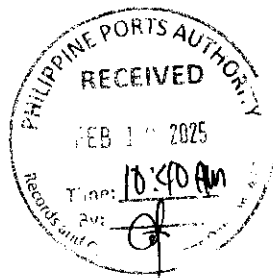


FEB 17 2025



PHILIPPINE
PORTS
AUTHORITY



PPA ADMINISTRATIVE ORDER
NO. 003 - 2025

**TO : All Port Managers
Others Concerned**

**SUBJECT : ISSUANCE OF HOLDOVER AUTHORITY (HOA) FOR THE
CONTINUOUS PROVISION OF CARGO HANDLING (CH),
PASSENGER TERMINAL BUILDING (PTB) AND ROLL-
ON/ROLL-OFF (RORO) SERVICES AT PORTS UNDER THE
JURISDICTION OF THE PHILIPPINE PORTS AUTHORITY
(PPA)**

Pursuant to PPA Board Resolution No. 3343 dated February 12, 2025, and in order to ensure continuous provision of CH, PTB and RORO services at the ports under PPA's administrative jurisdiction, a Holdover Authority (HOA) may be issued to CH Operator, PTB Operator and RORO Service Provider with expired or due to expire Contract or HOA after December 31, 2024.

The CH Service Providers, PTB Operators, and RORO Service Providers shall file their letter of intent for the issuance of HOA at least two (2) months prior to the expiration thereof.

For CH Services, the issuance of the HOA shall be subject to compliance with the following conditions:

1. CH Operator has no outstanding financial obligation with PPA;
2. CH Operator has submitted proof of an updated Portworkers Retirement and Separation Fund (PRSF) with attached Actuarial Computation;
3. CH Operator has complied with the requirements of SSS, Philhealth, DOLE Certification of No Pending Case with Labor;
4. CH Operator shall have no pending case against PPA; and
5. CH Operator has a valid accreditation certificate.

For PTB and RORO Services, the issuance of HOA shall be subject to compliance with the following conditions:

1. PTB Operator or RORO Service Provider has no outstanding financial obligation with PPA;
2. PTB Operator or RORO Service Provider has complied with the requirements of SSS, Philhealth, DOLE Certification of No Pending Case with Labor;
3. PTB Operator or RORO Service Provider shall have no pending case against PPA; and
4. PTB Operator or RORO Service Provider has a valid accreditation certificate.

PPA, through the Internal Audit Department (IAD), shall exercise its oversight power and conduct performance evaluation of all operators with application for HOA renewal.

The HOA shall be valid from 1 January 2025 for a period of one (1) year or until a Contract or Notice to Proceed is issued in accordance with PPA Administrative Order No. 12-2018, entitled "Guidelines for the Selection and Award of Contract under the Port Terminal Management Regulatory Framework (PTMRF)", whichever is earlier, unless otherwise revoked or cancelled.

PPA shall take over the operations and facilities through special takeover unit in ports where operators did not apply for a HOA renewal or failed to comply with the renewal requirements.

The General Manager shall be the signatory to the HOA to be issued.

All other issuances or any of the provisions inconsistent herewith are deemed amended and/or revoked.

This Order shall take effect immediately upon publication once in any newspaper of general circulation and a copy filed with the University of the Philippines Law Center.


JAY DANIEL R. SANTIAGO
General Manager

Published in the Daily Tribune - **February 20, 2025**