

NOV 14 2019



PPA Operations Memorandum Order
No. 01 - 2019

TO : Port Managers
Port Service Providers
All Others Concerned

SUBJECT : IMPLEMENTATION OF AUTOMATED PROCESSING OF APPLICATION FOR PPA ACCREDITATION OF PORT SERVICE PROVIDERS

PPA Administrative Order(AO) 010-2018, AO 006-2019, Memorandum Circular (MC) 003-2019 and AO 007-2019 prescribe the guidelines in the issuance of PPA accreditation. To facilitate an automated processing of application for accreditation, PPA shall implement an Electronic Accreditation System (eAS) at pilot sites PMO NCR South, NCR North and Batangas. 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.

The following procedures are hereby prescribed in the automated processing of application for accreditation:

Step	Applicant	Activity (PPA)	Duration	Office
1. User Access Registration	<ul style="list-style-type: none">Go to accreditation site http://services.ppa.com.ph.Click Register, read and agree on the Terms and ConditionsFill out the registration form, attach the BIR Certificate of Registration (COR) and click SubmitOnce Registration is successful, a verification will be sent to your registered email. Click on the link to verify your account.Log-in to the site using your Username and Password.	Approval of User Access registration	1 hour	HO Information and Communication Technology Department (ICTD)

2. Submission and Verification of Accreditation Application Form Online	<ul style="list-style-type: none"> Go to Applications, and Apply for Accreditation. Fill out the Accreditation Application Form and upload the necessary documents, then press Create. Generate/Print both the Application Form and Omnibus Sworn Statement. Once duly signed and notarized, upload documents in the Accreditation Application and click Submit Application. <i>(To Submit the Application, both the Application Form and Omnibus Sworn Statement needs to be uploaded.)</i> 	Verification of submitted documents	1 hour	Port Management Office (PMO)
		Checking of Outstanding Balances	3 working days	HO Treasury Department (TD)
		Checking of Open Cases		HO Legal Services Department (LSD)
		Setting of Appointment Schedule	10 minutes	Port Management Office (PMO)
3. Generation of Order of Payment (OOP) and Payment	<ul style="list-style-type: none"> Print and present the Order of Payment to the PPA Cashier and pay the amount due <i>(or pay through ePayment once available)</i>. <i>(To print the OOP, go to "Details" and generate OOP)</i> 	Receipt of Payment for OOP	10 minutes	Port Management Office (PMO)
		Issuance of Official Receipt		
4. Presentation of the Original Documents	<ul style="list-style-type: none"> Bring all the required documents to the PMO Officer for presentation and verification. <i>(same documents as uploaded in eAS including the Official Receipt must be presented)</i> 	Evaluation of submitted Documents Tagging in the system as verified from the original documents	1 working day	Port Management Office (PMO) – PMO Officer
5. Final Validation and Approval of Application	<ul style="list-style-type: none"> Monitor status of application through the system. Login anytime at the Electronic 	Endorsement of the validated application to Head Office Port Operations Services Department (POSD)	1 working day	Port Management Office (PMO) – Port Manager

	Accreditation System (eAS) site using username and password	<ul style="list-style-type: none"> • Review for completeness of endorsed documents • Preparation of Executive Brief, supporting documents and printing of Accreditation Certificate (sample certificate attached as Annex A) • Endorsement to the Assistant General Manager for Operations (AGMO) if found complete 	3 working days	HO-Port Operations Services Department (POSD)
		Validation and Endorsement to the General Manager (GM)	3 working days	HO-Office of the Asst. GM for Operations (AGMO)

All Accreditation Certificates shall be hand-signed by the General Manager.

The approved Accreditation Certificate shall be forwarded from the Office of the General Manager to POSD for uploading in the eAS database to build-up the registry of PPA accredited port service providers nationwide. The electronic copy of the approved certificate shall be available in the system for download, reference and verification purposes by the accredited port service provider and authorized eAS users only.

A three-week monitoring period during the pilot implementation shall be observed to determine user engagement and need for application fine-tuning. Any request for systems update and incident that will be encountered shall strictly follow the Quality Management System (QMS) procedures of MIS Support process by filing an Incident Report Form (IRF). The IRF can be downloaded at the PPA website (<http://www.ppa.com.ph/?q=content/downloadable-forms>), accomplish the form properly and email to helpdesk@ppa.com.ph.

The launching at succeeding sites shall be in accordance with the Implementation Schedule attached as Annex B.

This order shall take effect immediately.



HECTOR E. MIOLE
 Assistant General Manager
 for Operations

[No. 000032]

Republic of the Philippines

Pursuant to the provisions of Presidential Degree No. 857, as amended, and PPA Administrative Order No. 06 - 2019 on the Guidelines on the Accreditation of Port Service Providers in Philippine Ports Under Supervision and Control of the Authority, this

CERTIFICATE OF ACCREDITATION

is hereby granted to

<i>(Name of Registrant)</i>	COMPANY NAME

	SERVICE TYPE

(Tax Identification Number)

(Authorized Officer)

Valid for three (3) years reckoned from the date stamped on this certificate.

The grantee shall comply with the pertinent laws and existing PPA rules and regulations including those that will be promulgated during the validity of this Certificate



Approved:

JAY DANIEL R. SANTIAGO

(General Manager)

T W E I - B U - 0 9 2 0 1 9 - 0 0 0 0 3 2

This Accreditation is not equivalent to a contract, permit or license.

A. Bonifacio Drive, South Harbor, Port Area, Manila 1018 Philippines
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85274855

NO.	SITE Name	ROLLOUT DATE
LUZON CLUSTER		
1	NCR-SOUTH	<i>Based on effectivity of the Operations Memo Order</i>
2	BATANGAS	
3	NCR-NORTH	
4	MINDORO	03-Dec-19
5	MARINDUQUE/QUEZON	03-Dec-19
6	BATAAN/AURORA (LIMAY)	03-Dec-19
7	NORTHERN LUZON	03-Dec-19
8	PALAWAN	03-Dec-19
VISAYAS CLUSTER		
9	BOHOL	05-Dec-19
10	WESTERN LEYTE/BILIRAN	05-Dec-19
11	NEGROS ORIENTAL/SIQUIJOR	05-Dec-19
12	NEGROS OCCIDENTAL/ BACOLOD/BANAGO BREDCO	05-Dec-19
13	PANAY GUIMARAS/ILOILO	10-Dec-19
14	BICOL	10-Dec-19
15	MASBATE	10-Dec-19
16	EASTERN LEYTE/ SAMAR	10-Dec-19
MINDANAO CLUSTER		
17	SURIGAO	17-Dec-19
18	SOCSARGEN	17-Dec-19
19	DAVAO	17-Dec-19
20	ZAMBOANGA DEL NORTE	17-Dec-19
21	OZAMIS	17-Dec-19
22	AGUSAN	20-Dec-19
23	ZAMBOANGA	20-Dec-19
24	LANAO DEL NORTE/ILIGAN	20-Dec-19
25	CAGAYAN DE ORO	20-Dec-19