



MAR 24 2025

**PPA MEMORANDUM CIRCULAR
NO. 007 - 2025**

TO : All Port Managers
Others Concerned

SUBJECT : 2025 Internal Procedures on the Preparation and Application of
Port Zone Delineation (PZD) Under Executive Order (EO) No. 410

In accordance with Section 2, Article II, and Section 5, Article IV of Presidential Decree (P.D) No. 857, as amended, and in alignment with Executive Order No. 410, dated July 3, 1990, titled "Providing for New Guidelines for the Processing of Applications for Port Zone Delineation," as well as PPA Board Resolution No. 3346, and other pertinent laws and regulations, the following guidelines are hereby adopted and prescribed:

ARTICLE I – GENERAL PROVISIONS

Section 1. Title. This Guidelines shall be known as the "2025 Internal Procedures on the Preparation and Application of Port Zone Delineation".

Section 2. Policy Statement. It is the Authority's policy to implement an integrated program for the planning, development, financing, and operation of port or port district for the entire country and to establish the tasks given to Philippine Ports Authority (PPA) officials, in accordance with the following:

- a) To promote regional development through the dispersal of industries and commercial activities throughout the different regions; and
- b) To redirect and reorganize port administration beyond its specific and traditional functions of harbor development and cargo handling operations to the broader functions of total port district development, including encouraging the full and efficient utilization of the port's hinterland and tributary areas.
- c) From time to time, submit to the Office of the President through the National Economic and Development Authority (NEDA), applications for the declaration of specific areas to be declared as Port Districts with their boundaries properly delineated.¹

Section 3. Objectives. This Guidelines will facilitate the PZD application and approval as prescribed:

¹ Section 5, Article IV, PD 857, as amended.

- a) To establish PPA rules and standard procedures in the preparation of PZD application and submission for approval.
- b) To properly monitor, supervise, and facilitate applications and issuances of PZD over areas under the jurisdiction of the Authority.
- c) To accurately establish the metes and bounds of the public port concerned, leveraging advance mapping technologies and geospatial tools to ensure precision and reliability in delineation.
- d) To address the pending PZD Application submitted for approval at any stage.
- e) To ensure that all ports under the jurisdiction of the Authority are covered by PZD.

ARTICLE II – SCOPE

Section 4. *Scope.* This Guidelines shall govern the procedures on the application and issuance of PZD for the declaration of specific areas as Port Districts under the administrative jurisdiction of the Authority, such as but not limited to the following:

- a) Authority's occupied property not covered by PZD;
- b) Authority's procured properties;
- c) Private ports transferred to the Jurisdiction of the Authority;
- d) Proposed new ports; and
- e) Ports transferred to the jurisdiction of the Authority (i e., donated by the Department of Transportation [DOTr], Department of Public Works and Highways [DPWH], and other government agencies)

ARTICLE III– DEFINITION OF TERMS

Section 5. *Definition of Terms.* For purposes of this Guidelines, the following terms shall mean or be understood to mean, as follows:

- a) **Authority** – refers to the Philippine Ports Authority (PPA).
- b) **Anchorage** – means a place with sufficient depth of water where vessels anchor or may ride at anchor within the harbor. [Section 3(g), Article III, PD 857, as amended]
- c) **Berthing Area** – the area located at the interface between land and water designated for the purpose of processing cargo and passengers.
- d) **Climate Change** – means a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods.

- e) **Dredging and Survey Department (DSD)** – Department trusted for the conduct of the necessary survey works, such as topographic and hydrographic survey, of the projects for implementation by PPA.²
- f) **Foreshore Area** – the strip of land along the margin of the seashore between the high-water and low-water marks.
- g) **Land Use Plan** – map or zoning plan that indicates the present and future developments for public use in the area.
- h) **Master Plan** – long-term plan to establish the developmental requirements and determine the areas needed to contain all port-related activities. The plan reflects the anticipated future traffic, with focus on the size, type of conveyances, and explicitly indicate the boundaries of the required areas to accommodate traffic. It is accompanied by the land use plan indicating the present and projected development in the area.
- i) **Port or Seaport** – refers to a place where ships may anchor or tie up for the purpose of shelter, repair, loading, or discharge of passengers and/or cargo, or for other such activities connected with water-borne commerce, and including all the land and water areas and the structures, equipment, and facilities related to their functions, as defined by the charter of the Authority. [PD 857 in relation to Sec. 2(I) of RA 11659].
- j) **Port District** – means the territorial jurisdiction under the control, supervision or ownership of the Authority over an area (land or sea), declared as such in accordance with Section 5 of Presidential Decree (PD) No. 857, as amended, including but not limited to any port within said District. [Section 3(d), Article III, PD 857, as amended]
- k) **Port Management Office (PMO)** – refers to PPA's administrative and operational arm which oversees the Base Ports and Terminal Management Offices (TMO). The PMOs recommend, implement and update policies, guidelines, standards, systems, and procedures on port and marine operations, safety and environmental management, revenue collection, human resource and administrative services, port security, business development and real estate management, and repair and maintenance of port facilities within the PMO.
- l) **Port Planning and Design Department (PPDD)** – Department responsible in the overall preparation, review, and facilitation of the following:
 - Conduct of pre-feasibility studies (pre-F/S), F/S, preliminary engineering studies, and appraisals for major port developments and expansions including environmental impact studies;
 - Program of Works (PoW) including Detailed Engineering;
 - Initiates the PZD as basis for the issuance of a Presidential Proclamation pursuant to Executive Order (EO) No. 410;
 - Performs other related functions.³
- m) **Port Zone** – a Port Zone shall cover all the areas on land and water, including all facilities and improvements situated thereon, which are under the PPA administrative jurisdiction of a port.

² PPA MO No. 011-2024.

³ Memorandum Order No. 2014-10 otherwise known as Rationalization of the Philippines of the Philippine Ports Authority (PPA), pp. 21; PPA MO No. 011-2024.

- n) **Port Zone Delineation (PZD)** – a process wherein the President declares specific areas as Port Districts upon the recommendation of PPA, indicating the geographical location of the area or areas to be declared as the Port District with their respective boundaries properly delineated.
- o) **Program of Works (PoW)** – refers to the cost estimate of all the activities of a project such as conduct of study, surveying, detailed engineering; cost of materials, labor, and other inputs; and supervision of works.
- p) **Public Lands** – refers to alienable and disposable lands of the public domain classified as agricultural, residential, commercial, industrial, reclaimed, foreshore, marshy lands and town site reservations. (DENR AO No. 98-20, May 20, 1998)
- q) **Turning Basin** – the water area inside a port zone allocated to permit the turning of a ship.

ARTICLE IV – CRITERIA FOR DEFINING PORT ZONE DESIGNATED AREAS

Section 6. Master Plan. A master plan for every port zone shall be formulated:

- a) To establish the long-term developmental requirements and determine the areas needed to contain all port-related activities;
- b) To reflect the anticipated future traffic, with focus on the size and type of conveyances and explicitly indicate the boundaries of the required areas to accommodate said traffic;
- c) To be accompanied by land use plan indicating the present and projected developments in the area; and
- d) The master plan shall be reviewed and revisited at least every five (5) years, or as may be needed to meet existing circumstances, i.e., infrastructure works (constructed/ to be constructed) beyond the existing PZD limits to meet the volume trigger expansion.

Section 7: Expansion Areas for Existing Ports. Existing port areas may be expanded in accordance with the following criteria:

- a) For ports with an approved master plan and/or (F/S), any expansions will be executed in accordance with the additional area requirements identified within the said documents. This approach ensures that all expansions are strategically planned and in support of the long-term objectives of the ports' development.
- b) For ports that do not have up-to-date master plans or F/S, the process of defining the additional port area will involve a systematic extension of the existing boundaries to accommodate anticipated expansion requirements. The following parameters will apply:
 - i. **Land-Side Boundary:** The land-side boundary shall extend to the upper limit of the foreshore, establishing a clear demarcation for minimum 50 years projected port expansion.
 - ii. **Extension Adjacent to Roads:** In cases where a road or highway runs parallel to the upper limits of the foreshore area, the land-side boundary may be extended at least to the limits of the road right-of-way. This ensures optimal access and physical connectivity for port operations.

- iii. **Water-Side Boundary:** The water-side boundary shall encompass all existing port structures, including breakwaters, entrance channels, and anchorage areas. In instances where such structures are absent, the boundary shall be set at a minimum distance of 1,000 meters (if available) from the edge of the berthing structures, providing ample space for turning basins, anchorage, and vessel maneuvering.
- c) **Climate Change:** A long-term shift in climate patterns, attributed directly or indirectly to human activities that alter the composition of the global atmosphere, in addition to natural climate variability. This phenomenon presents significant challenges and opportunities for port expansion, as rising sea levels and increasing extreme weather events necessitate adaptive port infrastructure to mitigate risks and ensure operational resilience.
- d) **Volume Trigger:** Port expansion shall be prioritized when trade volumes consistently approach or exceed the operational capacity of existing infrastructure. This includes sustained capacity utilization at or above 85%, projected trade growth that is expected to exceed current capacity within five (5) years, and the need to accommodate larger vessels such as mega-container ships. Additionally, persistent operational delays, including in cargo handling and vessel turnaround, will prompt an assessment for expansion. These measures ensure ports can handle increased demand, avoid congestion, and maintain efficient operations.
- e) **Infrastructure Modernization:** Aging port infrastructure may no longer satisfy the demands of contemporary shipping practices and technological advancements. As such, port expansions typically involve the modernization of facilities to incorporate new technologies, automated systems, and environmentally sustainable solutions.

ARTICLE V – PZD PROCESSING STAGE INDICATORS

Section 8. *Stages of the processing of PZD application.*

1) Preparation of the Draft PZD and the corresponding Executive Order – Stage I.

The Port Planning and Design Department (PPDD)⁴ will take the lead in initiating the PZD application⁵ process. This phase involves the comprehensive preparation and submission of all required documentation to the appropriate authorities⁶, for approval.

To ensure the seamless and efficient process, the PPDD shall work closely with the concerned PMO, with the latter providing support by, among others, submitting all essential documents for the PZD application, in collaboration with the PPDD.

Initial Documentation: The required documents, which shall be prepared and submitted by the PMOs, include the master plan, F/S, maps, PZD Survey Plan⁷ showing the technical description of the land and sea coverage of PZD, and other supporting materials/documents.

Port Area Identification: The PMO is responsible for identifying specific areas needed to support projected port-related activities. These designated areas will be clearly

⁴ See Memorandum Order No. 2014-10 otherwise known as Rationalization of the Philippines of the Philippine Ports Authority (PPA), pp. 21.

⁵ Annex "A" or Template PZD Application addressed to LGU's Chief Executive.

⁶ Concerned Local Government Unit (LGU), concerned Regional Development Councils (RDCs), Department of Environment and Natural Resources (DENR), and Office of the President (OP)

⁷ Annex "B" or Template PZD Survey Plan

delineated in the PZD application, which the PMO will submit to the appropriate authorities (LGU and RDC) for final review and for favorable endorsement. Furthermore, the identified areas and the PZD application will be presented to the Head Office for final approval prior to submission to the appropriate authorities (LGU and RDC).

The preparation of the PZD Plan will follow these steps:

a) **Draft PZD Plan:**

Evaluation of existing plans

The PMO will conduct an in-depth assessment of the current/existing port development plans and/or master plans for each port. This evaluation will serve as the foundation for preparing and aligning the PZD Plan with the strategic needs of each port.

Comprehensive Surveys for Data Accuracy

The PMO will coordinate with Dredging and Survey Department (DSD) to conduct comprehensive hydrographic and topographic surveys. This will ensure the collection of precise and reliable data, forming the foundation for all subsequent planning and drafting activities with accurate and up-to-date information.

The PMO will submit detailed Programs of Works (PoW) for the Parcellary and Structural/Facilities Survey or PZD Surveys to the DSD for evaluation and funding. The DSD shall complete the review and evaluation within five (5) working days from receipt of the request for approval of the PoWs. The PoWs will then be subject to the approval of the Assistant General Manager for Engineering (AGME).

Following the approval of the PoW, the process will move to the detailed procurement or outsourcing of contractors, adhering strictly to the guidelines and provisions outlined in Government Procurement Law, to carry out the Parcellary and Structural/Facilities Survey.

The PMO shall engage the services of an accredited Licensed Geodetic Engineer, duly authorized by the DENR, to conduct the necessary surveys. The technical description of the survey, prepared by the Licensed Geodetic Engineer, will be incorporated into both the EO and the PZD Plan. Furthermore, the survey documentation will bear the signature and professional seal of the Geodetic Engineer, ensuring accuracy, authenticity, and compliance with regulatory standards.

Drafting of the PZD Plan

Leveraging the insights from the surveys and evaluations, the PMO will proceed with the drafting of the PZD Plan within 20 working days upon receipt of the complete documents. This plan will reflect a comprehensive analysis of the port's development needs, supported by empirical data and strategic considerations.

b) **PZD Draft Executive Order:**

The Legal Services Department (LSD) will collaborate closely with the PMO to prepare a comprehensive draft of the Executive Order (EO).

This EO⁸ must be aligned with the objectives of the PZD Plan, thereby reinforcing the framework for effective implementation and facilitating the formal approval process. Additionally, it must address all relevant legal and regulatory requirements to ensure compliance with and support to the overarching goals of the project.

The LSD shall prepare draft EO within five (5) working days from the date of receipt of the formal request from the PMO together with the e-copy (editable file) of draft EO to ensure that the accurate data entry of coordinates for the timely preparation of the EO and supports the efficient progression of the approval process.

2) Consultation with the Concerned Local Government Unit (LGU) by the PMO – Stage II.

The PMO is responsible for reviewing and evaluating the draft PZD Plan and draft EO prior to their endorsement to the LGU. This process includes the conduct of consultations and discussions with the concerned LGU.

- a) **Consistency with Regional Development Plans (RDP):** The PMO will assess whether the master plan and/ or F/S for the proposed port zone, including land-use assumptions and status of the ownership of the areas under consideration, aligns with the overall development plan of the region.
- b) **Avoidance of Encroachments:** The PMO will ensure that the proposed port zone does not unnecessarily encroach on areas designated for ongoing or proposed projects by LGUs⁹ or protected areas as declared by the Department of Environment and Natural Resources (DENR).¹⁰
- c) **Conflict Resolution for Development Projects:** In cases where proposed developmental projects may conflict with the proposed port zone, the PMO will establish relative priorities to facilitate an acceptable allocation of areas. Minimum technical requirements, as previously indicated, will be considered wherever possible.
- d) **Revisions to the Draft:** Should revisions be necessary, the PMO shall make the necessary updates to the draft PZD Plan and EO. The revised draft PZD Plan and EO will be submitted to the Head Office for review and authorization.
 - i. The PMO will then endorse the revised draft PZD Plan and EO to the concerned LGU. Upon receipt of a favorable resolution from the LGU, the revised documents will be forwarded to the Regional Development Council (RDC). If the resolution is unfavorable, the PMO will consult with the LGU to understand the reasons and explore potential solutions.
 - ii. Prior to endorsing the LGU's favorable resolution on the PZD Plan and EO to the RDC, the PMO shall, within 10 days from the date of endorsement, initiate and facilitate the actual PZD survey as detailed in the LGU-approved PZD Plan. This step ensures that the survey aligns with the specifications outlined in the plan and that all necessary data are gathered in a timely and accurate manner, supporting the subsequent approval process by the RDC.

⁸ Annex "C" or Template of Executive Order.

⁹ Annex "D" or Template Letter Request for Certification of Non-Overlap; *A/so*, Annex "D-1" or Follow-up Letter on Request for Certification of Non-Overlap.

¹⁰ Annex "E" or Template Letter Request with DENR Regional Offices to obtain clearance and/or endorsement regarding the status of the proposed area.

- iii. The PMO shall regularly update the General Manager on the status of the application, ensuring continuous communication and transparency throughout the process. All relevant documents, reports, and information will be promptly forwarded to the Office of the General Manager (OGM).

3) Review and Endorsement by the RDC – Stage III. The PMO shall assist and facilitate the RDC's review of the PZD Plan and EO, as positively endorsed by the LGU Resolution.

- a) **Consultations and Follow-ups:** The PMO shall actively engage in consultations and follow-ups with the NEDA Regional Office to facilitate and ensure the timely endorsement of the PZD application.
- b) **Tracking the issuance of RDC Resolution:** The PMO shall closely monitor the progress of the issuance of the needed RDC resolution, ensuring the timely and favorable endorsement of the PZD Plan and EO. Once endorsed, the PMO will oversee the direct submission of the resolution to the Office of the President, ensuring compliance with established procedures.

4) Review and Approval by the Office of the President (OP) – Stage IV. At this stage, the PMO and Head Office will undertake the following actions:

- a) **Compliance with Regulatory Requirements:** The PMO in compliance to OP Memorandum Circular No. 72, series of 2019 for the conduct of Complete Staff Work (CSW), shall transmit to the AGM for Engineering a copy of RDC Resolution endorsement of the Authority's application for PZD with relevant supporting documents in details as prescribed in the MC.

The General Manager will formally request¹¹ Certificates of Concurrence and No Objection from the Department of Transportation (DOTr) and the DENR¹² addressed to their respective Secretaries, to ensure regulatory compliance. These certifications are essential requirements for submission to the Office of the President. Throughout the process, the PMO will actively coordinate with both DENR and DOTr, facilitating timely responses and addressing any regulatory concerns as they arise.

- b) **Communication of Resolutions:** The PMO will keep the General Manager informed of all favorable and unfavorable resolutions from the OP.
 - i. **In the event of an unfavorable resolution,** the PMO will provide options and recommendations to address the issues raised by the Office of the President. The PPA management will report to the PPA Board of Directors, all resolutions issued by the Office of the President.
 - ii. **In the event of a pending Application in OP,** the PMO will proactively monitor and regularly follow-up on the pending application with the OP. The PMO to update the Head Office, and the General Manager to follow-up at the OP. In case the previous administration has not acted the submitted EO for PZD, the PMO within three months during the new administration shall submit to the

¹¹ Annex "F" or Template Letter Request for the Certificate of Concurrence and or No Objection from DENR; *Also*, Annex "F-1" or Template Letter Request for the Certificate of Concurrence and or No Objection from DOTr.

¹² The PMO shall coordinate with the DENR Regional Offices to obtain the necessary clearance and/or endorsement before the Land Management Bureau (LMB) forwards the application to the Office of the DENR Secretary.

General Manager the draft EO with the relevant supporting documents for resubmission to OP.

- c) **Publication of the Approved EO:** The Authority will publish the approved EO for the PZD of the port, ensuring that a copy is furnished to the Office of the President.

ARTICLE VI – REVIEW OF PZD FOR EXPANSION

Section 9. Review of PZD. The Authority through the PMO shall review the approved delineation of port zones in any of the following conditions:

- a) At least once **every three (3) years**; or
- b) Whenever a proposed port development plan includes expansions or modifications that exceed the existing PZD boundaries; or
- c) Completed port structures or facilities are found to extend beyond the current PZD area limits, necessitating adjustments to the delineation for proper governance and regulation; or
- d) Whenever there are significant changes in port operations, including but not limited to operational expansions, regulatory adjustments or external factors such as urban encroachment or proposed initiatives from LGUs involving port zones within the PZD.

ARTICLE VII – MODIFICATION TO PENDING PZD EXPANSION APPLICATIONS

Section 10. In cases where expansion to the pending PZD application is required, the PMO will initiate a formal amendment request,¹³ detailing the specific adjustments and corresponding rationale.

The revised PZD Plan, along with supporting documents, will be resubmitted to the relevant authorities for review. This includes the Head Office's review of updated hydrographic or topographic surveys, if applicable.

The amended PZD Plan will follow the same review and approval steps as the original application, including coordination with the concerned LGUs, RDCs, and, if needed, an updated EO will be drafted by the LSD.

ARTICLE VIII – OTHER PROVISIONS

Section 11. Oversight Provision for Port Inspection:

- a) **Regular Port Inspections:** The Authority will conduct regular inspections of the ports under the Authority's Administrative Jurisdiction to ensure ongoing compliance with PZD requirements, safety standards, and environmental regulations.
- b) **Oversight Committee:** the Members of the Board Ad hoc Committee, Technical Working Group, other concerned Responsibility Center (RC) will oversee the inspection process, reviewing inspection reports and recommending necessary actions.

¹³ Annex "G" or Template Letter Request for Expansion of PZD application.

Section 12. Periodic Reporting Clause. The Authority shall actively monitor the status of all PZD applications and conduct a regular review of existing PZD plans.

- a) **PMO** shall submit **quarterly status reports** to the OGM, through:

PPDD, a comprehensive update on all ports without PZD or needing PZD expansion for thorough validation and assessment of **PZD application prior to submission to RDC**. The report shall contain relevant documents to support an application for PZD; and

AGM for Engineering, the details of coordination made on the **PZD application submitted to RDC** for endorsement to the OP and the information of the **status of EO issuance of PZD at OP**, ensuring transparency and alignment throughout the process.

- b) **AGM for Engineering** shall submit year's **quarterly status report** to the OGM on all ports having PZD within the PPA system and actions taken on ports that have not submitted PZD application to the RDC.
- c) **PPA Management** shall provide the Board a bi-annual report, detailing the status of the PZD applications and updates on the review of existing PZD plans. This ensures that the Board remains informed of progress, challenges, and any necessary actions related to port zoning and development.

Section 13. Administrative Sanctions. Failure or refusal to comply with the provisions of this Memorandum Circular shall be subject to administrative action in accordance with the relevant provisions of Republic Act No. 11032, Revised Rules on Administrative Cases in the Civil Service (RACCS) and other relevant laws/rules.

Section 14. Repealing Clause. All Authority's rules and regulations or parts thereof inconsistent herewith, are deemed repealed or modified accordingly.

Section 15. Separability Clause. If any section or part of this Guidelines is declared unconstitutional or invalid by competent judicial authority, the other sections or parts of this Guidelines shall not be affected and shall continue to be in full force and effect.

ARTICLE VIII – EFFECTIVITY

Section 16. Effectivity. This Circular shall take effect immediately.

JAY DANIEL R. SANTIAGO
General Manager

Published in the **Daily Tribune** - April 12, 2025

ANNEX "A"

TEMPLATE PZD Application Letter

HON. [Name of Mayor]
City/Municipal Mayor
[Province]

Dear Honorable Mayor,

We are respectfully submitting herewith copies of the Port Zone Delineation (PZD) Plans for the Port of [PMOs] for your kind review and consideration.

In line with this, we kindly seek your esteemed office's assistance, through the Sangguniang Panlungsod and the City Development Council of [City], [Province], to favorably endorse these plans and surveys through a resolution. This endorsement is a critical requirement for submission to the Office of the President, with subsequent endorsements from the Provincial Development Council, the Regional Development Council ([RDC Region]), and the National Economic and Development Authority (NEDA).

Enclosed herewith is the draft Executive Order for the declaration of the Port Zone Delineation for the Port of [PMOs], which has undergone review by the Port Planning and Development Division (PPDD). We hope this will assist in facilitating the process prior to final review by the Office of the Assistant General Manager for Engineering.

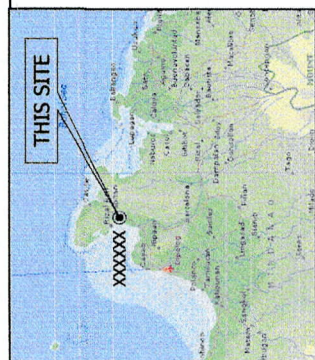
We earnestly request your favorable action on this matter, which will significantly contribute to the advancement of our shared goals for the development of the port and its surrounding areas. Should you require additional information or clarification, please do not hesitate to contact our office.

Thank you for your continued support and cooperation.

Very truly yours,
[Full Name]
Assistant General Manager for Engineering
Philippine Ports Authority

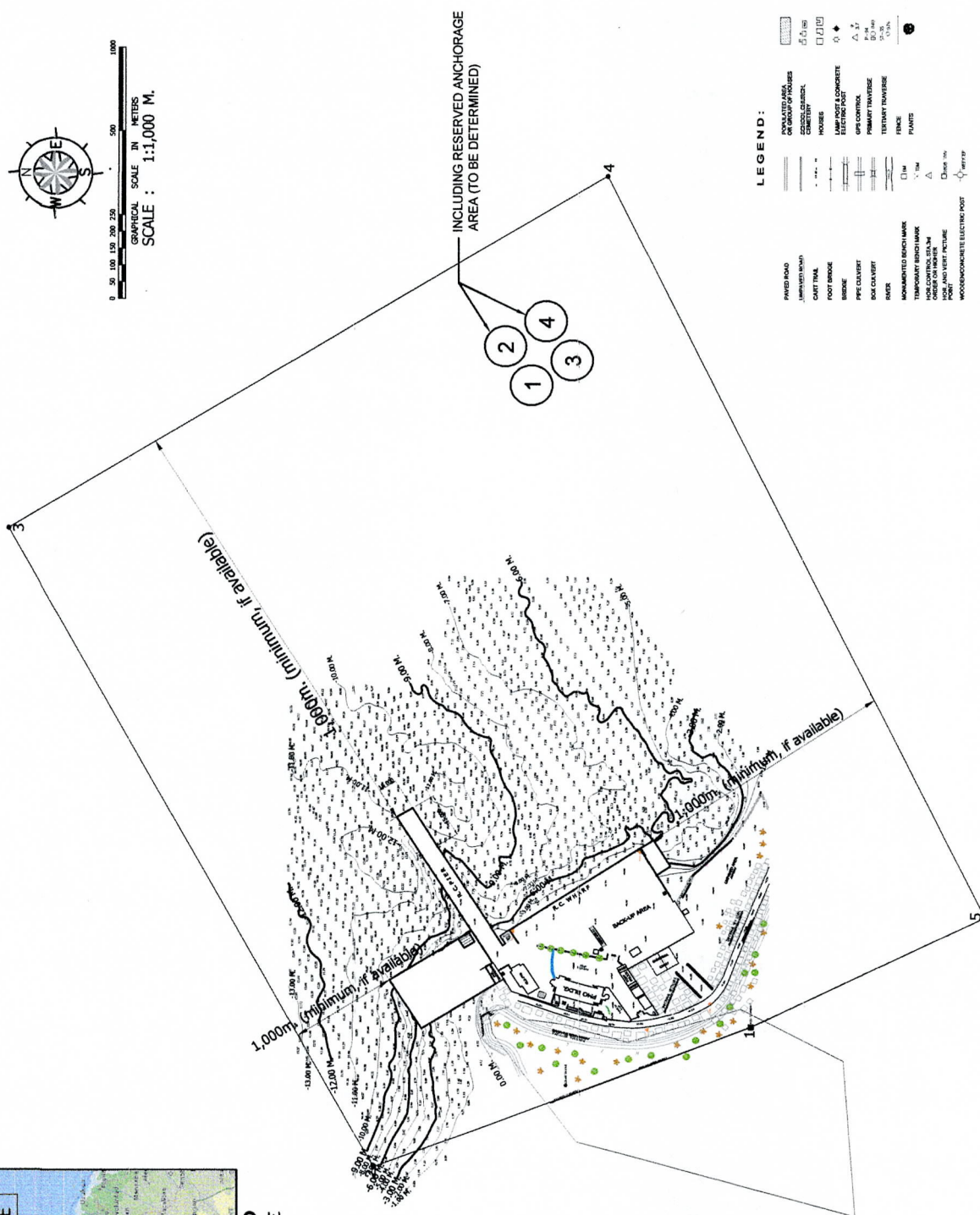
Copy Furnished:

[concerned PMO]
[PPDD]



VICINITY MAP
NOT TO SCALE

TECHNICAL DESCRIPTIONS		PORT OF XXXX	
LINE	BEARING	DISTANCE	
1-2	N 21°20' W	392.00 m.	
2-3	N 61°30' E	739.00 m.	
3-4	S 31°28' E	680.08 m.	
4-5	S 64°08' W	835.20 m.	
5-1	N 28°00' W	252.00 m.	
Beginning at point marked "1" being S 46° 12' W, 5,212.43 m. from ZGN No. 10, NAMRIA			
TOTAL AREA = 523,389.69 SQ. M.			



LEGEND:

- | | | | | |
|----------------------|-------------------------------|--------|--------------|----------------|
| | | | | |
| PAVED ROAD | GATE TRAIL | BRIDGE | PIPE CULVERT | TIMBER TRESTLE |
| | | | | |
| TEMPORARY BENCH MARK | WOODEN CONCRETE ELECTING POST | | | |

		Surveyed for Approved by Approved by	
LOCATION PORT DISTRICTS (PORT ZONES) PORT OF XXXXXX		PROJECT TITLE PORT ZONE DELINEATION SURVEY PLAN PORT OF XXXXX	
SURVEYING COMPANY SUBMITTED BY: _____ CHECKED BY: _____ SUBMITTED BY: _____ CHECKED BY: _____		CERTIFIED CORRECT PORT MANAGER _____ RECOMMENDING APPROVAL: _____ MANAGER, DSD _____ APPROVED BY: _____ AGM FOR ENGINEERING _____	
SHEET			

BY THE PRESIDENT OF THE PHILIPPINES

Executive Order No. _____

DECLARING AND DELINEATING THE _____ [PROVINCE/PMO] PORT ZONE AND PLACING IT UNDER THE ADMINISTRATIVE JURISDICTION OF THE PHILIPPINE PORTS AUTHORITY (PPA)

WHEREAS, Section 5, Article IV of Presidential Decree (PD) no. 857, or the Revised Charter of the PPA, provides that "the PPA may submit to the President, through the National Economic and Development Authority (NEDA), applications for the declaration of specific areas as Port Districts (Port Zones).

WHEREAS, Section 3 of Executive Order No. 410 (s. 1990) which provides for new guidelines for the processing of applications for port zone delineation, states that applications which are recommended for approval by the Philippine Ports Authority and/or Regional Development Council shall be submitted directly to the Office of the President.

WHEREAS, there is (i.e. *a proposed expansion of port facilities and constructions of building structures in the Port of _____ to address the deficiency of operational areas due to the increasing port traffic in the province of _____ and to further provide convenient seaport facilities that will encourage and increase investments and trading in this area/or is expected to play a major role...*).

WHEREAS, there is a need to define the Port Zone of _____ for the planning, development, financing and operation of said port with the objective of promoting development through the dispersal of industries and commercial activities throughout the different regions.

NOW, THEREFORE, I, _____, President of the Philippines, by virtue of the powers vested in me by, do hereby order:

SECTION 1. Port of _____. The territorial jurisdiction of the Port of _____ situated in _____ [Province], is hereby delineated and established, particularly described as follows:

Beginning at point marked 1 on the plan, being S ____° ____, ____m. from SRN ____
NAMRIA, thence:

[Insert the Technical Description of the PZD Coverage of the Land and Sea]

Containing an area of _____ (_____sq.m) more or less.

SECTION 2. PPA Jurisdiction. The _____ Port zone, as delineated, is hereby placed under the administrative jurisdiction of the PPA, which shall, consistent with the regional industrial plans of the government, implement a program for the proper zoning, planning, development and utilization of the port.

SECTION 3. Special Patent. The Secretary of Environment and Natural Resources is directed to issue a corresponding Special Patent for the area designated for port development purposes, granting it in favor of the Philippine Ports Authority (PPA).

SECTION 4. Repealing Clause. All issuances, orders, rules and regulations or parts thereof, which are inconsistent with this Order are hereby repealed, amended or modified accordingly.

SECTION 5. Separability Clause. If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 5. Effectivity. This Order shall take effect immediately.

DONE, in the City of Manila, this ____ day of _____, in the year of our Lord, Two Thousand Twenty- _____.

President of the Philippines

By the President:

Executive Secretary

Letter request for Clearance of Non-Overlap

ANNEX "D"

[RECIPIENT NAME]

City Planning and Development Coordinator
[City/Municipality Name]
[Office Address]

Subject: Request for Certification of Non-Overlap for the Proposed Port Zone Delineation (PZD)

Dear [Recipient's Name],

We respectfully request your office to issue a certification stating that the proposed Port Zone Delineation (PZD) for the [Name of Port/Baseport] does not overlap with any existing or planned city/municipality project or facility within [City/Municipality Name].

This certification will be an essential document in ensuring that the proposed delineation is aligned with local development plans and does not interfere with current or future infrastructure or facilities.

To facilitate this request, we have attached the following documents for your reference:

1. Copy of the Proposed Port Zone Delineation Plan;
2. Geodetic Survey and Technical Description; and
3. Any other relevant supporting documents.

We would appreciate it if your office could process this request at the earliest convenience. Should you require further information or clarification, please do not hesitate to contact us at [your contact information].

Thank you for your kind attention and support.

Very truly yours,

[Your Full Name]
Port Manager

Follow-up Letter request

ANNEX "D-1"

[Date]

[Recipient's Name]

City Planning and Development Coordinator

[City/Municipality Name]

[Office Address]

Subject: Follow-Up on Request for Certification of Non-Overlap

Dear [Recipient's Name],

I hope all is well. I am writing to kindly follow up on our previous request for a **Certification of Non-Overlap** for the **Proposed Port Zone Delineation (PZD)** for the [Name of Port/Baseport] in [City/Municipality Name], which was submitted on [date of original request submission].

As outlined in our initial communication, the requested certification is critical to ensure that the proposed delineation does not interfere with any existing or planned city/municipality projects or facilities. To support our application, we have attached the following documents for your reference:

1. Copy of the Proposed Port Zone Delineation Plan;
2. Geodetic Survey and Technical Description; and
3. Any other relevant supporting documents.

We understand that your office may be managing numerous responsibilities, but we would greatly appreciate any updates on the status of our request. If further information or additional documentation is required to process our application, kindly let us know, and we will address it promptly.

Should it be possible, we kindly request your office to prioritize this request, as the certification is an essential component in moving forward with our plans for the port.

Thank you very much for your attention to this matter, and we look forward to your positive response.

Very truly yours,
[Full Name]
Port Manager

ANNEX "E"

TEMPLATE LETTER REQUEST FOR CLEARANCE/ENDORSEMENT REGARDING THE STATUS OF THE PROPOSED AREA

[Recipient's Name]

Regional Director

Department of Environment and Natural Resources (DENR) – [Region]

[Office Address]

Subject: Request for Clearance/Endorsement Regarding the Status of the Proposed Area
for PZD of Port of _____

Dear [Recipient's Name],

We respectfully write to request clearance and/or endorsement from your esteemed office regarding the status of the area proposed for Port Zone Delineation (PZD) of Port of _____, located at [specific location].

This request aims to obtain an official document categorically stating the status of the area, including whether it overlaps with environmentally critical areas, protected zones, or other restricted classifications under applicable laws and regulations.

To assist in the evaluation, we have attached the following documents for your review:

1. Copy of the Proposed Port Zone Delineation Plan
2. Geodetic Coordinates and Technical Description
3. Any other relevant supporting documents

Your favorable action on this request will greatly assist us in fulfilling the necessary requirements for Application of Port Zone Delineation of Port of _____.

Should you require additional information or supporting documentation, please do not hesitate to contact us at [your contact information].

Thank you for your kind attention and prompt response.

Very truly yours,

[Full Name]

Port Manager

TEMPLATE LETTER FOR DENR

ANNEX "F"

SECRETARY _____
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City

Attention : _____
Director, Land Management Bureau

Dear Secretary _____:

This has reference to the PPA's Port Zone Delineation (PZD) application of Port of _____, which supported by the Regional Development Council _____ [Region].

In compliance to the letter from the Office of the President dated _____, we respectfully requesting for the issuance of Certificate of Concurrence and/or No Objection on the abovementioned PZD application covering a total area of _____ square meters.

Please be informed that the PPA had already complied with the procedural requirements in the processing of said PZD application and satisfactorily obtained appropriate endorsements from the concerned LGU, DENR _____[Region], in accordance with Executive Order No. 410 "Providing for New Guidelines for the Processing of Applications for Port Zone Delineation" dated July 3, 1990 and its Implementing Guidelines.

Attached for your reference are the following supporting documents, i.e., LGU, DENR [Region] and RDC [Region] Resolutions, PZD survey plan duly signed by licensed Geodetic Engineer.

Thank you and best regards.

Respectfully,

General Manager
Philippine Ports Authority

TEMPLATE LETTER FOR DOTr

ANNEX "F-1"

SECRETARY _____
Department of Transportation
Primex Tower
EDSA corner Connecticut St.,
San Juan, Metro Manila

Dear Secretary _____:

This has reference to the PPA's Port Zone Delineation (PZD) application of Port of _____, which supported by Regional Development Council – [Region].

In compliance to the letter from the Office of the President dated _____, we respectfully requesting for the issuance of Certificate of Concurrence and/or No Objection on the abovementioned PZD Application covering a total are or _____ square meters.

Please be informed that the PPA had already complied with the procedural requirements in the processing of said PZD application and satisfactorily obtained appropriate endorsements from the concerned LGU, DENR [Region], in accordance with the Executive Order No. 410 "Providing for New Guidelines for the Processing of Applications for Port Zone Delineation dated July 3, 1990 and it Implementing Guidelines.

Attached for your reference are the following supporting documents. i e., LGU, DENR [Region] and RCD [Region] Resolutions, PZD Survey plan duly signed by a licensed Geodetic Engineer.

Thank you and best regards.

Respectfully,

General Manger
Philippine Ports Authority

TEMPLATE REQUEST FOR EXPANSION OF PZD

ANNEX "G"

HON. [Name of Mayor]

City/Municipal Mayor
[Province]

Subject: Request for Expansion of Port Zone Delineation (PZD)

Dear [Recipient's Name],

We respectfully submit this letter to formally request an expansion to the approved Port Zone Delineation (PZD) for the [Name of Port/Baseport] located in [specific location].

The expansion is being requested to address [reason for expansion, e.g., boundary adjustments, alignment with new technical data, resolution of potential conflicts, etc.]. The proposed changes aim to ensure compliance with regulatory requirements and the integration of updated technical considerations to better support the port's operations and surrounding infrastructure.

To support this request, we have attached the following documents for your review:

1. Copy of the original PZD Plan
2. Proposed Amended PZD Plan with Geodetic Coordinates and Technical Descriptions
3. Justification/Explanation for the Amendment Request
4. Any additional supporting documentation

We assure you that this expansion is essential to meet [specific objectives, e.g., operational efficiency, alignment with local development plans, regulatory compliance, etc.], and will contribute to the port's long-term viability and its positive impact on the region's economic growth.

We kindly seek your favorable consideration of this request and look forward to your guidance on the necessary steps to facilitate the expansion process. Thank you for your attention to this matter, and we look forward to your positive response.

Very truly yours,

[Your Full Name]
Port Manager