16. Application for Private Port Permit: Issuance of Clearance to Develop (CTD)

The CTD is being issued pursuant to PPA AO 06-95, PPA AO 02-2009, and PPA AO 03-2013 or the Liberalized Regulations on Private Ports Construction, Development and Operation, and Simplification on Procedures in the Issuance of Private Port Permits, respectively.

Office/Division:	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)
Classification:	Highly Technical
Type of Transaction:	G2B/G2G - Government to Business/Government to Government
Who may avail:	Private Port Owner-Operator/Local Government Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Formal Written Request (1-original copy)	To be provided by applicant/private port owner
2. Unified Application Form with the following supporting documents: (for items a-n: 1 original copy and 2 photocopies) a. Proposed Structure to be put up b. Summary of Project Scope and Description c. Estimated Cost d. Vicinity Map e. PMO Certification that the area applied for is not part of PPA future development plan f. PMO Certification that the port facilities to be put up will not pose hazard to navigation g. Proof of Payment of Filing Fee h. Company Profile i. SEC Registration and its Articles Incorporation/DTI Registration j. Original Secretary's Certificate designating company's authorized representative k. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) l. Photocopy of DENR tenurial instruments or Certification that the applicant has pending application for the issuance of Tenurial Instruments (ex. FLi/FLC/MLi/MLC/MPSA/SAPA), or Official Receipt representing payment of occupancy dues, whichever is applicable m. PRA Clearance for the reclamation component of the private port, if applicable n. Environmental Compliance Certificate (ECC) * For items a-n: 1-orignal copy, 2 – photocopies	PPA Website (downloadable forms) Supporting documents to be submitted by applicants
3. Duly notarized Omnibus undertaking (Sworn Statement) (1-original copy)	PPA Website (downloadable forms)

Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. Submits Letter proposal and Unified Application Form specifying the exact location of the foreshore area, area size, intended use/purpose, proposed structure to be put-up and estimated cost of improvement together with duly notarized Omnibus Undertaking (Sworn Statement)	1.1 Receives Application for CTD and routes to the Office of the Port Manager. 1.2 Refers/forwards to Engineering Services Division for verification/ evaluation/processing. 1.3 Issues order of payment.	None None None		PMO Records Officer Port Manager (PM) PMO-Engineering Services Division (ESD) Authorized Personnel
2. Applicant receives order of payment and pays the necessary filing fee (non-refundable).	2.1 Receives the payment and issues PPA official receipt	Php1,000 + 12% VAT	9 days	PMO Cashier
3. Applicant proceeds to ESD for the proof of payment	3.1 Checks the proof of payment/Evaluates, processes application and coordinates with concerned RC/Conducts ocular inspection if necessary 3.2 Endorses/submits findings/technical report to Port Manager. 3.3 Endorses proposal to Head Office- CSD, with the findings and recommendations	None None None		ESD Authorized Personnel ESD Manager PM
	Reviews, prepares complete staff work and recommends approval of the application to the GM. Approves/disapproves the clearance to develop, both for private noncommercial and private commercial operations. Releases approved Application for CTD/ notifies the PMO on the denial.	None None None	7 days 3 days 1 day	CSD/BDD Managers/BDD-OPR General Manager (GM) CSD Authorized Personnel/HO Records Personnel
	TOTAL	**Filing Fee: Php 1,000.00 + 12% VAT**	**Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)**	