



December 09, 2024

PPA OPERATIONS MEMORANDUM CIRCULAR NO. 001-2024
Series 2024

TO : Port Managers
Port Terminal Operators
All Others Concerned

SUBJECT : **INTERIM AUTHORITY TO TRANSACT IN PORTS**

In line with the commitment of the Philippine Ports Authority (PPA) to implement effective and stakeholder-responsive regulations, and to ensure that port service providers can seamlessly conduct transactions within ports under its jurisdiction, including private ports, the following guidelines are hereby prescribed:

1. Pending the issuance of the Accreditation Certificate (AC) or the Transport Accreditation, Permit and Pass for Ports (TAPPP), port service providers shall be permitted to transact in PPA ports provided that:
 - a. All documentary requirements specified under PPA Administrative Order No. 06-2019 for the issuance of an AC, and PPA Administrative Order No. 01-2022 for the issuance of a TAPPP, have been duly complied with;
 - b. The prescribed processing fee has been paid; and
 - c. An Official Receipt (OR) has been issued.
2. For port service providers required to secure a Permit to Operate (PTO) in addition to the AC, the OR shall serve as a temporary substitute for the signed AC. The concerned Port Management Office (PMO) shall process the PTO application, subject to compliance with the prescribed requirements.
3. All PMOs shall submit to the Assistant General Manager for Operations, within fifteen (15) days after each month, a report listing the port service providers who transacted in their ports using the OR.
4. PMOs are reminded to ensure efficient facilitation and evaluation of each application within the prescribed processing time. Additionally, they should assist applicants in completing the required documents without causing unnecessary delays.

All previous rules and issuances inconsistent with this Circular are hereby amended accordingly.

This Order shall take effect immediately.


MARK JON S. PALOMAR
Assistant General Manager for Operations

