



January 3, 2022

PPA ADMINISTRATIVE ORDER

No. 01 - 2022

TO : Port Managers
Department Managers
Port Terminal Operators
Shipping Lines
Transport Service Providers
Others Concerned

SUBJECT : **OMNIBUS GUIDELINES ON THE ACCREDITATION, PERMIT AND PASS FOR TRANSPORT SERVICE PROVIDERS IN PORTS**

SECTION 1. LEGAL BASES

- 1.1 Presidential Decree No. 857, as amended
- 1.2 Republic Act No. 11032 also known as "The Ease of Doing Business and Efficient Government Service Delivery Act"
- 1.3 PPA Board Resolution No. 3106 dated December 16, 2021

SECTION 2. SCOPE AND COVERAGE

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

SECTION 3. POLICY STATEMENT

It is PPA's policy to continuously improve its regulations in order to make them attuned to existing conditions and circumstances, and make them more effective and responsive to the needs of its stakeholders. It is also PPA's aim that at all times, health, safety, environmental, and security requirements in ports, facilities, personnel and stakeholders must be taken into consideration in formulating said regulations.

SECTION 4. GENERAL GUIDELINES

- 4.1 Effective January 1, 2022, a **Transport Accreditation, Permit and Pass for Ports or TAPPP**, shall serve as a single certificate of accreditation (CA), permit to operate (PTO), and vehicle access pass for transport service providers.
- 4.2 All applications for issuance of CA, PTO and vehicle access pass that are pending with PPA Offices as of December 31, 2021 shall be processed and issued TAPPP under this Order.
- 4.3 A TAPPP shall be issued by PPA to all transport service providers with existing CA, PTO and Vehicle Pass at no additional cost and the TAPPP shall be co-terminus with the validity of the CA.
- 4.4 The TAPPP shall be valid in all ports under PPA's jurisdiction, including private ports. All transport units registered and issued under TAPPP shall be deemed compliant with PPA's port access regulations.
- 4.5 In line with PPA's digitalization and streamlining policies, the application for issuance of TAPPP shall be filed online through the official PPA Website <https://www.ppa.com.ph>.

SECTION 5. DOCUMENTARY REQUIREMENTS

An applicant for issuance of TAPPP shall submit the following documentary requirements:

	Document	Source/Issuing Entity
1	Duly filled-out Application Form with Omnibus Statement	PPA Template
2	Articles of Incorporation/Partnership (For corporation/partnership) Certificate of Registration (For sole proprietorship) Certificate of Corporation (For cooperative)	SEC/ DTI/ CDA
3	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)	Applicant
5	List of Trucks together with their Official Receipt (OR) and Certificate of Registration (CR) with Deed of Sale/Assignment/Transfer, as applicable	LTO

SECTION 6. ATTENDANCE TO BASIC PORT ORIENTATION SEMINAR (BPOS)

All applicants/grantees shall be required, as a post-approval condition in the issuance of TAPPP, to have their designated personnel/workers attend a BPOS not later than thirty (30) days from the issuance of their TAPPP. As far as practicable, the BPOS shall be conducted online. Where a face to face seminar is requested for valid reasons, social distancing and health protocols shall be observed. Attendance to the BPOS shall be documented and to form part of the records of the transport service provider.

SECTION 7. DURATION AND RENEWAL OF TAPPP

The TAPPP shall be valid for a period of three (3) years from date of issuance. An application for renewal shall be filed not later than sixty (60) days before the expiration of the TAPPP.

SECTION 8. PROCESSING FEES FOR TAPPP

Document	Fee
TAPPP	P10,500.00
Vehicle Pass Sticker/Code	P100.00/Truck/Vehicle
Replacement of Lost or Damaged TAPPP	P600.00
Amendment of TAPPP	P600.00

The processing fees are exclusive of VAT.

SECTION 9. REPEALING CLAUSE

All PPA issuances inconsistent herewith are hereby amended, modified or repealed accordingly.

SECTION 10. EFFECTIVITY CLAUSE

This Order shall take effect immediately after its publication in a newspaper of general circulation and a copy filed with UP Law Center.


JAY DANIEL R. SANTIAGO
 General Manager

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