prepares HO			
	Over Duties and	Clearance,			
	Responsibilities	Deed of			
	(with signature of	Undertaking for			
	concerned	personal travel			
	personnel noted	abroad.		45 days	LIDMO
	by the RC Head Authorization/Deed	1.2 Claaranaa		15 days	HRMO
	of Undertaking	1.3 Clearance routed to			
	Certification of No	signatories.			
	pending Admin	Signatones.		1 day	HRMO
	Case	1.4 Upon		1 day	THAM
*	Clearance	completion			



	TOTAL:	None	20 days	
		Mone	20 days	
	client.			
	the requesting			
	documents to			
	approved			
	Forwards the			
	of documents for 201 File.			
	and retains copy			
	1.7 HRMD records			
	HRMD.			
	documents to			
	returns the			
	clearance, OGM			
	signed and approved the			
	1.6 After the GM			
	4.0.46		4 hrs	HRMO
	signature.			
	the GM's			
	documents for			
	required			
	complete			
	and attached			
	prepares EB			
	1.5 HRMO		41115	OGW Stall
	documents.		4 hrs	OGM Staff
	evaluates other			
	HRMO			
	documents,		1 day	HRMO
	of complete			
PMOs)	and submission			
RC Head (for	undertaking			
* Indorsement form	deed of			
Abroad	clearance and			
* Letter request for Authority to Travel	of signatories for the			

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



12. ISSUANCE OF TRAVEL AUTHORITY - Head Office/PMO

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

	Governn				
	Governn	G2G - Government to Government			
G2G - Government to Government PPA Employees, Retirees					
PPA Employees, Retire	ees				
EQUIREMENTS	W	HERE TO S	ECURE		
vel abroad	From Cli	ient			
of Undertaking	HRMD (HO)			
Application Form	From Cl	ient			
onnel who will nd responsibilities	From Cli	ient			
ending	HRMD (HO)			
e RC Head (for	From Cli	ient			
Agency Action	Fees to be paid	Processing Time	Person Responsible		
1.1 Receives and	None	1 day	Personnel		
evaluates			Specialist/		
required			HRMO,		
documents.			HRMO II		
1.2 HRMO prepares EB and Travel Authority and attached complete required documents for the GM's signature. 1.3 Once signed, the documents will be returned to HRMD.	None	5 days 4 hrs	HRMO II OGM Staff		
	EQUIREMENTS vel abroad of Undertaking Application Form onnel who will and responsibilities ending e RC Head (for Agency Action 1.1 Receives and evaluates required documents. 1.2 HRMO prepares EB and Travel Authority and attached complete required documents for the GM's signature. 1.3 Once signed, the documents will be returned to	vel abroad From Clof Undertaking HRMD (Application Form Innel who will Ind responsibilities Pending HRMD (Agency Action From Clombar Agency Action Fees to be paid None Paluates required documents. 1.2 HRMO prepares EB and Travel Authority and attached complete required documents for the GM's signature. 1.3 Once signed, the documents will be returned to None	vel abroad From Client Indertaking HRMD (HO) Application Form From Client Indertaking HRMD (HO) Application Form From Client Indertaking HRMD (HO) From Client HRMD (HO) Read (for From Client HRMD (HO) Fees to be paid 1.1 Receives and evaluates required documents. 1.2 HRMO prepares EB and Travel Authority and attached complete required documents for the GM's signature. 1.3 Once signed, the documents will be returned to		



* Letter request for	1.4 HRMD indorses	None	10 mins	HRMO/
Authority to Travel	the Approved			Personnel
Abroad	Travel Authority			Specialist
* Indorsement form	to concerned			
RC Head (for PMOs)	PMO/HO			
	personnel.			
	TOTAL:	None	6 days 4	
			hrs. and 10	
			mins.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



13. 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, Reti	rees		
CHECKLIST OF RE	EQUIREMENTS	W	HERE TO SI	ECURE
1. Application for leave		HRMD-C	BS	
Justification (Purpos Monetization)	se of the	Client		
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. 1.2 Consolidates all application for leave monetization. 1.3 Computes for leave balances and allowable leave for 	None None	1 day 10 days 3 days	Personnel Specialist/ HRMO, HRMO II HRMO/ Personnel Specialist HRMO/ Personnel Specialist
	monetization. 1.4 Forwards evaluated application and prepared EB/Memo to HRMD Manager for signature.	None	1 day	HRSD



1.5 Forwards Documents for GM's Approval and Signature.	None	4 days	HRSD
1.6 Once signed, the documents will be returned to HRMD.	None	4 hrs	HRMO/ Personnel Specialist
1.7 Submits documents for payroll preparation.	None	4 hrs	HRMO/ Personnel Specialist
TOTAL:	None	20 days	

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14. 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	W	HERE TO SI	ECURE
Application for leave	e (Monetization)	HRMD-C	BS	
Client Steps	Agency Action		Processing	
· ·	G ,	be paid	Time	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 Head after	None	4 days	HRMD Staff



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	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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15. 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 Go	vernment	t	
Who may avail:	PPA Employees, Retirees	3		
CHECKLIST O	F REQUIREMENTS	W	HERE TO S	ECURE
Application for le	eave (Monetization)	HRMD-C	_	
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. 1.2 Consolidates all application for leave monetization. 1.3 Computes for leave balances and allowable leave for monetization and forwards application to signatories. 1.4 Signs the application for leave 	None None	1 day 4 days 1 day 4 hrs	Personnel Specialist HRMO/ Personnel Specialist HRMO/ Personnel Specialist HRMO/ Personnel Specialist
	Monetization. 1.5 Submits documents for payroll preparation. TOTAL:	None None	4 hrs 7 days	HRSD



16. ISSUANCE OF SPECIAL ORDER - Local Training

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

Special Orders for local	trairing.			
Office/Division:	PPA-HRMD-CDD-SG	PPA-HRMD-CDD-SGS		
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PPA Employees			
CHECKLIST OF R	EQUIREMENTS	W	HERE TO S	ECURE
Request Form		HRMD, F	Requesting P	MOs/RCs
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. RCs concerned sends training request to HRMD/CDD re: local training program with attached nomination form, training invitation, program details,	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
statement of actual duties and responsibilities and justification (if any).	1.2 a. Prepares memo update on the training request concerned for HRMD Manager's approval.	None	1 day	HRMO or Personnel In- charge; HRMD Manager
	1.2 b. Coordinates with the unit/nominee concerned re status of nomination.	None	1 day	HRMO or Personnel In- charge
	1.3 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
	1.4 Once signed, transmits approved PPA Special Order to Records-	None	10 mins	HRMO or Personnel In- charge; Records



Services Division dissemination numbering and dissemination.	ı	10 days	Admin Department
		and 10 mins.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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17. 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			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PPA Employees			
CHECKLIST OF	REQUIREMENTS	W	HERE TO S	ECURE
Request Form		HRMD,	Requesting I	PMOs/RCs
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 memo- request from PPATI or PMO/RC re: conduct of training program. 1.2 HRMO prepares memo/nomination signed by the HRMD Manager.	None	1 day	HRMO or Personnel-In- Charge HRMO or Personnel In- charge; HRMD Manager
O. DMC/DC	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.	2.1 Receives document and evaluates participants and process submitted nomination/	None	2 days	RC's/PMO's Personnel In- charge; HRMO or



Accomplished nomination forms will be submitted to HRMD.	confirmation for shortlisting.			Personnel Incharge
	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.	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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18. 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.

•				
Office/Division:	PPA-HRMD-CDD-TD	S		
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PPA Employees			
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SI	ECURE
Request Form		HRMD, F	Requesting P	MOs/RCs
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
		None	4 days	



TOTAL:	None	10 days and 20 mins	
for numbering and dissemination.			Officer -Admin Department
2.5 Transmits signed Special Order to Records Unit- Admin. Department	None	10 mins	HRMO or Personnel In- charge; Records
PMO/RC concerned.			Personnel-In- Charge; AGMFA/OGM personnel
2.4 Inform/update	None	10 mins	HRMO or
2.3 Transmit endorsed Executive Brief with attached Special Order to AGM-FA/OGM.		·	HRMO or Personnel In- charge; HRMD Manager
2.2 Prepares Executive Brief/Special Order for endorsement of HRMD Manager.	None	1 day	HRMO or Personnel In- charge

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19. 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.

Office/Division:	PPA-HRMD-CDD-CPMS			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Student Trainee			
CHECKLIST OF R		W	HERE TO SI	ECURE
 School Endorsen Certificate of Reg Certificate of Good Resume with Pho Copy of School II Copy of Vaccinat Deed of Undertak 	gistration (COR) and Moral Character boto (duly signed) boto Card	·	Requesting P	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Client submits the complete requirements.	1.1 Receives and reviews submitted documentary requirements re: OJT program.	None	15 mins.	HRMO or Personnel-In- Charge
	1.2 Coordinates with RC concerned re acceptance of student trainee.	None	10 mins.	HRMO or Personnel In- charge
	1.3 Prepares OJT Form, Deed of Undertaking and memo endorsement to receiving RC for HRMD Manager's approval.	None	3 days	HRMO or Personnel In- charge; HRMD Manager
	1.4 Transmits signed memo endorsement to RC concerned.	None	10 mins.	HRMO or Personnel In- charge



2. Receives the Deed of Undertaking and Copy of Memo Endorsement.	2. Release the Deed of Undertaking and Copy of Memo Endorsement to the requesting client.	None	10 mins.	HRMO or Personnel In- charge; Client
	TOTAL:	None	3 days and 45 mins	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



ADMINISTRATIVE SERVICES DEPARTMENT (ASD) External Services



1. Handling of Internal and External Documented Information INCOMING DOCUMENTED INFORMATION

	Administrative Services Department		
()ttice/i)i/icion.	Records and Communications Division (ASD-RCD)		
Classification:	Simple		
	G2B - Government to Business		
Type of Transaction:	G2C - Government to Citizen		
	G2G - Government to Government		
Who may avail:	Internal and External Customers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1 Complete name and address of reginient			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Complete name and address of recipient	
in PPA-HO.	Internal and External Customers
2. Documented Information and enclosure/s,	
if any.	

ii dily.				
Client Steps	Agency Action	Fees to	Processing	Person
Cheffi Steps	Agency Action	be paid	Time	Responsible
1. Submits the	1.1 Checks DI if properly	None	5 mins	OPR for
documented	addressed and in good			Receiving
information	condition (not tampered/			
(DI) to the	damaged) prior to			
OPR for	receipt;			
Receiving at				_
ASD-RCD	1.2 Acknowledges receipt	None	5 mins	OPR for
	in the receiving copy,			Receiving
	and assigns reference			
	number from the E-			
	CommSys.	Nana	4	ODD for
	1.3 Classifies and	None	1 working	OPR for
	evaluates each DI		day	Receiving
	according to its			
	requirements,			
	performs			
	codification/profiling of			
	the DI thru its			
	assigned reference			
	number from the PPA			
	Enhanced			
	Communication			
	System (E-			
	CommSys), prints			



routing slip as required; 1.4 Prepares the DI for dissemination to recipients. 1.5 Batches DI and forwards to the Internal Messenger for routing to concerned PPA He	None	3 hrs 50 mins	OPR for Receiving OPR for Receiving
Office Responsibilit Centers (RCs); or e mails DI to concern RC/s as required.	ed	1 working	
ТОТ	AL: None	day and 4 hours	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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GSD/PPATI

Personnel

3 working

days

2. Request for Use of PPATI DORMITORY

Facilitate the request for use of PPA Dormitory

Office/Division: Administrative Service Division			es Departn	nent/General	Services
Classification:		Simple			
Type of Transaction: G2G – Government G2G – Government					
Who may avail:		Head Office Respons			
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE
 2.2.1.1.1.1 Letter Request to include: Duration of Stay Number of Pax Contact Person/Name/Address 			Prepared	by the reque	sting party
Client Steps		Agency Action	Fees to Processing Person		
1. Transmit/ submit the letter request	o e c d	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 <i>F</i>	Approval of Request.	None	1 day	Manager, ASD
		approved, ssignment of Rooms			Clerk, GSD/ Manager,

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

and Provision of

Dormitory Essentials

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

TOTAL:

None



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 Transact	ion:	G2G – Government t	o Governm	ent		
Who may avail:		Internal Customers				
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE	
Duly accomplished F Records Form(RCRF)		• • • • • • • • • • • • • • • • • • • •	Records and Communications Division, Administrative Services Department			
Client Steps		Agency Action		Processing		
4. Cultimate duly	1 1 (Charles and avaluate	be paid	Time	Responsible	
1. Submits duly accomplished Request for Copy of Records Form (RCRF) to the ASD-RCD, OPR-DI	1 (1	Checks and evaluate mandatory fields are completely filled-out prior to receipt, and/or notifies the requesting entity for other concern/s;	None	5 mins	OPR- Documented Information (OPR-DI)	
	!	Approves RCRF request by affixing signature on the accomplished RCRF.	None	5 mins	Authorized Approver	
	e ti re	Submits RCRF for lectronic date and me stamping to ecord onset of etrieval process;	None	5 mins	OPR-DI	
	re p	Retrieves the equested DI and repares a copy in the ormat stated in the CRF	None	2 working days, 7 hrs, and 35 mins	OPR-DI	
	е	submits RCRF for lectronic date and me stamping to	None	3 mins	OPR-DI	



	TOTAL:	None	3 working days	
2. Acknowledges 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
	record end of retrieval process; 1.6 Releases the DI and requires the requesting entity to	None	3 mins	OPR-DI



4. Request for Copy of Records – Electronic

Office/Division: Administrative Service Records and Commu			es Department unications Division (ASD-RCD)		
Classification:		Simple			
Type of Transact	ion:	G2G - Government to	Governme	ent	
Who may avail: Internal Customers					
CHECKLIST OF REQUIREMENTS			WH	IERE TO SE	CURE
1.Duly Accomplished Online Request for		PPA Wel	osite		
Copy of Record	ds Fo	orm (O-RCRF)	EDECEMBER 10 THE SEMINERS NAMED IN THE PROPERTY AUTHORIT	- Y	****
			Come Schildo Suntos Sund'st Discounts Soft	older Afait Davidels Wa	
			Anne Senthager Despekt Visio Brand. REGisma Renard Internative Server. NOSE	ADVISORY ADVISORY The second of the second	
Client Steps		Agency Action	Fees to	Processing	Person
Olient Oteps		Agency Action	be paid	Time	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 eccipt, and/or notifies he 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 CCRF;	None	5 mins	Authorized Approver
	re	Retrieves the equested DI at RCD ecords keeping ystems;	None	2 days, 7hrs and 30 mins.	OPR-DI
	С	Sends electronic opy/ies of the equested DI to the	None	5 mins	OPR-DI

requesting entity.



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



5. Vehicle Service Request (VSR) within Metro Manila

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

Trequest (vort).						
LITTICA/LIWISIAN		ASD/General Services Division (GSD) -Transport Services Section (TSS)				
Classification:		Simple				
Type of Transact	ion:	G2G – Government t	ent to Government			
Who may avail:		Head Office Respons	sibility Cent	ers		
		EQUIREMENTS		IERE TO SE		
2.2.1.1.1.2 Vehic		•	•	Services Sec	ction, GSD-	
		within Metro Manila	ASD Fees to	Processing	Person	
Client Steps		Agency Action	be paid	Time	Responsible	
Secure VSR Form for trips within Metro Manila	1.1 Issue VSR Form1.2 Evaluate the request form.		None	3 min	Transport Dispatcher (TD)	
2. Submits accomplished VSR Form	2.1 Checks/verify the completeness of information in the form and availability of service vehicle and driver. 2.1a If in order, signs initials in the recommending approval portion of the VSR and indorses it to the Chief, TSS for signature. 2.1b If not in order, return		None	6 mins	TD	
	2.2 lı \ ! 2.3 F	for correction. Indorses the signed /SR to the GSD-Div. Manager for signature/ approval. For approved request, prepares trip ticket	None	3 mins	Chief, TSS- GSD	



and assigns service vehicle and driver to the VSR.	None	3 mins	TD
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).

		ACD/Conoral Coming	o Division	(CCD) Trans	nort Corviosa	
Office/Division:	ASD/General Services Division (GSD) -Transport Section (TSS)					
Classification:		Simple				
Type of Transacti	ion:	G2G – Government t	to Government			
Who may avail:		Head Office Respons	sibility Cent	ers		
CHECKLIST (OF R	EQUIREMENTS		IERE TO SE		
1. Vehicle Service trips outside Me		quest (VSR) Form for Manila	Transport ASD	Services Sec	ction, GSD-	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible	
Form for trips	1.2 E	ssue VSR Form Valuate the request form.	None	1 day	Transport Dispatcher (TD)	
2. Submits accomplished VSR Form	i f	Checks/verify the completeness of information in the form and availability of service vehicle and driver. If in order, assign a	None		TD	
		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.				
	th M in	ndorses the VSR to ne GSD-Div. lanager for signature the recommending pproval portion.	None		Chief, TSS- GSD, Div. Manager	
		ndorses the signed SR to the ASD	None		GSD, Manager/ ASD Manager	



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



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 Main 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	2.1a 2.1b 2.2 li	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. Indorses the R/M Request Form to the CSD Div. Manager.	None	3 mins	Clerk Processor Chief, BEMS/GSD	
	2.3 C	GSD-Div. Manager or signature/approval. Checks the approved R/M Request Form.	None	3 mins	Div. Manager Building Foreman	
	i i	Schedule and assign a GSD personnel as per the nature of work requested.	None	12 mins		
	TOTAL:					

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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 Transact	ion:	G2G – Government to	Governm	ent		
Who may avail:		Head Office Responsi	bility Cent	ers		
CHECKLIST	OF R	EQUIREMENTS		HERE TO SE		
1. Purchase Requ	est			CLE provided d/end user	I 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	r	Receives documentary requirement and checks availability of stocks.	None	1 day	PMD staff	
	1.1a	If available, prepares the stocks and the RIS to be signed by the requesting RC/end user.	None		Storekeeper	
	1.1b	If not available, Procurement Officer will proceed to canvassing and follow R.A. 9184 process.	None		Procurement Officer	
	í	ndorses the RIS to the PMD-Div. Manager for approval.	None		Storekeeper/ PMD-Div. Manager	
	t	Jpon approval, issues he supply/ies to the equesting end user.	ies to the Ste			
2. Signs the Requisition and Issue Slip (RIS) and receives supply/ies.		Receives the signed slip and file.	None		Storekeeper	
		TOTAL:	None	1 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 Service Division	es Departn	nent/Property	Management	
Classification:	Highly Technical				
Type of Transactio	n: G2G – Government t	o Governm	ent		
Who may avail:	Head Office Respons	sibility Cent	ers		
CHECKLIST O	F REQUIREMENTS	WH	IERE TO SE	CURE	
1. Purchase Requ	est	Via ORAC concern/	CLE provided end user	by the RC	
7. Specifications o applicable)	or Terms of Reference (if	End user			
8. Canvass Docum	nents (if applicable)	End user			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
complete documentary requirements.	.1 Check/review the veracity of the submitted documentary requirements. Check if item is included in the current year's APP. (Annual Procurement Plan) .1a If yes, request for CAF (Certificate of Availability of Funds). .1b If not, items are subject for approval of the Top Management.	None	5 days	PMD staff/ Authorized Representativ e (AR)	
1	.2 Prepare other pertinent documents for use of the BAC	None	10 days	PMD staff/ Authorized	



	TOTAL:	None	15 days	
process.				
1.3 Follow R.A	A. 9184			
procurem	ent process.			e (AR)
Office to f	acilitate the			Representativ



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:		Administrative Servic	es Departn	nent/Property	Management	
Classification		Division				
Classification:		Complex				
Type of Transacti	ion:	G2G – Government to	to Government			
Who may avail:		Head Office Respons	ibility Cent	ers		
CHECKLIST (OF R	EQUIREMENTS	QUIREMENTS WHERE TO SECURE			
1. Purchase Req	uest		Via ORAC concern/ e	CLE provided and 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	do re	Received ocumentary equirements for onsolidation.	None	5 days	PMD staff/ Procurement Officer	
	1.2 After consolidation, will check for availability 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			

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



11. Handling of Internal and External Documented Information OUTGOING DOCUMENTED INFORMATION (Central Receiving to PPA-HO-RCs)

Office/Division:	Administrative Services Department,					
Office/Division:	Records and Communications Division (ASD-RCD)					
Classification:	Simple	Simple				
Type of Transaction:	G2G – Government to Government					
Who may avail:	Internal Customers					
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE				
Documented Information and						
1. Documented inition	nation and					
enclosure/s (if any)	nation and					
		Internal Customers				
enclosure/s (if any)		Internal Customers				

Client Steps	Agency Action	Fees to	Processing	Person
Olicili Otops	Agency Action	be paid	Time	Responsible
1. Delivers	1.1Acknowledges receipt	None	5 mins	OPR for
processed,	on the routing slip			Receiving
batched	carried by the internal			(RC
incoming	messenger			Recipient)
Documented				
Information	1.2 Update the status	None	1 hour	OPR for
from Internal	of received DI in			Receiving
and External	the E-CommSys			(RC
stakeholders	by changing status			Recipient)
(Government	to "RECEIVED"			
and or private				
entities,	1.3 Validates/follow-	None	2 hours and	E-CommSys
PMOs)	up recipients		55 mins	Processor
	update of			
	delivered DI in the			
	E-CommSys			
	TOTAL:	None	4 hrs	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



12. Handling of Internal and External Documented Information OUTGOING DOCUMENTED INFORMATION VIA LIAISON AIDE

Administrative Services Department, Records and Communication Division (ASD-RCD)			
Simple			
G2C - Government to G2G - Government to	Citizen Governme		
			CURF
mation and			<u>JONE</u>
	\		
	ASD-NCD		
Service Request Slip	ASD-GSD		
Agency Action	Fees to be paid	Processing Time	Person Responsible
properly addressed, marked with appropriate notification/s as needed, the completeness of enclosures if any, and that it has its E- CommSys Reference Number.	None	40 mins 20 mins	OPR - Liaising Dispatch Officer OPR - Liaising Dispatch Officer
	Communication Division Simple G2B - Government to G2G - Government to Internal and External REQUIREMENTS mation and rence Number Service Request Slip Agency Action Checks if the DI is properly addressed, marked with appropriate notification/s as needed, the completeness of enclosures if any, and that it has its E-CommSys Reference Number. Validates the reference number, correctness of its profiling in the E-CommSys and prepares the locator	Communication Division (ASD-File Simple) G2B - Government to Business G2C - Government to Government Internal and External Customers Matternal and External Customers Matternal and External Customers Matternal and External Customers Matternal Cus	Communication Division (ASD-RCD) Simple G2B - Government to Business G2C - Government to Government Internal and External Customers REQUIREMENTS mation and Internal Customers REQUIREMENTS MHERE TO SE MHERE TO SE MHERE TO SE ASD-RCD Service Request Slip ASD-GSD Agency Action Checks if the DI is properly addressed, marked with appropriate notification/s as needed, the completeness of enclosures if any, and that it has its E-CommSys Reference Number. EValidates the reference number, correctness of its profiling in the E-CommSys and prepares the locator



TOTAL:	None	3 working days	
1.4 Updates the status of DI in the E-CommSys by uploading the receiving copy or accomplished locator slip OR returning the DI to RC of origin with details in cases of undelivery. (i.e, wrong address, refusal to receive, change address etc.)	None	1 hr	Liaison Aide / OPR - Liaising Dispatch Officer
1.3 Delivers the DI to intended recipients.	None	2 working days and 6 hours	Liaison Aide



13. Handling of Internal and External Documented Information **OUTGOING DOCUMENTED INFORMATION VIA COURIER**

Office/Division:	Office/Division: Administrative Server Records and Comm				-BCD)
Classification:		Simple	incations L	אוסטוו (אסט	-1(OD)
Type of Transacti	ion:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail: Internal Customers					
CHECKLIST (OF R	EQUIREMENTS	WH	IERE TO SE	CURE
Documented I attachments, if a E-CommSys F	ny.		Internal C	ustomer	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forwards batched documented information (DI) to the ASD - Administrative Services	0. 0. 1.2 F m a _l	Records the outgoing on the prescribed controlled forms; Packs, labels, and/or parks with ppropriate outification/s;	None None	days	Administrative Services Assistant A Administrative Services Assistant A
Assistant A	se de se w	Coordinates pick-up chedule with the ervice provider or elivers the DI to the ervice provider thichever is ppropriate	None		Administrative Services Assistant A
	TOTAL:	None	3 working days		



14. Newspaper Publication of PPA Issuances, Memorandum and Notices

11011000					
Office/Division:		Administrative Services Department,			
		Records and Commu	nications D	ivision (ASD	-RCD)
Classification:		Simple			
Type of Transacti	ion:	G2G - Government to	Governme	ent	
Who may avail:		Internal Customers			
		EQUIREMENTS	WH	ERE TO SE	CURE
 Material to be published (i.e., Signed PPA Issuance, Memorandum and/or Notices) 			Into mad Co	voto mo o ro	
2. Memo request	fron	n RC to ASD.	Internal C	ustomers	
***For next day p					
processing of	reque	est is at 10:00am.	- /	D .	
Client Steps		Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits the request for publication together with the material to ASD-RCD.		Upon receipt from RC of origin, check the availability of the publication date and determine the specifications for the publication of the material (i.e., section, size and number of days to run the publication ad in the newspaper). Otherwise, return and inform the RC of origin for discrepancies / inconsistencies found.	None	45 mins	Administrative Services Assistant A / General Services Chief B
	; ;	If complete, faciliates oublication to the Service Provider. Otherwise, return to RC of origin with details.	None	15 mins	Administrative Services Assistant A / General Services Chief B



1.3 On the day of publication, proof reads the newspaper against the original material through the complimentary copy sent by the service provider.	None	3 hours	Administrative Services Assistant A / General Services Chief B
TOTAL:	None	For 1.1 and 1.2 : 1 hour For 1.3 : 3 hours	



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

Office/Division:		Administrative Servic Records and Commu	vices Department, munications Division (ASD-RCD)			
Classification:		Simple				
Type of Transacti	ion:	G2G - Government to	Governme	ent		
Who may avail:		Internal Customers				
CHECKLIST (OF R	EQUIREMENTS	WHERE TO SECURE			
Copy of Published in the control of the contro		•				
2. Soft Copy (MS Word format) of issuance Internal Customers						
3.Three (3) certifissuance	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 nd 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	
	۷۷ p	acilitation of PPA Vebsite Publication, osting in the PPA ssuance subweb.	None	1 day	OPR - Issuance Subweb, PPA Website	
	TOTAL:	None	3 working days			



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

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

Office/Division:	Administrative Service Communication Div			ces Department/Records and sion		
Classification:		Highly Technical				
Type of Transacti	on:	G2G - Government to	Governm	ent		
Who may avail:		PPA Head Office Res	sponsibility	Centers		
CHECKLIST (OF R	EQUIREMENTS	WHERE TO SECURE			
Filled-out Access	sion c	of Records Form	Division -		ication	
			_	ent Section	_	
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



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
TOTAL:	None	15 Working Days	



PORT OPERATIONS AND SERVICES DEPARTMENT (POSD) External Services



1. Online Application for PPA Accreditation of Port Service Providers

To facilitate an automated processing of application for accreditation, the implementation of Electronic Accreditation System (eAS) is an online tool intended to accept application for accreditation covering processes and period of action from the Port Management Office to Head Office in real time.

Office/Div	ision:	Port Manager	nent Office	
Classification: Highly Technic		Highly Techni	ical	
Type of Transaction: G2B-Governm		G2B-Governn	ment to Business	
Who may avail.		Port Service F transactions	Providers and those private entities with port	
CHECKL	IST OF REQU	JIREMENTS	WHERE TO SECURE	
	ort Terminal, Passenger T vices			
1. Duly ac	complished A	pplication	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)	
	ny and Busine		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 		ation/ anchise orship s/ Partnership es Franchise- ccreditation ment	Provided by Applicant	
4. Certified True Copy of Articles Incorporation/Partnership and Bylaws 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.)		ship and By- /Articles of ation for plicable for discrificate of dor granted a vernment	Provided by Applicant	
recent (duly file SEC/CI applica	d True Copy of General Informed with and recond DA. (Not applied that with a validation, license	nation Sheet ceived by cable for	Provided by Applicant	



	franchise by other government	
	agencies.)	
6.	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.)	
7.	Certified True Copy of the Audited	Provided by Applicant
	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.)	
8.	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.)	
9.	Copy of value-added tax or	Provided by Applicant
	percentage tax return covering the	
	immediately preceding year	
10	. Duly accomplished and notarized	Provided by Applicant
	Omnibus Sworn Statement	
11	Proof of Authorization (duly	Provided by Applicant
	notarized) CDA/SEC registered	
	Entities Secretary's Certificate	
	Single Proprietorship Authorization	
	Letter	
Ту	pe B: Port Ancillary Services	
	Duly accomplished Application	PPA website/ Business Development
	Form	Marketing Specialist/ Officer (BDMS/O)
2.	Company and Business Profile	Provided by Applicant



	Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by DTI- Sole Proprietorship ECDA- Cooperations/ Partnership CDA- Cooperatives License Eligibility/ Franchise-Applicants with Accreditation from other government agencies	Provided by Applicant
	Certified True Copy of the audited financial statement immediately preceding the date of application for accreditation as filled with, received by, the Bureau of Internal Revenue together with the corresponding annual income tax return for the past 1 year. Bank statement/annual income tax return for newly registered business entities and individual professionals. (Not applicable for applicants with a valid certificate of accreditation, licensed of the granted franchise by other government agencies)	Provided by Applicant
5.	Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies)	Provided by Applicant
6.	Duly accomplished and notarized Omnibus Sworn Statement	Provided by Applicant
	Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter	Provided by Applicant
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
b. Copy of information of	
membership or affiliation from	
trade associations or business	
groups.	
Type C: Applicant that has been	
accredited/licensed/ granted	
franchise by other government agencies	
Duly accomplished Application	PPA website/ Business Development
Form	Marketing Specialist/ Officer (BDMS/O)
Company and Business Profile	Provided by Applicant
Authenticated Certificate of	Provided by Applicant
registration, Accreditation/	1 Tovided by Applicant
License/Eligibility /Franchise	
issued by	
DTI- Sole Proprietorship	
SEC- Corporations/Partnership	
CDA- Cooperatives	
License Eligibility/Franchise	
Applicants with Accreditation	
from other government	
agencies	
Duly accomplished and notarized	Provided by Applicant
Omnibus Sworn Statement	, , , ,
5. Proof of Authorization (duly	Provided by Applicant
notarized) CDA/SEC registered	,
Entities Secretary's Certificate	
Single Proprietorship Authorization	
Letter	
6. Other documentary requirements	Provided by Applicant
a. Service Contract or	
Authorization/Appointment	
provided by shipping lines/	
company to a shipping agent/	
representative (emailed	
authorization/ appointment is	
acceptable)	
b. Copy of information of	
membership or affiliation from	
trade associations or business	
groups.	



- 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 on- line 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	Processing	Person
4	Doubours allast	4 Volidata	paid	Time	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 no derogatory record with PPA.		1 day	Legal Services Department



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 Accreditation to POSD for stamping of	1 day	OCBS



4. Secures duly signed PPA	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		1 day	Port Operations & Services Department Port Management
Accreditation Certificate	Accreditation Certificate from Head Office and instructs newly accredited service provider to claim the signed PPA Accreditation Certificate.			Office
	TOTAL:	Accreditation fee + 12% VAT	13 days and 2 hours	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

As per PPA Admin Order No. 04-2020, 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 Transport Accreditation, Permit and Pass for Ports (TAPPP)

The purpose of this procedure is to ensure that Transport Service Providers operating inside all government ports under the jurisdiction of PPA including private ports, have corresponding TAPPP.

Office/Division:	Port Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Transport Serv	rice Providers		
CHECKLIST OF REQU	UIREMENTS	WHERE TO SECURE		
Transport Service P	roviders			
Duly accomplished Form with Omnibut		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)		DTI / SEC / CDA		
Latest Income Tax Return (ITR) for existing entities		BIR		
4. Proof of Authorization - Secretary's Certificate (For corporation / partnership / cooperative) - Authorization Letter signed by the sole proprietor (For single proprietor)		Provided by Applicant		
5. List of Truck together with their Official Receipt (OR) and Certificate of Registration (CR) with Deed of Sale/Assignment/Transfer, as applicable		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.



Cli	ient Steps	Agency Action	Fees to be	Processing Time	Person
reg the	rform client gistration in e Transport creditation, rmit and Pass	1.1 Validate documents submitted online.	Please refer to the schedule of fees	1 day	Responsible Business Development Marketing Specialist / Officer
for	Ports System APPP)	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 documentatio n provided.		1 day	Port Police Department (PPD)



	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.		
4. Pays TAPPP fee online	1.1 Endorse application for review to Port Operation & Services Department (POSD	1 day	Office of the Port Manager (OPM)
	1.2 Review Application	1 day	Port Operation & Services
	1.3 Print Executive Brief (EB) and PPA TAPPP Certificate.	1 day	Department (POSD)
	1.4 Endorses (EB) and Certificate to the AGM Operation (AGMO).		
	1.5 Endorses (EB) and Certificate to the Office of the General Manager (OGM).	1 day	AGM for Operations (AGMO)



	I	 	
	1.6 Approves and signs PPA TAPPP Certificate.	3 days	Office of the General Manager (GM)
	1.7 Forwards signed PPA TAPPP certificate to the Office of the Corporate Board Secretary (OCBS) for Stamping of PPA seal.	1 day	
	1.8 Forwards signed and stamped TAPPP Certificate to POSD for encoding of validity period/ effectivity date.	1 day	Office of the Corporate Board Secretary (OCBS)
	1.9 Prepares transmittal Memorandu m of signed PPA TAPPP Certificate to PMO. 1.10 Update inventories of PPA TAPPP	1 day	Port Operation & Services Department (POSD)
3. Secure duly signed PPA TAPPP Certificate	5. Receives the PPA TAPPP Certificate from Head Office and instruct Transport Service	1 day	Port Management Office



	Provider to claim the PPA TAPPP Certificate.			
ТОТ	AL	(TAPPP fee + Vehicular Pass fee)+ 12% VAT	16 days and 2 hours	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

As per PPA Admin Order No. 04-2020, 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 01-2021)

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 ensure continuous provision of cargo handling and other related services in PPA ports.

Office/Division:	PMO-PSD/ POSD - TS	PMO-PSD/ POSD - TSD				
Classification:	Highly technical					
Type of	G2B – Government to	Business				
Transaction:						
Who may avail:	Authorized CH & Port		•			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE				
	t for HOA Application	CHO/Port Service Operator				
	gation with PPA	PMO/Hea				
•	vorkers retirement n Fund (PRSF) with putation	CHO/Por	t Service Ope	rator		
4. Updated Rem SSS/Philhealt workers	ittances of h Contributions of	CHO/Por	t Service Ope	rator		
Pending Case			t Service Oper	rator		
6. Certification o Against PPA	f No Pending Case	PMO/Head Office				
Client Steps	Agency Action	Fees to	Processing	Person		
		be paid	Time	Responsible		
	=	_		•		
1. Submit	1.1 PMO transmits/	None	5 days	PMO Port		
application with	submits the HOA	_		PMO Port Services		
	submits the HOA application,	_		PMO Port Services Division /		
application with complete documentary requirements to	submits the HOA application, together with the	_		PMO Port Services Division / OPM-		
application with complete documentary	submits the HOA application, together with the complete	_		PMO Port Services Division /		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary	_		PMO Port Services Division / OPM-		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary requirements	_		PMO Port Services Division / OPM-		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary requirements and the duly	_		PMO Port Services Division / OPM-		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary requirements and the duly accomplished	_		PMO Port Services Division / OPM-		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary requirements and the duly accomplished and signed	_		PMO Port Services Division / OPM-		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary requirements and the duly accomplished	_		PMO Port Services Division / OPM-		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary requirements and the duly accomplished and signed Compliance	_		PMO Port Services Division / OPM-		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary requirements and the duly accomplished and signed Compliance Checklist, to	_		PMO Port Services Division / OPM-		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary requirements and the duly accomplished and signed Compliance Checklist, to POSD copy	_		PMO Port Services Division / OPM-		
application with complete documentary requirements to	submits the HOA application, together with the complete documentary requirements and the duly accomplished and signed Compliance Checklist, to POSD copy furnished OGM	_		PMO Port Services Division / OPM-		



1.2 RC Evaluates and verifies the validity of the submitted documents. 1.3 Requests Certificate of No Outstanding Account from Treasury Department and No Pending Case with PPA from the Legal Services Department 1.4 Processes and prepares Executive Brief		
TOTAL:	20 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
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4. Issuance of Memorandum of Agreement (MOA) to LGUs/GCs

To allow LGU participation in the management, operation, development and maintenance of ports not categorized by PPA as vital or priority ports programmed for development.

Office/Division:	PMO-PSD/ POSD - TSD				
Classification:	Highly Technical				
Type of	G2B – Government to 0	Governme	ent		
Transaction:					
Who may avail:	Local Government Unit	s/Governi	ment		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
1. Letter of Intent for N	MODAM of Port	LGU/GC	;		
2. Appropriate SB/SP	Resolution	LGU/GC	`		
	dy to include				
Curriculum Vitae of Supervisory Office	of the LGU/GC	LGU/GC			
include a Port Oper		LGU/GC			
Approved Port Layor Resolution of the Lo	out Plan or SB PMO/Head Office ocation of Port Zone				
7. Report containing the		PMO			
	ommendations of PMO	Гоос	Dunganin	Davasa	
Client Steps	Agency Action	Fees to be	Processin	Person	
		paid	g Time	Responsibl e	
LGU submit proposal/ application with complete documentary requirements.	1.1 PMO evaluate and submit the complete documentary requirements, evaluation report/recommendation to the GM thru AGMO/ GM.	None	5 days	PMO-Port Services Division	
	1.2 RC evaluates and verifies the validity of submitted documents and	None	15 days	POSD Staff	



	TOTAL:	None	20 days	
	consideration.			
	Directors for			
	PPA Board of			
1.4	GM, submits to the			
1.4	If approved by the			
	consideration.			
	the proposed Board Write-up for			
	the GM attaching			
	Executive Brief for			
	prepares			
1.3	Processes and			
	of the PMO.			
	recommendation			
	the			

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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 – Gov	ernment to B	usiness		
Who may avail:	Who may avail:		ency with pre	evious contract	with PPA	
CHECKLIST OF	CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Request from Secu	rity Agenc	у				
addressed to the G	eneral Mai	nager	Security Ag	ency		
through the PPD M	anager					
Contract informatio	n		Security Ag	ency		
Client Steps	Agenc	y Action	Fees to	Processing	Person	
_			be paid	Time	Responsible	
1. Submit letter	1.1 Rece		None	3 days	Port Police	
request to the	•	est. Verify			Officer	
Office of the General	contr				Operations	
Manager, copy		nation.			Division	
furnished the	1.2 Verify and					
Port Police		ate ratings				
Department	of se	•				
-	PMO	cy from				
	1.3 Prepa					
	•	icate of				
		oletion and				
	-	ptance and				
	Final					
	Perfo	rmance				
	Ratin	g				
2. Receive	2. Issue	Certificate				
Certificate of	of Cor	npletion				
Completion and	and A	cceptance.				
Acceptance						
		TOTAL	None	3 days		

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

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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 Transaction:		G2G, G2C			
Who may avail:		Other Government Agencies/Other		/Other	
CHECKI IST O	F REQUIREMENTS	Complaina	WHERE TO SEC	IIDE	
CHECKLIST	r KLQUIKLIVILIVI 3		Center Agency He		
Letter of request f	or investigation	Governmen	0 ,	<i>5</i> 80/	
Complaint from co	oncerned citizen	Email sent	by complainant		
Other attachment	s/evidence				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Submit letter request/ complaint from other Government Agencies/	1.1 Forward letter/ complaint to the Manager PPD/ OGM/AGMO (if applicable)	None	1 day	Port Police Division	
Citizen	1.2 Direct PPD IID to conduct investigation.	None	1 day	Manager, PPD GM/AGMO	
	1.3 Plan, review, and evaluation of submitted complaints		3 days	Assigned Investigator- on Case (LOC)	
	1.4 Data gathering and verification.				
	1.5 Evidence data and analysis	None	25 days	Assigned Investigator/ Team (LOC)	



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

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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 Departme	ent			
Classification:		Complex				
Type of Transaction: G2G - Government to			to Government			
Who may avail:		HRMD / PMO				
	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 1 day	Manager, PPD	
		1.2.3 Travel period indicated in the		1 day-F2F		



Total Processing Time		None	4 days- Online 8 days-F2F	
	to HRMD, copy furnished: PMO		Tuay-F2F	FFD
	3.2Check and submit examination results		1 day-Online 1 day-F2F	Manager, PPD
examination	3.1Submit examination/agility test results		1 day-F2F	PPO to Manager, PPD
3. Wait for the result of the	3.1 Travel time from PMO	None	1 day-F2F	Authorized PPO from HO
examination	2.1.2 Face to Face A. Technical B. Agility			Authorized Port Police Officer from PPD HO
from PPD HO and inform port police applicants regarding the scheduled examination	examination and physical agility test. 2.1.1 Online A. Technical B. Agility		1 day-F2F	Port Police Division/PMO Concerned
2. Wait for a reply	approved Travel Order 2.1 Administer technical	None	1 day-Online	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

^{*}Depending on travel constraints.



COMMERCIAL SERVICES DEPARTMENT (CSD) External Services



1. Application for Approval of Zone of Significant Port Interest (ZSPI) Plan

Office/Division:	d Office - Commercial Services Department (CSD)- ent Division (BDD)/Legal Services Department artment (TD)/Port Planning and Design Department ad Survey Department (DSD)/Office of the AGM for f the AGM for Operations (OAGMO)/Office of the agM)			
Classification:				
Type of Transaction:	G2B – Government to	Business		
Who may avail:	Private Port Owner/O	perator		
CHECKLIST OF R	EQUIREMENTS	WI	HERE TO SEC	URE
Omnibus Undertaking 2. Original Secretary's C	ertificate designating the live to transact business	Issuance – PPA AO 05-2022 Items 2 & 3 - To be provided by the applications in the second sec		ed by the applicant ided by PPA Head int/Legal Services pplicant, for details
Client Step Application for Approval of Zone of Significant Port Interest (ZSPI) Plan	Agency Action			Person Responsible
The applicant submits to PMO the application for ZSPI with complete documentary requirements.	1.1 Receives Application for ZSPI and routes to the Office of the Port Manager.	None		PMO Records Officer
Note: The ZSPI plan shall indicate the boundaries of both land and water areas	1.2 Refers/forwards to concerned units	None		Port Manager (PM)
situated on the proposed private port facilities including water areas for navigational and maritime safety purposes	1.3 Checks if documents are complete and compliant, then issues order of payment for Filing Fee. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	hen None BDMO/I		BDMO/BDMS
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% PMO Ca		
	Checks the proof of payment/Evaluates the submitted proposed plan if compliant with the design parameters/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
Coordinates with PPDD and DSD on the technical evaluation, and 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/Reviews, prepares complete staff work and recommends application to the AGMs for Operations/Engineering	None	Five (5) working days	CSD
Reviews the documents (technical aspect)/ Submits to CSD within four (4) working days upon receipt, their recommendation on the application	None		PPDD and DSD
Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME
Approves/Disapproves the ZSPI Plan	None	Three (3) working days	GM
Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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

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 AGM for Operations (OAGMO)/Office of the General Manager (OGM)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business				
Who may avail:	Private Port Owner/Operator				
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE			
 Certified True Copy of SEC/D whichever is applicable Certified true copy of Original Certificate of Title (TCT) for ap Agreement Original Secretary's Certificate the authorized representative with the Authority Audited Financial Statements the last three (3) years Source of Funds - Certified tru (CLC) equivalent to the portion estimated cost of the port projic that the amount is sufficient to project For newly established entities certified true copy of bank cer Company Profile Project Proposal stating the foa. Summary of project scope project, economic impact Estimated cost of project, (land, civil works, equipmed to Vicinity map specifying the plans, quantity and cost estim survey, soil and foundation in structural design and load and Licensed Engineer with approping the project of the port owner/operator ZSPI Plan, duly approved by the Engineer Certified true copy of valid Engineer Certificate of Non-Coapplicable and Provisional Pelease/miscellaneous lease applicable sease applicable sease applicable assets 	broken down into major components ent, etc.) and development plan e exact location of the port facility railed plans, working drawings/building ates, hydrographic and topographic vestigations, technical specifications, alysis duly signed and sealed by a priate line of profession and approved by he Authority and signed by a Geodetic vironmental Compliance Certificate	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-10, to be provided by the applicant Item 11 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 Items 12 & 13 – To be provided by the applicant, being issued by concerned government agency 			

Rights, whichever is applicable

Reclamation, if applicable

13. Philippine Reclamation Authority (PRA) approved application for



	Processing			
Client Step Application for Permit to Develop and Construct (PDC) a Non-Commercial Port	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	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 Manager
	1.3 Checks if documents are complete and compliant, then issues order of payment.	None		PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)		Seven (7)	
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 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 (non-commercial) and 10 years (commercial) and the port facilities to be put up will not pose hazard to navigation/Conducts ocular inspection if necessary	None		PMO 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 certification/concurrence of PPDD to PMO evaluation	None		PPDD
	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/ Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME
	Approves/Disapproves the PDC for private noncommercial operations.	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO Note: If approved, CSD will notify the PMO will advise the applicant thru PMO to pay the corresponding PDC fee to PMO Cashier or Treasury Department in Head Office. If denied, no PDC fee shall be paid	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel



TOTAL	Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	
c. No. 2019-002 as provided in Refere minutes use 1 hour, for 60 seconds us hours operations		cept for hospi	tals and



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

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 AGM for Operations (OAGMO)/Office of the General Manager (OGM)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business				
Who may avail:	vate 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 Origin Certificate of Title (TCT) for Agreement Original Secretary's Certific the authorized representative transact business with the Assembly of the authorized representative transact business with the Assembly of the port of the last three (3) years Audited Financial Statementhe last three (3) years Source of Funds - Certified (CLC) equivalent to the port of estimated cost of the port of periodic true copy of bank of the amount is sufficient project. For newly established entitic certified true copy of bank of the port of the po	true copy of Credit Line Commitment ion to be financed by funding source the roject and/or Bank Certificate provided to cover the estimated cost of the port es, in lieu of Audited Statement, a ertificate and/or CLC shall be sufficient. have a minimum investment of slicants whose main business is on port lity 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 detailed plans, working drawings/building imates, hydrographic and topographic investigations, technical specifications, analysis duly signed and sealed by a propriate line of profession and mer/operator) by the Authority and signed by a converse (CNC), whichever is coverage (CNC), whichever is coverage (CNC), whichever is permit or Order Award for foreshore applications, Special Use Agreement on Mineral Production Sharing Agreement essignment or Transfer of Leasehold	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-11, to be provided by the applicant Item 12 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 Items 13 & 14 – To be provided by the applicant, being issued by concerned government agency



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	Receives Application for PDC and routes to the Office of the Port Manager.	None		PMO Records Officer
with complete documentary requirements.	1.2 Refers/forwards to PMO Authorized Personnel	None		Port Manager
	 Checks if documents are complete and compliant, then issues order of payment. 	None		PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)			
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT	Seven (7) 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 (noncommercial) and 10 years (commercial) and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO 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
	Coordinates with PPDD on the technical aspect of the evaluation and TD and LSD on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively/Reviews, prepares complete staff work and recommends application to the AGMs for Operations/Engineering	None	Five (5) working days	CSD
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application from CSD, the certification/concurrence of PPDD to PMO evaluation	None		PPDD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME
	Approves/Disapproves the PDC for private non-commercial operations	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO Note: If approved, CSD will notify the PMO will advise the applicant thru PMO to pay the corresponding PDC fee to PMO Cashier or Treasury Department in Head Office. If denied, no PDC fee shall be paid	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel



TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	
. No. 2019-002 as provided in Referminutes use 1 hour, for 60 seconds to hours operations		xcept for hos	pitals and



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

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 AGM for Operations (OAGMO)/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 SEC	CURE	
FOR NEW APPLICATION		FOR NEW A	PPLICATION		
Duly filled-out applica Omnibus Undertaking Original Secretary's C	tion form and Notarized		- Forms are available e – PPA AO 05-2022		
	e to transact business with	Items 2-	4, to be provided by	the applicant	
the Authority 3. Certified true copy of actual cost duly signed a Engineer with appropria owner 4. Certified true copy of including the Material to systems, mooring by components of the port factorized for the components of the port factorized for the contract, SAPA or MPS and/or Approved Deed of Leasehold Rights, which the Certified true copy of the Security (OTS) Port Facility Security Officer by OTS		& 6 - To be provided sued by concerned (
FOR RENEWAL APPLICAT	TION	FOR RENEW	/AL APPLICATION		
 Duly filled-out applica Omnibus Undertaking Original copy of Secreta the authorized represent with the Authority Certification of Structura Facilities signed by Lice Amended ECC for addition not covered in the previoning of Compliance by OTS 	IssuancItems 2Items 4	Forms are available – PPA AO 05-202: & 3, to be provided be a 5 - To be provided sued by concerned of	2 by the applicant d by the applicant,		
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	Receives Application and routes to the Office of the Port Manager.	None		PMO Records Officer
documentary requirements.	1.2 Refers/forwards to PMO Authorized Personnel	None		Port Manager
	Checks if documents are complete and compliant, then issues order of payment			PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None	Seven (7) working days	
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 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		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations	None		Port Manager
	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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO
	Approves/Disapproves the Application for COR	None	days	AGMO - 5 years (Non- Commercial) GM - 10 years and above (Non- Commercial) - Commercial
	Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel



	TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	20 working days,	
Per Part 6.3.1.1 of ARTA M.C -for 8 hours use 1 day, for 60 government agencies with 24	minutes use 1 hour, for 60 se			ospitals and



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

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

Department (CSD)-Business Department (LSD)/Treasury Engineering (OAGME)/Office the General Manager (OGM) Highly Technical G2B - Government to Busines Private Port Owner/Operator	ess
G2B - Government to Busines Private Port Owner/Operator REQUIREMENTS	or
Private Port Owner/Operator	or
REQUIREMENTS	
	WHERE TO SECURE
ition form and Notorized	
ary's Certificate designating netative to transact business d improvement/expansion/ roject, with corresponding ding plans signed by a of valid Environmental (ECC) or Certificate of Non-Authority (PRA) Approved tion, if applicable ally received by Office of the signature.	Item 1 – Forms are available at PPA Website Issuance – PPA AO 05-2022 Items 2-5 - To be provided by the applicant Items 6-8 - To be provided by the applicant, being issued by concerned government agency
(t	tative to transact business discrete



Client Step Application for Private Port Permit: Issuance of Permit to Improve/ Rehabilitate/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 the private port facilities and routes to the Office of the Port Manager	None		PMO Records Officer
	1.2 Refers/forwards to PMO Authorized Personnel	None		Port Manager
	Checks if documents are complete and compliant, then issues order of payment.	None		PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)		Twelve (12) working days	
	1.4 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			PMO Authorized Personnel
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT	-	PMO Cashier
	2.2 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 (noncommercial) and 10 years (commercial, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO Authorized Personnel
	2.3 Endorses/submits findings/ technical report to Port Manager	None		PMO-ESD Manager
	2.4 Approves/Disapproves the Application for PIRE	None	Seven (7) working days	Port Manager
	2.5 Releases Letter of Approval/Denial to the Applicant, copy furnished CSD	None	One-half (1/2) working day	PMO Authorized Personnel



T		D DD4 10.05		DMO 50D 1 11 1 1
	If approved:	Per PPA AO 02-		PMO-ESD Authorized
	2.6 Issues Order of Payment to applicant for PIRE Fee	2009 meantime that provision on		Personnel
	to applicant for FIRE Fee	fees and charges		
		was held in		
		abeyance.		
		For Private Non-		
		Commercial		
		Port:		
		Project cost is less than P10M		
		(P20,000 +		
		12%VAT)		
		Project Cost is		
		greater than P10M		
		(P30,000 + 1/10 of		
		1% of excess of		
		P10M but not to		
		exceed P100,000 + VAT)		
		For Private		
		Commercial		
		Port:		
		Project Cost Is		
		less than P10M		
		(P60,000 +		
		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)		
		Dut see - 1/2	One-half (1/2)	
		But once lifted:	working day)	
		For Private Non- Commercial		
		Port:		
		Project cost is		
		Below P10M		
		(P40,000 +		
		12%VAT)		
		Project Cost is		
		P10M and above		
		(P60,000 + 1/10 of 1% of excess of		
		P10M + 12% VAT)		
		For Private		
		Commercial		
		Port:		
		Project Cost Is		
		Below P10M (P120,000		
		+12% VAT)		
		Project Cost is		
		P10M and Above		
		(P160,000 + 1/10		
		of 1% of the		
		excess of P10M +		
		12% VAT)		
[:	2.7 Receives Payment from	None		PMO Cashier
	applicant for PIRE			
	Fee/Issues Official			
	Receipt			
	2.8 Releases PIRE upon	None		PMO-ESD Authorized
	receipt of Official Receipt			Personnel
	representing payment of			
	PIRE			



TOTAL	Php1,000.00 + 12% VAT and PIRE Fee or PTC	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	
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Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



6. Application for Registration of Existing Private Ports Without Valid Permit Issued by PPA

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

Office/Division:	Development Division (BDD)/Le	Commercial Services Department (CSD)-Business Legal Services Department (LSD)/Treasury Department terations (OAGMO)/Office of the General Manager (OGM)			
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Busine	ss			
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. Certified True Copy of S JV Agreement, whicheve 4. Certified true copy of (OCR)/Transfer Certific Registry of Deeds for Lease Agreement 5. Certified true copy of Assealed by the Licensed line of profession and ow 6. Certified true copy of including the Material systems, mooring by components of the port for Certification of Structural facilities certified by a Licensed Material systems and permit or Certification of Protected Production Sharing Agreement on Protected	Original Certificate of Title ate of Title (TCT) from applied private port and/or s-Built Plan duly signed and Engineer with appropriate resting results of fendering collard and other basic acility/equipment installed al Soundness of private port ensed Civil Engineer Order Award for foreshore se applications, Special Use d Areas (SAPA) or Mineral greement and/or Approved transfer of Leasehold Rights, d by the Authority)	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-7 - To be provided by the applicant Items 8 & 10 –To be provided by the applicant, being issued by concerned government agency Item 9 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 			



			Processing	
Client Step Application for Registration of Existing Private Ports Without Valid	Agency Action	Fees to be paid	Time (working	Person Responsible
Permit Issued by PPA			days)	
The applicant submits to PMO the Application for Registration of Existing Private Ports Without Valid Permit Issued by PPA, with complete documentary requirements.	Receives Application and routes to the Office of the Port Manager Refers/forwards to PMO Authorized Personnel Checks if documents are complete and	None None		PMO Records Officer Port Manager
	compliant, then issues order of payment. (Note: Incomplete submission	None		PMO Authorized Personnel
	of documentary requirements shall not be accepted and shall be returned to the applicant immediately)		Seven (7) working days	
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Conducts ocular inspection if necessary/ Endorses to the Port Manager	None		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		РМО
	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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO
	Approves/Disapproves the Application	None	Three (3) working days	GM
	Releases Memo to PMO on the approved Application/ Notifies the applicant on the denial of the application	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	



Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



7. Application for Change of Name

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

Office/Division:	Development Division (BDD)/Leg	ommercial Services Department (CSD)-Business gal Services Department (LSD)/Treasury Department ations (OAGMO)/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 copy of Secreta	tative to transact business	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2 & 3 - To be provided by the applicant Item 4 –To be provided by the applicant, being 	

Client Step Application for Change of Name	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the Application for Change of Name, with complete documentary requirements.	Receives Application and routes to the Office of the Port Manager Refers/forwards to PMO Authorized Personnel Checks if documents are complete and compliant, then issues order of payment.	None None		PMO Records Officer Port Manager PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)		Seven (7) working days	Fersonner
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Conducts ocular inspection if necessary/ Endorses to the Port Manager	None		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager



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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
Recommends approval to the General Manager	None	Four (4) working days	AGMO
Approves/Disapproves the Application	None	Three (3) working days	GM
Releases Memo to PMO on the approved Application/ Notifies the applicant on the denial of the application	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



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

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

	PPA PMO/PPA Head Office - Co			
Office/Division:	Development Division (BDD)/Le (TD)/Office of the AGM for Oper	-		
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Busine	SS		
Who may avail:	Private Port Owner/Operator			
CHECKLIST OF	REQUIREMENTS	w	HERE TO SE	CURE
the authorized represer with the Authority	ary's Certificate designating native to transact business EC/DTI/CDA Registration or	 Issuance – Items 2-6 - Item 7 –To I 	PPA AO 05-202	by the applicant
 4. Certified true copy of du of the proof of conveyand 5. Duly notarized confrowner/operator of the sa 6. Certified true copy of the 	lly notarized legal document ce cormity of the previous id conveyance e Board Resolutions or legal signatory of the conveyance ct			
Client Step Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR) The applicant submits to PMO the Application for Certificate of Registration	Agency Action 1.1 Receives Application and routes to the Office of the Port Manager		Time (working	
Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR) 1. The applicant submits to PMO the Application for	Receives Application and routes to the Office	be paid	Time (working	Responsible
Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR) The applicant submits to PMO the Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR), with complete	Receives Application and routes to the Office of the Port Manager Refers/forwards to PMO Authorized	be paid None	Time (working	Responsible PMO Records Officer
Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR) The applicant submits to PMO the Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR), with complete	1.1 Receives Application and routes to the Office of the Port Manager 1.2 Refers/forwards to PMO Authorized Personnel 1.3 Checks if documents are complete and compliant, then issues	be paid None None	Time (working	Responsible PMO Records Officer Port Manager PMO Authorized Personnel
Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR) The applicant submits to PMO the Application for Certificate of Registration (COR) (For Conveyance of Private Port Facilities and COR), with complete	1.1 Receives Application and routes to the Office of the Port Manager 1.2 Refers/forwards to PMO Authorized Personnel 1.3 Checks if documents are complete and compliant, then issues order of payment. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant	be paid None None	Time (working days)	PMO Records Officer Port Manager PMO Authorized



Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager
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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
Recommends approval to the General Manager	None	Four (4) working days	AGMO
Approves/Disapproves the Application	None	Three (3) working days	GM
Releases Memo to PMO on the approved Application/ Notifies the applicant on the denial of the application	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	



9. Application for Conversion of Registration Status (From Non-Commercial to Commercial Private 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 AGM for Engineering (OAGME)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Private Port Owner/Operator

Who may avail:	Private Port Owner/Operator		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE
Omnibus Undertaking 2. Original copy of Secretathe authorized represensith the Authority 3. Certified True Copy of Down JV Agreement, whicheve 4. Audited Financial Stateryears 5. Feasibility study of translating the following: a. Demand Projection/Nob. Estimated Revenue for C. Economic Impact Ass	the Proposed Conversion Clarket Study or the remaining term sessment mprovements to be made on structure	•	Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-5 - To be provided by the applicant Item 6–To be provided by the applicant, being issued by concerned government agency

Client Step Application for Conversion of Registration Status (From Non- Commercial to Commercial Private Port)	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO the Application for Conversion of Registration Status (From Non-	Receives Application and routes to the Office of the Port Manager	None		PMO Records Officer
Commercial to Commercial Private Port), with complete documentary requirements.	1.2 Refers/forwards to PMO Authorized Personnel	None		Port Manager
	Checks if documents are complete and compliant, then issues order of payment.	None		PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)		Seven (7) working days	
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier



Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Conducts ocular inspection if necessary/ Endorses to the Port Manager Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		PMO Authorized Personnel Port Manager
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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
Recommends approval to the General Manager	None	Four (4) working days	AGMO
Approves/Disapproves the Application	None	Three (3) working days	GM
Releases Memo to PMO on the approved Application/ Notifies the applicant on the denial of the application	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



10. Application for Permit to Operate (PTO) the Turned Over Private Port Facilities

The PTO 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 AGM for Engineering (OAGME)/Office of the AGM for Operations (OAGMO)/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		

Note:

List of Requirements shall be subject to the approval of the Protocols on the Turnover of Private Ports but the processing time shall follow the timeframe for highly technical transaction.



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

The PDC is being issued pur	suant 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 Engineer (OAGME)/AGM for Operations (OAGMO)/Office of the General Manager (OGM)				
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Port Owner/Operator			
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
whichever is applicable 3. Certified true copy of Origin Certificate of Title (TCT) for Agreement 4. Original Secretary's Certifithe authorized representation business with the Authority 5. Audited Financial Stateme for the last three (3) years. 6. Source of Funds - Certified (CLC) equivalent to the post the estimated cost of the provided that the amount it of the port project 7. For newly established enticertified true copy of bank sufficient 8. Private port applicants shapelon,000,000 for those apport operations 9. Company Profile 10. Port Master Plan or Feasilt among others the following a Summary of project so project, demand project b Estimated cost of project components (land, civic) c General port lay-out pld Vicinity map specifying 11. Detailed Engineering (with drawings/building plans, qhydrographic and topograpinvestigations, technical spanalysis duly signed and sapproved by private port of 2. ZSPI Plan, duly approved 13. Certified true copy of valid (ECC) or Certificate of Non applicable	C/DTI/CDA Registration or JV Resolution/ Board Resolution, nal Transfer Certificate (OTC)/Transfer or applied private port and/or Lease cate/Partnership Certificate designating give of the company to transact or and Sworn Statement of Revenue of true copy of Credit Line Commitment on the financed by funding source for project and/or Bank Certificate is sufficient to cover the estimated cost of the context and Sworn Statement, a certificate and/or CLC shall be all have a minimum paid up capital of oplicants whose main business is on complete the study, economic impact; and development, etc) and development plan of the exact location of the port facility and cost estimates, onlic survey, soil and foundation pecifications, structural design and load realed by a Licensed Civil Engineer and winer/operator)	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-11 - To be provided by the applicant Item 12 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 Items 13 & 14 –To be provided by the applicant, being issued by concerned government agency 		



	ADDITIONAL REQUIREMENTS (Passenger Terminal Facilities)	WHERE TO SECURE
1.	Ro-Ro Docking Facilities (an ordinary ramp must be able to accommodate a Ro-Ro vessel with 1,000 GRT or equivalent to the width of two (2) trucks	 Photos of the Passenger Terminal Facilities – To be provided by the applicant
2.	Passenger Terminal Facilities with basic amenities such as: sufficient passenger seats, clean comfort rooms for male/female, drinking stations and water system, child care stations with feeding area for nursing mothers/diaper changing table, access ramps, railings for persons with disabilities/port users, priority lanes for pregnant women, women with children and senior citizens, properly labelled receptacles to segregate wastes, covered walkways to entry/exit doors, multi-faith prayer room, free WIFI and charging stations.	
	a. Male & Female Ecumenical Room, multi-faith prayer room	
	b. Clinic	
	c. Free wifi and charging stations	
	d. Security Access Control Center with complete security equipment like baggage x-ray machine and K-9 dogs	
	e. Janitor room	
	f. Concessionaire's Area	
	g. For 100 or less pax PTB, a septic tank is acceptable provided the effluent will be discharged to the existing sewerage system in accordance with the DENR effluent standard, otherwise provide Sewerage Treatment Plant	
	h. For more than 100 pax PTB, provide Sewerage Treatment Plant	
3.	Marshalling yard	
4.	Lane meter measurement area	
5.	Parking area	
6.	Security (security access control center with complete security equipment like baggage x-ray machine and K-9 dog)	
7.	Health and safety facilities (designated isolation areas and sanitation stations).	



			Dunnani	
Client Step Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
The applicant submits to PMO Application for Permit to Develop and Construct (PDC) for Private Ro-Ro	1.1 Receives Application for PDC and routes to the Office of the Port Manager. 1.2 Refers/forwards to PMO	None		PMO Records Officer
Operations, with complete documentary requirements.	Authorized Personnel 1.3 Checks if documents are complete and compliant, then issues order of payment.	None		Port Manager
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None		PMO Authorized Personnel
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 +12% VAT	Seven (7) 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 10 years and the port facilities to be put up will not pose hazard to navigation/Conducts ocular inspection if necessary	None		PMO 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		PMO
	Coordinates with PPDD on the technical aspect of the application and TD and LSD on the issuance of Certificates of No Outstanding Account with the Authority, and No Pending Legal Case Filed Against the PPA, respectively/ Reviews, prepares complete staff work and recommends application to the AGMs for Operations/Engineering		Five (5) working days	CSD
	Reviews the documents (technical aspect)/ Submits to CSD on the fourth day upon receipt of the application from CSD, the certification/concurrence of PPDD to PMO evaluation	None		PPDD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME
	Approves/Disapproves the PDC for private noncommercial operations.	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel



TOTAL	Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	
c. No. 2019-002 as provided in Refere minutes use 1 hour, for 60 seconds us hours operations		cept for hospi	tals and



12. Application for 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)/AGM for Operations (OAGMO)/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 F	REQUIREMENTS	WHERE TO SECURE			
the Authority 3. Certified true copy of Asactual cost duly signed at Civil Engineer and owner 4. Certified true copy of Projectincluding the Material test systems, mooring bollard components of the port for Approved Foreshore or A Contract, SAPA or MPSA and/or Approved Deed of Leasehold Rights, which components (OTS) Port Facil (PFSA), Port Security Facility (PFSA), Port Security Facility (PFSA)	ficate designating the eto transact business with Built Plan with detailed and sealed by the Licensed etc Completion Report ting results of fendering and other basic acility/equipment installed discellaneous Lease A, whichever is applicable for Assignment or Transfer of ever is applicable of the Transport	 Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2-4, to be provided by the applicant Items 5 & 6 - To be provided by the applicant, being issued by concerned government agency 			
 POR RENEWAL APPLICAT Duly filled-out application Omnibus Undertaking Original copy of Secretary the authorized represents with the Authority Certification of Structural Facilities signed by Licen Amended ECC for additional improvement not covered ECC, if applicable Certificate of Compliance by OTS 	y's Certificate designating ative to transact business Soundness of Private Port sed Civil Engineer anal facilities or the previous issued	FOR RENEWAL APPLICATION Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 Items 2 & 3, to be provided by the applicant Items 4 & 5 - To be provided by the applicant, being issued by concerned government agency			



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 and routes to the Office of the Port Manager.	None		PMO Records Officer
documentary requirements.	1.2 Refers/forwards to PMO Authorized Personnel	None		Port Manager
	Checks if documents are complete and compliant, then issues order of payment			PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None	Seven (7) working days	
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 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		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations	None		Port Manager
	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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO
	Approves/Disapproves the Application for COR	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel



	TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	20 working days,	,
Per Part 6.3.1.1 of ARTA M.C -for 8 hours use 1 day, for 60 government agencies with 24	minutes use 1 hour, for 60 se			ospitals and



13. Application for Provisional Authority to Operate (PAO)

The PAO 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)/AGM for Operations (OAGMO)/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			
Undertaking 3. Original Secretary's	e to transact business with the	Issuance – PPA AO 05-2022			
Undertaking 3. Original Secretary's	form and Notarized Omnibus Certificate designating the to transact business with the	Issuance – PPA AO 05-2022			



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 Provisional Authority to Operate (PAO), with complete documentary requirements.	1.1 Receives Application and routes to the Office of the Port Manager. 1.2 Refers/forwards to PMO Authorized Personnel 1.3 Checks if documents are complete and compliant, then issues order of	None		PMO Records Officer Port Manager PMO Authorized
	payment (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None	Seven (7) working days	Personnel
The applicant pays non- refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 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		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations	None		Port Manager
	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/Reviews, prepares complete staff work and recommends application to the AGM for Operations	None	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO
	Approves/Disapproves the Application for COR	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING DAYS	





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

The CTD is being issued pursuant to PPA AO 06-95

Statement)

Office/Division: PPA PMO/PPA Head Office - Commercial Services Departme (CSD)-Business Development Division (BDD)/Office of the AG for Operations (OAGMO)/Office of the General Manager (OGM)			
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to	Government	
Who may avail:	Local Government U	nits	
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE	
1. Formal Written Request		To be provided by applicant/private port owner	
2. Unified Application Form with t supporting documents: a. Proposed Structure to be b. Summary of Project Scop c. Estimated Cost d. Vicinity Map e. PMO Certification that the part of PPA future develo f. PMO Certification that the up will not pose hazard to g. Proof of Payment of Filing h. Company Profile i. SEC Registration and its // Incorporation/DTI Registr j. Original Secretary's Certif company's authorized reg k. Photocopy of Transfer Ce for back-up area; or Copy Sale; Deed of Assignmen and/or Memorandum of A whichever is applicable (f along reclaimed area) I. Photocopy of DENR tenur Certification that the appli application for the issuand Instruments (ex. FLi/FLC/MLi/MLC/MPSA/Receipt representing paydues, whichever is application. PRA Clearance for the register of the private port, if appliin. Environmental Compliance.	put up be and Description e area applied for is not pment plan port facilities to be put on navigation g Fee Articles ation ficate designating presentative ertificate of Title (TCT) of Deed of Absolute at; Lease Agreement (MOA), for River Ports and Ports rial instruments or icant has pending the of Tenurial (SAPA), or Official ment of occupancy able eclamation component icable	PPA Website (downloadable forms)	
	ce Certificate (ECC)	PPA Website (downloadable forms)	



			Processing	
Client Steps	Agency Action	Fees to be paid	Time (working days)	Person Responsible
Submits Letter proposal and Unified Application Form specifying the exact location of	1.1 Receives Application for CTD and routes to the Office of the Port Manager.	None		PMO Records Officer
the foreshore area, area size, intended use/purpose, proposed structure to be put-up and estimated cost of	1.2 Refers/forwards to Engineering Services Division for verification/ evaluation/processing.	None	7 hrs. 30 mins.	Port Manager (PM)
improvement together with duly notarized Omnibus Undertaking (Sworn Statement)	1.3 Issues order of payment.	None	10 mins.	PMO- Engineering Services Division (ESD) Authorized Personnel
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	10 mins.	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	8 days	ESD Authorized Personnel
	3.2 Endorses/submits findings/technical report to Port Manager.	None	10 mins.	ESD Manager
	3.3 Endorses proposal to Head Office- CSD, with the findings and recommendations	None	1 day	РМ
	3.4 Reviews, prepares complete staff work and recommends application to the AGMO.	None	14 days	CSD/BDD Managers/BDD-OPR
	3.5 Recommends approval to the GM.	None	3 days	Assistant General Manager for Operations (AGMO)
	3.6 Approves/disapproves the clearance to develop, both for private noncommercial and private commercial operations.	None	2 days	General Manager (GM)
	3.7 Releases approved Application for CTD/ notifies the PMO on the denial.	None	1 day	CSD Authorized Personnel/HO Records Personnel
Day Days C 2 4 4 of ADTA M C	TOTAL	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	30 working days	



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

The PTC is being issued pursuant to PPA AO 06-95

Office/Division:	PMO (Business Development and Marketing Specialist/Officer and Engineering Services Division)					
Classification:	Highly Technical					
Type of Transaction:	G2G - Government to Government					
Who may avail:	Government Entity/LGL	l				
CHECKLIST OF RE	REQUIREMENTS WHERE TO SECURE					
Duly accomplished Form	Unified Application		ss Development a cer) / PPA Websi			
Duly Notarized On (Sworn Affidavit)	nnibus Undertaking		ss Development a cer) / PPA Websi			
3. Approved Clearance	3. Approved Clearance to Develop			PPA-HO Commercial Services Department		
Other Additional Requirement		Applicant				
 a. Detailed Cost Estimates 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; d. Copy of duly notarized Approved Foreshore Lease Contract/Order Award, or Official Receipt representing payment of Annual Occupancy Fee. 						
Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible		
Applicant submits duly accomplished Application for PTC to PPA- PMO together with all	1.1 Accepts and routes the Application for PTC to the Office of the Port Manager (OPM)	None	10 mins	PMO Records Officer		
documentary requirements (3 copies per PPA AO 06-1995)	1.2 Refers/forwards the Application for PTC to ESD	None	2 days	PM/Executive Assistant (EA)		



	1.3 Evaluates/	None	10 days	ESD Authorized
	conducts site inspection and processes application and submits findings/ recommendations for approval of the ESD Manager			Personnel
	1.4 Approves/signs the Permit to Construct If disapproved advises the applicant of denial, procedure ends here	None	2 days	ESD Manager
	1.5 Issues the Order of Payment and advises the applicant to pay the PTC Fee	None	20 mins.	ESD Authorized Personnel
2. Applicant pays PTC Fee	2. Accepts payment and issues PPA Official 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)	20 mins.	Cashier



3. Applicant presents proof of	3. Issues the Permit to Construct upon receipt	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	10 mins.	ESD Authorized
payment to ESD.	of official receipt			Personnel/PM
TOTAL:		Please see schedule of fees below	15 working days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Note: Processing time being used is based on the existing policy on private ports (PPA AO 06-95). Hence, the processing time as prescribed ARTA will be implemented once the revised policy on private ports has been approved.

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.

Permit to Construct schedule of fees

Type of Port	Particulars	Amount
For Private Non- Commercial	Project cost is less than P10	P20,000 + P1,000 filing fee + 12%VAT
Port	million	
	Project Cost is greater than P10	(P30,000+1/10 of 1% of excess of 10M but
	million	not to exceed P100,000) + P1,000 filing
		fee + VAT
For Private	Project Cost Is less than P10	P60,000 + P1,000 filing fee + 12% VAT
commercial Port	million	
	Project Cost is greater than P10	(P80,000 + 1/10 of 1% of the excess of
	million	P10M but not to exceed P100,000) + 12%
		VAT



16. 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. And per Governance Committee Resolution No. 2016-01 or the Revised Delegation of Authority for the signatories.

Office/Division:	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Governme	nt to Government		
Who may avail:	infrastructures	e satisfactorily established new port e developed and operated their facilities prior to PA		
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE		
For Certificate of Registration	n/Permit to Opera	te (COR/PTO) (New)		
1. Duly Accomplished Application following attachments: a. Proof of Payment of Filing b. Original Secretary's Certificompany's Authorized Rec. Project Completion Report of Copy of Tenurial Instrument FLi/LFC/MLi/MLC/MPSA/Award, whichever is applicated Receipt representing payouses be e. Photocopy of Transfer Cecent (TCT) for back-up area; of Absolute Sale; Deed of Adgreement and/or Memon Agreement (MOA), which (for River Ports and Ports area) be for River Ports and Ports area) certification that applican outstanding obligations well. For private port with exist without CTD or PTC, or bill. Proof of Payment of Prees for Constructing Approval from PPA (piling in RRTS facilities) be able to acconvessel with 1,000 GRT the width of two (2) trues.	g Fee (plus VAT) ficate Designating expresentative rt ents (ex. SAPA), Order cable or Official ment of Occupancy entificate of Title r Copy of Deed of essignment; Lease randum of ever is applicable along reclaimed TD and PTC ts has no ith PPA ing facility/ies oth 'TC and Penalty Without Prior lus VAT) num Investment for es (an ordinary ramp modate a Ro-Ro T or equivalent to	PPA Website (downloadable forms)		



		 i. Passenger facilities with basic amenities such as: sufficient passenger seats; clean comfort rooms for male/female; drinking stations and water system; child care stations with feeding area for nursing mother/diaper changing table; access ramps, railings for handicapped passengers/port users; priority lanes for pregnant women, women with children and senior citizens; properly labeled receptacles to segregate wastes; and covered walkways within entry/exit doors. 	
	i \	ii. Marshalling yard v. Lane meter measurement area v. Parking Area vi. Security and safety facilities	
		Notarized Omnibus Undertaking rn Affidavit)	PPA Website (downloadable forms)
	`	ificate of Registration/Permit to Operat	re (COR/PTO) (Renewal)
1.	Form	nal Written Request	To be provided by applicant/private port owner
2.	followa. b. c. d.	Accomplished Application Form with the wing attachments: Proof of Payment of Filing Fee (plus VAT) Original Secretary's Certificate Designating Company's Authorized Representative Copy of Tenurial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues 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) Certification that applicant has no outstanding obligations with PPA Certificate of Structural Soundness of Private Port Facility For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) i. RORO docking facilities iii. Passenger facilities iiii. Marshalling yard iv. Lane meter measurement area v. Parking Area vi. Security and safety facilities	PPA Website (downloadable forms)
		Notarized Omnibus Undertaking n Affidavit)	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	10 mins.	PMO Records Officer
	1.2 Refers/forwards to the Business Development Marketing Specialist/Officer (BDMS/BDMO).	None	1 day	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	7 days 30 mins.	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	10 mins.	BDMS/BDMO/ Authorized Personnel
corresponding rees	2.2 Receives payment and issues PPA Official Receipt	Filing Fee: ₱1,000 + VAT Certification Fee ₱100 + VAT	10 mins.	Cashier
	2.3 Prepares endorsement of complete documents to the AGMO thru the CSD	None	1 day	BDMS/BDMO/ Authorized Personnel
A. For Application	। with Permanent Status	or Commercial (Operation	
	2.4A Prepares complete staff work and recommends application to the AGMO.	None	10 days	CSD/BDD/OPR/ Department Manager
	2.5A Recommends approval to the GM.	None	2 days	AGMO
	2.6A Approves or disapproves application.	None	2 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	25 working days	



B. For Application with Temporary Status and Non-commercial Operation

TOTAL for B:	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT	25 working days	
2.6B Releases approved COR/PTO or notifies PMO on the Denial	None	1 day	CSD OPR/HO Records Personnel
2.5B Approves or disapproves application.	None	4 days	AGMO
2.4B Prepares complete staff work and recommends application to the AGMO.	None	10 days	CSD/BDD OPR/ Department Manager

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



17. 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:	PPA PMO /PPA Head Office - Commercial Services Department Business Development Division/ Office of the AGM for Operations/ Office of the General Manager			
Classification:	Highly Technical	nly Technical		
Type of Transaction:	G2B - Government G2G - Government			
Who may avail:	Private Port Owner			
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE		
Formal Written Request		To be provided by applicant/private port owner		
2. Unified Application Form s location of the foreshore a in sq.m., intended use/pury structure to be put-up, with attachments: a. Estimated cost of project Sc. Vicinity Map; d. Certified true copy of Sc. Vicinity Map; d. Certified true copy of Sc. Original Secretary's Cc. Designating Company' Representative; f. PPA Certification that to be put up will not possible to	rea, area size pose, proposed in the following ect; cope, Description; EC Registration ration; ertificate is Authorized the port facilities be hazard to the area applied development in pproved Foreshore or certified true e application duly certified true copy ; or certified true ints approved by fransfer Certificate ed true copy of ; or certified true	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)

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	Two (2) calendar days	PMO/OPM/ Authorized Personnel/Cashier
mentioned in the Checklist of Requirements	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Three (3) calendar days	CSD/BDD/OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Two (2) calendar days	AGMO
	1.4 Approves/ disapproves the application	None	Two (2) calendar days	GM
	1.5 Releases approved CTD/ notifies the PMO on the denial.	None	One (1) calendar day	CSD OPR/HO Records Personnel
	TOTAL:	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Ten (10) calendar days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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)



18. 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	Highly Technical			
Type of Transaction:	G2B - Government to Business G2G - Government to Government				
Who may avail:	Private Port Owner				
CHECKLIST OF	REQUIREMENTS	WHE	RE TO SECU	RE	
1. Formal Written Red	quest	To be provided by a	pplicant/priva	te port owner	
Duly accomplished	Application Form	PPA Website (downloadable forms)			
Duly Notarized Or (Sworn Affidavit)	,		PPA Website (downloadable forms)		
Approved Clearance to Develop		Applicant			
specifications; c. Design computed. Working draw a Licensed Cire. Copy of Clears f. Certified true of Foreshore Lear Award, or Certificial Receip of Annual Occ	Estimates; s and other technical stations; ings signed by vil Engineer; ance to Develop; copy of Approved ase Contract/Order tified true copy of trepresenting payment upancy Fee; tary's Certificate ompany's	Applicant			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	



Applicant submits the documentary requirements mentioned in the	1.1 Acknowledges the receipt of documents and evaluates application for PTC	Filing Fee: Php1,000.00 + 12% VAT	Eight (8) calendar days	Personnel
Checklist of Requirements	1.2 Approves/ Disapproves application	None	One (1) calendar day	PM
	1.3 If approved: Notifies the proponent to pay the corresponding fee and releases PTC upon receipt of	If approved: For Private Non- Commercial Port:	One (1) calendar day	PMO/ESD Authorized Personnel/Cashier
	Official Receipt If denied: Advises the proponent on such denial	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)		
		For Private Commercial Port:		
		Project Cost Is less thanP10M (P60,000 + P1,000 filling fee +12% VAT		
		Project Cost is greater than P10M (P80,000 + 1/10 of 1% of the excess of P10M but notes		
		P10M but not to exceed P100,000 + 12% VAT)		
	TOTAL:	P1,000.00 +12% VAT and corresponding PTC fee	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.



19. 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 Business G2G - Government to Government		
Who may avail:	Private port owner who has satisfactorily established new port infrastructures		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Written Request	To be provided by applicant
2. Unified Application Form with the following supporting documents: a. Project Completion Report; b. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee; c. PPA Certification that the owner/operator has no outstanding obligation with PPA; d. Original Secretary's Certificate designating company's Authorized Representative; e. Certified true copy of the Office of the Transport Security (OTS) Approved Port	PPA Website (downloadable forms) and supporting documents to be provided by applicant
Facility Security Plan (PFSP). 3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)	PPA Website (downloadable forms)
, ,	



Client Steps	Agency Action	Fees to be paid	Processing	Person
			Time	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	Filing Fee: Php1,000.00 + 12% VAT	Two (2) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Three (3) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Two (2) calendar days	AGMO
	1.4 Approves/ Disapproves application	None	Two (2) calendar days	GM
	1.5 Releases approved COR/PTO	None	One (1) calendar day	CSD OPR/HO Records Personnel
	TOTAL:	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Ten (10) calendar days	



20. 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 has satisfactorily established new port infrastructures		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
1. Written Request		To be provided by applicant	
certified true copy Official Receipt re Annual Occupant b. PPA certification that no outstandin c. Original Secretary designating comp Representative;	locuments: by of Approved Contract (FLC); or y of DENR-issued epresenting payment of cy Fee; that the owner/operator ng obligations with PPA; y's Certificate bany's Authorized	PPA Website (downloadable forms) and supporting documents to be provided by applicant PPA Website (downloadable forms)	
Duly Notarized Omnibus Undertaking (Sworn Affidavit)		FFA vvebsite (downloadable forms)	



Client Steps	Agency Action	Fees to be paid	Processing	Person
			Time	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	Filing Fee: Php1,000.00 + 12% VAT	Seven (7) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Ten (10) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Six (6) calendar days	AGMO
	1.4 Approves/ Disapproves application	None	Six (6) calendar days	GM
	1.5 Releases approved COR/PTO	None	One (1) calendar days	CSD OPR/HO Records Personnel
	TOTAL:	Filing Fee:	Thirty (30)	
		Php1,000.00 + 12% VAT = Php 1,120.00	calendar days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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)



21. 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 to Government		
Who may avail:	Private port owner who has satisfactorily established new port infrastructures		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
1. Written Request		To be provided by applicant	
Unified Application Form with the following supporting documents: a. Summary of proposed improvement/expansion/rehabilitation; b. Detailed Cost Estimates; c. Design Computations; d. Working drawings/building plans signed by a Licensed Civil Engineer; e. Original Secretary's Certificate designating company's Authorized Representative; f. Certified true copy of Approved reclamation projects from PRA, if applicable.		PPA Website (downloadable forms) and supporting documents to be provided by applicant	
Duly Notarized Omnibus Undertaking (Sworn Affidavit)		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, and endorses the proposals to ESD	Filing Fee: Php1,000.00 + 12% VAT	\ /	OPM Authorized Representative
	1.2 Evaluates the request upon receipt of the complete documents/ Conducts ocular inspection	None	` '	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 less than P10 million	P20,000 + P1,000 filing fee + 12%VAT
	Project Cost is more than P10 million	(P30,000+1/10 of 1% of excess of 10M but not to exceed P100,000) + P1,000 filing fee + 12% VAT
For Private Commercial Port	Project Cost Is less than P10 million	P60,000 + P1,000 filing fee + 12% VAT



Project Cost is more than P10	(P80,000 + 1/10 of 1% of the
million	excess of P10M but not to
	exceed P100,000) + P1,000
	filing fee +12% VAT



22. 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 has satisfactorily established new port infrastructures			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written Request		To be provided by applicant		
2. Unified Application Form with the following supporting documents: a. Project Completion Report; b. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee; c. PPA Certification that the owner/operator has no outstanding obligations with PPA; d. Original Secretary's Certificate designating company's Authorized Representative; e. Certified true copy of the Office of the		PPA Website (downloadable forms) and supporting documents to be provided by applicant		
Transport Security (OTS) Approved Port Facility Security Plan (PFSP). 3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)		PPA Website (downloadable forms)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible



1. Applicant submits to PMO the Application for Certificate of Registration/Permit to Operate a private port with documentary requirements mentioned in the Checklist of	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD	Filing Fee: Php1,000.00 + 12% VAT	Five (5) calendar days	PMO/OPM/ Cashier
Requirements	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Five (5) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Two (2) calendar days	AGMO
	1.4 Approves/ Disapproves application	None	Two (2) calendar day	GM
	1.5 Releases approved Amended COR/PTO	None	One (1) calendar day	CSD OPR/HO Records Personnel
	TOTAL:	Filing Fee: Php1,000.00 + 12% VAT = Php 1,120.00	Fifteen (15) calendar days	



23. 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		CKLIST OF REQUIREMENTS	WHERE TO SECURE
	1.	Communication/ letter request	Requesting party

				_
Client Steps	Agency Action	Fees to be	Processing	Person
		paid	Time	Responsible
Submits request for comments on various issues	1.1 Forwards communication request to GM/ AGMO for instructions	None	¹ / ₂ day	CSD / AGMO/ GM
	1.2 Prepares comments on various issues	None	4 days	CSD OPR
	1.3 Forwards for approval of the AGMO/ GM	None		CSD Department Manager (DM)
	1.4 Signs communication/ reply	None	1 day	AGMO/GM
	1.5 Releases signed communication/ reply	None	¹ / ₂ day	CSD Authorized Personnel/HO Records Personnel
	TOTAL:	None	7 working days	
			,	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and



24. Preparation of Supporting Documents for Request for Refund

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 – Government to Government G2B – Government to Business				
Who may avail:	Private Port Owner/Lessee/Operator/LGU				
CHECKLIST OF REQUIR	EMENTS		WHERE	TO SECURE	
1. Letter-request			Reque	esting party	
 PMO endorsement a and details of amounts of amounts. Copy of Official Sheet stamped with account, and other Additional Document the following to supple COR/PTG 	t for refund Receipt/Comp th notation "\ ted to PPA's ts, but not lim ort the claim;	outation /erified bank	Port M	lanagement Offic	e
 Lease 	Contract or Occupy for				
Client Steps Agenc	•	Fees to paid	be	Processing Time	Person Responsible



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



AGM for Operations or the General Manager. 1.7 Approves/ Disapproves recommendation.	None	5 days	AGMO/G M
1.8 Releases Memorandum/ Letter	None	1 day	CSD OPR
TOTAL:	None	31 Days	



25. Request for Clarification of Issues on Port Charges, Cargo Handling (CH) andother 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

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 Busi G2G - Government to Government			
Who may avail:		Concerned company or PMO			
CHECKLIST OF REQUIRE	MENT	rs	WHERE TO	O SECURE	
Request from the P	MO o	r Port User;			
2. Port rules and regulatio clarified;	n bein		PMO, Port website/File	User or PPA es	
3. Other pertinent data, e.g receipts, bill of lading, Doc					
Client Steps		cy Action	Fees to be	Processing Time	Person Responsible
PMO or Port User submits request for clarification to Operations Office/CSD.	to th	MO evaluates and submits of Operations Office/CSD ne comments and ecommendation on the natter.	None	5 days	Port Management Office
	1.2 R a	deceives/logs and cknowledges receipt and valuates.	None	2 days	CSD OPR/PPD OPR
	d	defers to other offices or epartments, e.g. LSD, 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
	st to	Reviews/corrects complete taff work and recommends to the approval of the AGM or Operations/ General Manager.	None	1 day	CSD-PPD OPR /CSDManager
		pprove/Disapproved ecommendation	None	1 day	AGMO/GM
		deleases memorandum or etter	None	1 day	CSD OPR
		TOTAL:	None	20 days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



26. Request for Refund of Port Charges, PPA Government Share on CargoHandling (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 I	Business			
Who may avail:	Concerned compa	any o	r PMO			
CHECKLIST OF REQUI	REMENTS		WHERE T	O SECURE		
Letter request of the refund addressed to the					ine	
PMO endorsement v and details of amount f			PMO/Consignee/Shipping Line			
Computation Sheet sta "verified correct and re	ine copies of PPA Official Receipt/ ation Sheet stamped with notation correct and remitted to PPA's bank by by the PMO upon presentation of			PMO/Consignee/Shipping Line		
4. Other documents a. Wharfage/Stora PEZA/BOI certifica shipping manifest, cargoes handled, b. Dockage/VTMS of Vessel, Prelimir Anchorage Report	, certification of actual etc. 5 refund: Notice of Arrival nary/Final Dockage and t, Contract of Agency or cipal and local ship agen		PMO/Consignee/Shipping Line t,			
Client Steps	Agency Action	Fe	es to be paid	Processing Time	Person Responsible	



	1 5			
Port User files request for refund at the PMO concerned.	1.1 PMO evaluates request and endorses the same to Operations Office together with comments and recommendation with complete documents.	None	5 days	PMO PM
	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 for comments	None	5 days	CSD – PPD OPR / CSD Manager/LSD/ POSD OPR
	1.5 Prepares complete staff work for review and correction of the CSD Manager	None	7days	CSD-PPD OPR
	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	27 days	



27. 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 Business				
Who may avail:	Private Service Providers, e. g.: Port Terminal Operators, Cargo Handlers, Shipping Lines, etc.				
CHECKLIST OF REQUIREM	ENTS	WHERE TO	SECURE		
1. 3 copies of Sworn Filing 4, Sections 7 and 8 of t 2019	as prescribed in Rule he PPA AO No. 11-	Proponent	or applicant		
2. Eligibility Requirements a Rule 5, Section 11 of th 2019		Proponent	or applicant		
3. 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 	aring;	Office of the Corporate Board Secretary (OCBS) Port Management Office Port Management Office			
Sheet; • Draft Report		Port Mana	gement Office	•	
5. Following requirements as prescribed in Rule 7, Section 23 of the PPA AO No. 11-2019					
Reply of the propon comments	 Summary of Position Papers with the Reply of the proponent and PMO 		Port Users/Attendees Port Management Office		
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. Return of application (add'l 5 working days)	None	3 days	CSD Manager/Port Pricing Division (PPD)
	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.		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



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



28. Request for Waiver of Port Charges

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

Client Steps	Agen	cy Action	Fees to	Processing	Person	
Note : CSD may require other supporting documents aside from the list to verify the validity/veracity of the request.						
Terminal Operator or cargo handler, including computation of port and other charges that may be waived or reduced.		Handler	теппіпаі Орега	nor or Cargo		
concerned PM0 3. Comments and r		andation from the	Concerned Terminal Operator or Cargo			
2. Comments and r			Concerned PMO			
Packing LisConsular IrDeed of Do	rvoice	and Acceptance				
Bill of Ladir	Bill of Lading Commercial Invoice					
Letter request f supported by the support of the su		ver of Port Charges wing:	Port User			
CHECKLIST OF R	EQUIR	EMENTS	WHERE TO	SECURE		
Who may avail:		Bureau of Customs, Dept. of Social Welfare and Dev., Department of Health, Phil. National Red Cross				
Type of Transaction	on:	G2B - Government to Business G2G - Government to Government				
Classification:		Highly Technical				
Office/Division:		Commercial Services Department- Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)				

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Consignee files request for waiver with complete supporting documents.	1.1 Incoming documents are received, scanned and recorded. Department Manager gives initial instruction to Port Pricing Division (PPD).	None	2 hrs.	Receiving Officer/ Secretary/CSD Department Manager
	Division Manager gives instruction to Section Chief/OPR	None	1 hr.	PPD Division Manager
	1.3 OPR prepares memorandum for the PMO requiring its comments/ recommendation based on RDA, together with that of the authorized Terminal Operator (TO)	None	1 day	PPD OPR
	1.4 PMO requests the TO for comments/ recommendation including the amount requested to be waived.	None	3 days	PMO PM
	1.5 PMO submits its comments and recommendation to	None	3 days	PMO Records Officer



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



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

Office/Division: Commercial Services Department Port Management Office (PMO)					t-Port Pricing Div	ision (CSD-PPD)/			
Cla	assification:		Highly Technical						
Ту	pe of Transactio	n:	G2B - Government	to E	Business				
WI	no may avail:		Concerned compar	ny o	r PMO				
CH	ECKLIST OF RE	QUIR	EMENTS		WHERE	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.			3		andling Operator nent Office (PMO				
	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.	required to O CSE the p Coo POS	Reviews/ evaluates proposal. rdinates with SD relative to the D's contract with		one	4 days 4 days	PMO PM CSD-PPD OPR		
		reco	Forwards the ommendation to the SMO	None		None		1 day	CSD Department Manager
		Disa	Approves/ approves the posal	No	one	1 day	AGMO		
		forw	If approved, vards the approval ne PMO for public ring	No	one	1 day	CSD Department Manager		
			Presents the posal in a public	No	one	1 day	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	



30. 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:	Office/Division: Commercial Services Department-Real Estate Management D			lanagement Division
Classification:	Highly Technical			
Type of Transaction:	G2B – Government G2C – Government			
Who may avail:	Lessees			
CHECKLIST OF REQUIRE	MENTS	WHERE TO	SECURE	
Letter-request of the addressed to the concern	lessee for refund ned Port Manager.	Lessee		
Certification of No Out Unutilized Amount of Re the PMO Finance Division	standing Account and ntal Deposit issued by	Port Manage Division	ment Office-Fi	inance Services
Duly authenticated copy issued by the Authority		PMO Concei	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 		Lessee Port Manage Division	ment Office-Fi	inance Services
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. PMO endorses its recommendation to the AGMO, thru CSD 2. CSD reviews the recommendation of PMO based on the REM regulations and validates the grounds that will warrant the refund		NONE	Three (3) days	CSD
re	SD endorses to the equest for refund to the GMO	NONE	One (1) day	CSD
4. AGMO recommends approval of the request and endorses to AGFA, thru TD		NONE	One (1) day	AGMO
Dov Dovi C 2 4 4 of ADTA M C	TOTAL:	NONE	Five (5) days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations



31. 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.

Office/Division:	Real Estate Ma Management O	Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department				
Classification:	Highly Technica	Highly Technical				
Type of Transaction:	G2B – Governm G2C – Governm		5			
Who may avail:	be leased cover Cooperative/parexisting under F Port service proof or part of a lo	Must be a Filipino citizens of lawful age/sole proprietor (for ar be leased covering not more than 20sq.m.) company/corpora Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws Port service provider/s indirectly supports maritime/port oper or part of a local economic program such as ticketing or canteens, store, banks, office spaces among others.				
CHECKLIST OF REQUI	REMENTS	WHERE TO S	ECURE			
with project brief ind lease such as descri	se Application Form istration Form (CRF) dicating the terms of ption of the proposed cific area to be leased	PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)/Applicant/Applicant				
Duly notariz Undertaking (Sworn a	zed Omnibus Affidavit)	PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)				
Licenses, Accreditation permits specifically business operations	required for the	Applicant				
4. Vicinity/Location Map		Applicant				
Secretary's Certificat (for corporation/partn		Applicant				
6. Authorization Letter (Applicant				
Client Steps Age	ency Action	Fees to be paid	Processing Time	Person Responsible		
submits to PMO the letter of intent/ application for STL with complete documents and pays non- refundable filing fee upon receipt of complete	PMO evaluates all new applications for STL over a minimum period of 3 days from receipt of complete documentary requirements based on its approved PLUS, the determined needs and demands for the proposed service or facility-used and the financial proposal	Filing Fee Php 2,000.00 + VAT	Three (3) days	PMO - Business Development and Marketing Specialist Officer		

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requirements				
	1.2 Port Manager endorses and recommends approval of lease by the AGMO thru CSD		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		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.		Five (5) days	AGMO
	1.5 CSD thru the PMO transmits lease contract to the applicant, for review/conforme.		One (1) day	CSD
2. Applicant/Authorized	2.1 AGMO countersigns the lease contract		Three (3) days	AGMO
Representative signs and submits lease contract	2.2 CSD transmits the duly signed Lease Contract to PMO		One (1) day	CSD
together with annexes	2.3 PMO coordinates with lessee for the notarization of the duly signed LC		One (1) day	РМО
	TOTAL:	Filing Fee: Php2,000.00 + 12% VAT =	Twenty- Five (25) days	
D D 0.0.4.4.	PTA M.C. No. 2010-002 as pro	Php 2,240.00		



32. 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			
	Must be a Filipino citizens of lawful age/sole be leased covering not more than 20sq.m.) Cooperative/partnership/ corporate entity do existing under Philippine laws.	company/corporations/		
	Partnerships duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the capital contribution belongs to citizens of the Philippines and the general partner must be a Filipino Citizen.			
Who may avail:	Corporation duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital belongs to citizens of the Philippines.			
	For foreign corporation, must be registered in the appropriate agency in the place of incorporation =, and all its papers to be submitted to Philippine Ports Authority (PPA) should be translated in English and duly Apostilled or authenticated by the Philippine Consulate in the Place of Incorporation, whichever is applicable.			
	Prospective lessee is an existing authorized	d port operator.		
CHECKLIST OF REQUIREMEN	NTS	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)		
2. Duly Notarized Omnibus U	PPA website (downloadable forms)			
Secretary's Certificate (for corporate entity)	Corporation/ partnership/ cooperative/	Lessee/Applicant		
4. Authorization Letter signed	by sole proprietor (for single proprietor)	Lessee/Applicant		

		AUTHORITY
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	Lessee/Applicant
٥.	a. Proof of Financial Capability of lessee for the business	
	 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
1.	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	
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	
٥.		
	 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

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MEDIUM-TERM I	MEDIUM-TERM LEASE (MORE THAN 1 YEAR UP TO 5 YEARS) (THRU PUBLICATION)				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
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			
·	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	
	1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO	None	3 days	GM	
	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			7 days	Applicant/Lessee	

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or circulation				
	2.1 Waiting period for Counter Proposal	None		'
	2.2 If there are no counter-proposal, PMO informs the applicant of the result of publication.	None	3 days	PMO
	2.3 PM recommends approval of the lease application and transmits the draft lease contract to the AGMO thru CSD	None	1 day	PM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	10 days	CSD LSD
	2.5 AGMO approves lease in principle and signs transmittal letter	None	3 days	AGMO
	2.6 CSD transmits letter and lease contract to applicant for review/ conforme	None	1 day	CSD
3. Applicant/ lessee signs and submits lease contract with annexes.				Applicant/Lessee
with annexes.	3.1 AGMO countersigns lease contract	None	3 days	AGMO
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization	None	1 day	CSD



TOTAL: Filing F Php 6, 0000 VAT	(54) days
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Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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

Client Steps	Agency Action	Fees to be	Processing	Person
		paid	Time	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 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 complete documents from PMO	None	10 days	Applicant/Lessee
	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

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		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	
2.	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 the AGMO.	None	10 days	CSD
		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

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3.	Applicant/				Γ
	lessee signs				
	and submits				
	lease contract	0.4. OM assumtantinus		0 -1	
	with annexes.	3.1 GM countersigns lease contract		3 days	
		lease contract			
		3.2 CSD transmits the		1 day	
		duly signed Lease		·	
		Contract to PMO			
		for notarization			
		TOTAL:	Filing Fee	Fifty-Seven	
			Php	(57) days	
			10, 0000.00 +		
			VAT		

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

Client Steps	Agency Action	Fees to be	Processing	Person
Chefit Otops	Agency Action	paid	Time	Responsible
Lessee/ applicant/ proponent submits to the PMO the letter of intent/applicatio	1.0 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	1.1 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022 Php 10,000.00 (exclusive of VAT)		PMO Finance Division
	1.2 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD	None	5 days	Port Manager
	1.3 CSD evaluates the lease proposal within 10 days upon receipt of complete documents from PMO	None	10 days	CSD
	1.4 AGMO endorses and recommends	None	2 days	AGMO

	approval/signing of the Memo transmitting the Notice to Lease Ad to GM			
	1.5 GM endorses/ recommends to PPA Board the lease application	None		GM
	1.6 PPA Board approves/disappro ves the lease proposal	None		PPA Board
	1.7 GM signs the Memo informing the PMO the result of the PPA Board deliberation on the lease application/propos al	None		GM
	1.8 If favorably considered, CSD transmits the Notice to Lease Ad copy to PM	None	1 day	CSD
	1.9 PM signs Notice to Lease Ad copy	None	1 day	PM
Applicant publishes Notice to Lease Ad thru local newspaper or circulation			7 days	Applicant/Lessee
	2.1 Waiting period for	None		
	Counter Proposal 2.2 If no counter- proposal, PMO signs transmittal letter informing applicant of publication result.	None	3 days	PMO
	2.3 PM endorses and recommends approval of lease by the AGMO thru CSD	None	1 day	PM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal	None	10 days	CSD LSD

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AUTHORITY	

	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 GM	None	3 days	AGMO
	2.6 GM signs transmittal letter informing that lease application has been favorably considered	None	3 days	GM
	2.7 CSD transmits letter and lease contract to applicant for review/conforme	None	1 day	CSD Applicant/Lessee
3. Applicant/ lessee signs and submits lease contract with annexes.				FF
	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	





VI. Feedback and Complaints

e following methods may be used to and feedback: Fill-out the Customer Satisfaction Feedback (CSF) 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 Customer Satisfaction
Fill-out the Customer Satisfaction Feedback (CSF) 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 Customer Satisfaction
Feedback (CSF) Form and drop it at the designated drop box placed the designated Public Assistance and Complaint Desks.
e designated member of the Customer tisfaction Feedback Team, at the end each week, opens the drop box and lects, compiles and records all the dback submitted. edback requiring answers are warded to the relevant offices and they required to answer within twenty (20) vs upon the receipt of the CSF Form. e answer of the office is then ayed to the citizen. r inquiries and follow-ups, ents may contact the following ormation: r PMO: Contact Nos: Refer to Section VII – List of Offices r Head Office: Contact Nos: (02) 8-527-6439 Email: PMSODD@ppa.com.ph



3. How to file a complaint?	The following methods may be used to file complaint: 1. Fill-out the Customer Satisfaction Feedback (CSF) Form and drop it at the designated drop box ideally placed on all Divisions of Port Management Offices and Head Office Departments. 2. Fill-out the Customer Satisfaction Feedback (CSF) Form and drop it at the designated drop box placed in the designated Public Assistance and Complaint Desks. 3. Complaints can also be filed via telephone, e-mail and letter. Make sure to provide the following information: • Name of person being complained • Incident • Evidence • Contact information of the complainant 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: ho_ocbs@ppa.com.ph jvvillasenor@ppa.com.ph
4. How complaints are processed?	The procedure hereunder shall be applied to process complaints:
	For complaints originating from the Customer Satisfaction Feedback



- (CSF), the designated member of the CSF Team, at the end of each week, opens the drop boxes and collects, compiles and records all complaints/feedback submitted.
- For complaints from phone call, email and letter, the designated Complaint Officer evaluate the details of the complaint and logs the same for monitoring purposes.
- 3. Upon evaluation, the Complaints
 Officer and or CSF Team Leader shall
 start the investigation on the
 complaints and 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 CSF 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>Please provide email address</u> <u>per PMO.</u>

For Head Office:

Contact Nos:

(02) 8-527-6433

(02) 8-527-8-527-8356 up to 83 loc 222

Email: ho_ocbs@ppa.com.ph

jvvillasenor@ppa.com.ph



5. 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	8-245-29308-245-2931
Port Management Office of NCR-South	Marsman Bldg., Muelle De San Francisco St., South Harbor, Port Area Manila	• 8-527-4424
Port Management Office of Northern Luzon	Port Operations Bldg., Maglaoi Norte, Currimao, Ilocos Norte	(077) 774-3658(077) 774-3654
Port Management Office of Bataan/Aurora	Administration Bldg., Brgy. Lamao, Limay Bataan	(047) 244-6936(047) 244-6246
Port Management Office of Batangas	PPA Administration Building, Por Access Road, Calincanto, Batangas City	(043) 722-2429(043) 723-0164
Port Management Office of Marinduque/Quezon	Port Operations Building, Brgy. Talao-talao, Port Area, Lucena City	• (042) 785-1250
Port Management Office of Mindoro	PMO Administration Bldg., Port Area, San Antonio, Calapan City	(043) 441-6696(043) 288-1843
Port Management Office of Palawan	Port Area, Brgy. Bagong Pag-asa, Puerto Princesa City	(048) 434-5626(048) 434-4881
Port Management Office of Bicol	PMO Administration Bldg., Government Regional Center, Rawis, Legazpi City	• (052) 482-0303
Port Management Office of Masbate	Port Area, Brgy. Bapor Pier Site, Masbate City	• (056) 578-6618
Port Management Office of Panay/Guimaras	Iloilo Commercial Port Complex, Iloilo City	(033) 337-6945(033) 337-7791 to 93
Port Management Office of Negros Occidental/Bacolod/Banago/Bredco	Barangay Banago, Banago Port, Bacolod City	• (034) 458-0095
Port Management Office of Negros Oriental/Siquijor	Port Area Lo-oc, Dumaguete City, Negros Oriental	• (035) 422-8914
Port Management Office of Bohol	Port Area, Tagbilaran City, Bohol	(038) 501-8969(038) 501-8138
Port Management Office of Eastern Leyte/Samar	Port Area, Tacloban City	• (053) 321-6704
Port Management Office of Western Leyte/Biliran	Lot 2, Block 13 Dona Feliza Meija Subd., Veloso St. Ormoc City	(053) 832-1815(053) 561-4664



Port Management Office of Misamis Occidental/Ozamiz Port Area, Ozamiz City (088) 521-1238 (088) 521-1538			
Port Management Office of Lanao Del Norte/Iligan		Port Area, Ozamiz City	` '
Lanao Del Norte/Iligan			, ,
Port Management Office of Surigao City	_	Port Area, Iligan City	` '
Surigao			` '
Port Management Office of Agusan	_		• (086) 826-2015
Agusan			
Port Management Office of Misamis Oriental / Cagayan De Oro City Port Management Office of Socsargen Port Management Socsargen Port Management Systems & Organization Development Department Internal Audit Department Internal Audit Department Internal Audit Department Popa Corporate Building, Fifth (5th) Floor Popartment Popartment Popartment Popartment Popartment Popartment Port Operations & Services Department Popartment Port Operations & Services Popartment Port Operations & Services Popartment Port Operations & Services Popartment Moserco Bldg. Gate 4, South Harbor, Port Area, Manila (02) 8-527-2492 (02) 8-527-2492 (02) 8-527-2492 (02) 8-527-2489 Port Construction & Moserco Bldg. Gate 4, South Harbor, Port Area, Manila Port Construction & Maintenance Department Port Construction & Moserco Bldg. Gate 4, South Harbor, Port Area, Manila Port Construction & Maintenance Department Port Construction & PPA Corporate Building, Fourth (4th) Floor Port Operations & Survey Department Port Construction & Moserco Bldg. Gate 4, South Harbor, Port Area, Manila Port Construction & PPA Corporate Building, Fourth (4th) Floor Popart Construction & PPA Corporate Building, Fourth (4th) Floor Popart Construction & PPA Corporate Building, Fourth (4th) Floor Popartment Pop	_		• (085) 342-5352
Misamis Oriental / Cagayan De Oro Oro City		-	(222) 252 2222
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Port Management Office of Zamboanga		· ·	• (082) 235-2564-68
Zamboanga			• (062) 991-2037 to 39
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Internal Audit Department PPA Corporate Building, Fifth (5 th) Floor Information & Communication Technology Department Corporate Planning Department PPA Corporate Building, Fifth (5 th) Floor PPA Corporate Building, Fifth (3 th) Floor PPA Corporate Building, Fifth (3 th) Floor PPA Corporate Building, Third (3 th) Floor PPA Training Institute Moserco Bldg. Gate 4, South Harbor, Port Area, Manila Port Police Department Moserco Bldg. Gate 4, South Harbor, Port Area, Manila Port Construction & Maintenance Department PPA Corporate Building, Fourth (4 th) Floor		Mezzanine Floor	
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Corporate Planning Department Legal Services Departmen PPA Corporate Building, Fifth (5 th) Floor PPA Corporate Building, Fifth (5 th) Floor PPA Corporate Building, Fifth (5 th) Floor Port Operations & Services Department PPA Corporate Building, Third (3 rd) Floor PPA Training Institute Moserco Bldg. Gate 4, South Harbor, Port Area, Manila Port Police Department Moserco Bldg. Gate 4, South Harbor, Port Area, Manila Port Construction & Maintenance Department PPA Corporate Building, Fourth (4 th) Floor		Fifth (5 th) Floor	(02) 0 001 0402
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Port Planning and Design Department	PPA Corporate Building, Fourth (4 th) Floor	• (02) 5-336-5157
Controllership Department	PPA Corporate Building, Third (3 rd) Floor	• (02) 5-301-9062
Treasury Department	PPA Corporate Building, Ground Floor	• (02) 5-336-5149
Human Resource Management	PPA Corporate Building,	• (02) 8-404-38-81
Department	Third (3 rd) Floor	• (02) 5-301-95-13
Administrative Services	PPA Corporate Building,	• (02) 8-527-4830
Department	Mezzanine Floor	
Office of the Corporate Board	PPA Corporate Building,	• (02) 8-310-9513
Secretary	Sixth (6 ^{th)} Floor	
Corporate Communication Staff	PPA Corporate Building, Fifth (5 th) Floor	• (02) 8-527-4753
Internal Security Affairs Staff	PPA Corporate Building, Third (3 rd) Floor	• (02) 8-527-8356 loc 554



Prepared by:

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Acting Division Manager, OSED-

PMSODD

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JAY DANIEL R. SANTIAGO
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