12. Application of Watering Service

The purpose of this procedure is to ensure that each watering activity is properly controlled and to ensure maximum safety precautions are exercised to prevent untoward incidents.

Office/Division:	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection
Classification:	Simple
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen
Who may avail:	Vessel or Shipping Line Representative/ Client

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Application Form (1 - original copy/electronic copy)	PPA PMO PSD-Marine Section

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Notifies in advance the Harbor Master/ Authorized Representative on his intention to conduct watering service inside the port. * Client may submit thru email the scanned copy of intent to conduct watering service.	1. Takes note of the upcoming watering service. * Application Form for Watering Service shall be sent to the client via email.	None	5 mins.	Harbor Master/ Authorized Representative PMO PSD-Marine Section
2. Applicant fills out the Application Form for Watering Service at the PMO-PSD Marine Section. * Submission can also be done thru electronic means like email and fax messages.	2. Receives and evaluates the accomplished form. If in order, approve the application. *Scanned copy of the approved Application Form including the amount to be paid will then	None	10 mins.	Harbor Master/ Authorized Representative PMO PSD-Marine Section

	be forwarded to the client via email. Marine section to furnish Collection Section copy of the application. If not, denies the application and notify the client.			
3. Presents the approved Application Form to the PMO Assessment/ Collection Section and pays the corresponding fees. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.	3. Provides assessment and collects the payment. Issues PPA Official Receipt. * For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt and Permit will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt and Permit to the Port Police to be picked up by the client later.	Please refer to the schedule of fees below	10 mins.	PPA Cashier/ Collection Representative/ Authorized representative PMO Collection Section

4. Provides a copy of the Watering Permit to PPA Security Guard at the gate.	4. Checks watering permit. * Gives the original copy of the Official Receipt and Permit to the client.	None	None	Port Police/ PPA Security Personnel PPD
5. Vessel/Water Barge/ Water Truck start watering, observing the general requirement and safety precautions	5. Monitors compliance with the general requirement and safety precautions relating to the watering activity. Inspect the working area after the activity.	None	None	Harbor Operation Officer /Terminal Operations Officer PMO PSD – Marine/Terminal Section
	TOTAL:	**Please refer to the schedule of fees below**	**25 mins.**	

Please see below the schedule of fees

Watering Service schedule of fees

Port Management Office	Rates
Northern Luzon	₱29.12 without Permit to Operate: ₱650.00 + 12%VAT = ₱728.00
NCR-North	₱28.00
NCR-South	₱28.00
Batangas	₱0.50 per metric ton
Marinduque/Quezon	with Permit to Operate no corresponding fee: ₱26.00 + 12%VAT; without Permit to Operate: ₱650.00 + 12%VAT = = ₱728.00
Bicol	with Permit to Operate no corresponding fee
Masbate	₱25.00 per day/vessel
Mindoro	₱16.80
Palawan	Domestic Vessels -₱241.50/Ton; Foreign Vessels – ₱262.50/Ton **PPA OIC Memorandum dated June 20, 2016; published in Palawan Times (PT Vol. XXIX, No. 33, December 03-December 09, 2017) issue. Effectivity date – January 9, 2018.*
Eastern Leyte/Samar	₱11.20
Western Leyte/Biliran	₱22.40
Negros Occ./ Bacolod	₱33.60
Panay/Guimaras	₱33.60
Negros Or./Siquijor	with Permit to Operate no corresponding fee
Bohol	₱56.00
Surigao	₱12.00
Agusan	₱33.60
Zamboanga del Norte	₱16.80
Misamis Or./ Cagayan de Oro	₱138.88: 0-50 MT ₱150.08: 51-100 MT ₱161.28: 101 up MT
Misamis Occ./ Ozamis	₱11.20
Lanao del Norte/ Iligan	Domestic Vessel: ₱56.00 per cubic meter Foreign Vessel: ₱67.20 per cubic meter
Zamboanga	₱22.40
Davao	₱20.00: 26-50 MT ₱30.00: 51-100 MT ₱40.00: 101 MT and above
Socsargen	₱16.80