3. Processing of Port Statistics Report - Highly Technical

Port Statistics is the numerical representation of the actual port operations. These data contain the information on the shipcalls and its particulars, cargo throughput, passenger traffic, container throughput, and the RORO traffic.

Office/Division:	Corporate Planning Department (CPD)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Government Agencies and Instrumentalities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Official/Transmittal Letter or E-mail (1 – original/photocopy)	To be provided by the Client

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Send the official letter via courier and/or email at corplan@ppa.com.ph.	1.1 Receive and acknowledge the receipt of the letter or email request.	None	10 mins	Secretary, CPD
	1.2 Evaluate and clarify the request if data are readily available in the repository file or PPA website.	None	3 hrs	Statistician, CPD
	1.3 Provide a walkthrough on how to access the statistical data, if the data needed are already available on the PPA website.	None	30 mins	Statistician, CPD
	1.4 Process data if the request requires: (a) customized data with specific requirements such as Port	None	19 days	Statistician, CPD

	Types, Types of Traffic etc; (b) Forecasted Port Traffic; (c) annual port statistics by PMO/Port with more than 5-Year; and/or (d) Port Traffic Statistics (PTS) with 3-to-5-Year data. 1.5 Review processed data	None	4 hrs	Division Manager, Planning Division, CPD
2. Receive requested data and accomplish Client Satisfaction Measurement (CSM)	2. Submit the data to the requesting Government Agency through email and/or courier.	None	20 mins	Statistician, CPD
	TOTAL:	**None**	**20 days (working days)**	