

MAR 14 2022
PPA MEMORANDUM ORDER
NO. 02 -2022



TO : All Port Managers
Manager, Information and Communication Tech Department (ICTD)
Manager, Commercial Services Department (CSD)
Manager, Port Police Department (PPD)
Manager, Port Operations and Services Department (POSD)
Transport Service Providers and all Others Concerned

SUBJECT : **Clarificatory Guidelines on the Implementation of PPA Administrative Order (AO) No. 01-2022, entitled "Omnibus Guidelines in the Accreditation, Permit and Pass for Transport Service Providers in Ports"**

For the proper and uniform implementation of the provisions of PPA AO No. 01-2022, hereinafter referred to as the "Order", the following clarificatory guidelines are hereby issued:

1. **MIGRATION OF RECORDS FROM THE ELECTRONIC ACCREDITATION SYSTEM (EAS) AND ELECTRONIC PERMIT MANAGEMENT SYSTEM (EPS) TO THE TRANSPORT ACCREDITATION, PERMIT, PASS FOR PORTS SYSTEM (TAPPPS)**
 - 1.1. ICTD shall develop and roll-out an online system functionality for the migration or transfer of EAS and EPM records of Transport Service Providers (TSPs) to TAPPPS.
 - 1.2. Port Management Offices (PMOs) shall be in-charge of migrating or transferring records from EAS and EPMS to TAPPPS of PPA duly accredited and permitted TSPs.
 - 1.3. PMOs shall cause the migration or transfer of records from EAS and EPMS to TAPPPS of TSPs whose applications and submitted documents are still being evaluated and have not yet been endorsed to Head Office.
 - 1.4. PMOs shall be in-charge of migrating or transferring records from EAS and EPMS to TAPPPS of TSP whose online applications status is already "Approved" by the General Manager (GM).
 - 1.5. POSD shall be in-charge of migrating or transferring records of TSP from EAS to TAPPPS whose online applications are currently being processed and whose status is "Endorsed PMO".
 - 1.6. Once record migration is complete, the PMO shall inform the TSP and require the same to register and login into TAPPPS and verify correctness and completeness of information. The TSP shall also be required to provide list of vehicles, including vehicle information, to be enrolled in the TAPPPS.
 - 1.7. ICTD shall provide technical support and assistance to PMOs and POSD, and shall ensure that EAS, EMPS and TAPPPS remain operational during the data migration/transfer. Appropriate notices and/or announcements on the system

adjustments or updates and statuses of data migrations being undertaken shall be posted online or be emailed accordingly to all those in the TSP database.

2. PRINTING, APPROVAL AND ISSUANCE OF TAPPP CERTIFICATE

- 2.1. All TSP applications for Accreditation, Permit-to-Operate (PTO) and Vehicle Pass which are pending with PPA shall be processed using the TAPPPS in accordance with the PPA AO No. 01-2022.
- 2.2. All TSP with valid PPA Accreditation, PTO or Vehicle Pass shall be issued with the corresponding TAPPP Certificate whose validity shall be co-terminus with the PPA Accreditation, PTO or Vehicle Pass, whichever is the latest.
- 2.3. POSD shall cause the printing of TAPPP Certificates and shall submit the same for the endorsement of the Assistant General Manager for Operations to the General Manager (GM) for approval and signature, subject to any of the following conditions:
 - 2.3.1. New TSP applicants under TAPPPS duly endorsed to POSD with completed validation by PMO of the documentary requirements submitted and payment of appropriate fees;
 - 2.3.2. TSP applicants under EAS and EPMS migrated to TAPPPS with completed validation by PMO of the documentary requirements submitted and payment of appropriate fees;
 - 2.3.3. TSP with valid PPA Accreditation;
 - 2.3.4. TSP with valid PTO, subject to the validity date provided by the PMO;
 - 2.3.5. TSP with valid Vehicle Pass, subject to the validity date provided by PMO.
- 2.4. POSD shall transmit all approved and signed TAPPP Certificates to PMOs for distribution to TSPs. The PMO shall notify through the fastest and practicable means of communication, all TSPs whose TAPPP Certificates are available for claiming.
- 2.5. ICTD shall include in the TAPPPS a functionality that will provide TSP applicants information on the status of application and snapshot/portable document format file copy of the approved TAPPP Certificates.
- 2.6. The TAPPP Certificate shall be for TSP only. It is neither transferable nor expandable, to include other vehicles not listed or enrolled in the system.

3. PAYMENT OF TAPPP FEES

- 3.1. For easy reference, the following scenarios and the corresponding TAPPP Fee are provided:

| TSP Scenario | TAPPP Fee |
|--|---|
| 1. New TAPPP Applicant - No PPA Accreditation, No PTO and No Vehicle Pass | Fee shall be in accordance with Section 8 of the PPA AO No. 01-2022 |
| 2. TSP with valid PPA Accreditation and with valid PTO | No additional cost |

| | |
|---|--|
| 3. TSP with valid PPA Accreditation but without valid PTO | Fee shall be the difference between the prescribed TAPPP Fee and the amount paid for PPA Accreditation, plus the computed Vehicle Pass Fee |
| 4. TSP without PPA Accreditation but with valid PTO | No additional cost |

3.2. Payment shall be made by the TSP upon the issuance of the Order of Payment (OOP). The OOP shall be issued, either system generated or through the PMO, after the validation of documentary requirements and vehicle information provided.

4. ANNUAL UPDATING OF DOCUMENTS

For TAPPP Certificate holders, annual updating of documents shall not be required, except when applying for TAPPP renewal.

5. OTHER CLARIFICATIONS

5.1. PPA's existing port access regulations shall continue to be enforced for exit and entry of pedestrians, sea-going passengers and light non-commercial vehicles from and to the port, including private vehicles and personal vehicles of TSP.

5.2. TSPs with valid PTOs and Vehicle Passes shall continue to be accepted at port gates until the TAPPP Certificate is released and the corresponding TAPPP Vehicle Sticker/Code is issued.

5.3. All PMOs and concerned Departments shall, as far as practicable, complete the migration/transfer of all TSP records from EAS and EPMS to TAPPP within thirty (30) days from the issuance of this Order.

This Order shall take effect immediately.


JAY DANIEL R. SANTIAGO
General Manager

pd