

SEP 19 2022

**PPA Operations Memorandum Order**  
NO. 01 - 2022



TO : All Port Managers  
Manager, Information and Communication Technology Department (ICTD)  
Manager, Port Operation and Services Department (POSD)  
Manager, Commercial Services Department (CSD)  
Manager, Port Police Department (PPD)  
Port Ancillary Service Providers  
All Others Concerned

SUBJECT : **INTERIM GUIDELINES ON PPA ACCREDITATION AND PERMIT TO OPERATE (PTO)**

Pursuant to PPA Board Resolution No. 3159, the following interim guidelines shall be implemented at the Port Management Office (PMO) level:

1. Filing of applications for PPA Accreditation via the Electronic Accreditation System (EAS) shall be suspended starting August 31, 2022 until the new guidelines on PTO resulting from the policy review is approved by the PPA Board.
2. All port ancillary service (PANSER) permits under PPA Administrative Order No. 07-2013, entitled "*Simplification of Procedures in the Processing and Issuance of Permits to Operate Ancillary Services in Ports*" shall be applied for via the Electronic Permitting Management System (EPMS) subject to the following conditions:
  - PTO shall be on a per service type and per port basis;
  - PTO shall have a validity of one (1) year;
  - PTO fees prescribed under PPA Memorandum Circular (MC) No. 02-2015 shall apply, and;
3. All PMOs shall be responsible for processing PTO applications and the authority to approve thereof shall be with the Port Manager.
4. All PMOs shall consolidate and submit to the Port Operations and Services Department (POSD) every end of the month a Port User Satisfaction Survey (PUSS) on the implementation of this Order.
5. Manila and Batangas-based transport services may opt to secure permits via the Transport Accreditation, Permitting and Port Pass (TAPPP) implemented under PPA Administrative Order No. 01-2022.

This directive is to facilitate and ensure uninterrupted day-to-day provision of cargo handling, logistics and other services in ports consistent with the DOTR's call to improve the port industry to benefit passengers and shippers.

This Order shall take effect immediately.



**FRANCISQUIEL O. MANCILE**  
Officer-In-Charge / AGM for Operations