COMMERCIAL SERVICES DEPARTMENT (CSD)

External Services

1. Application for Approval of Zone of Significant Port Interest (ZSPI) Plan (New/Amendment)

The Approved ZSPI (New/Amendment) is being issued pursuant to PPA AO 05-2022

Office/Division:	PPA PMO/PPA Head Office – Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Dredging and Survey Department (DSD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Private Port Owner/Operator

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For New Application: 1. Duly filled-up Application Form and Notarized Omnibus Undertaking (Sworn Affidavit) (1 original copy and 2 photocopy) 2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority) (1 original copy and 2 photocopy) 3. Hydro-topographic survey) (1 original copy and 2 photocopy) 4. ZSPI Plan) (1 original copy and 2 photocopy)	• For Items 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO • For Items 2-4: To be provided by the applicant

Client Step **Application for Approval of Zone of Significant Port Interest (ZSPI) Plan (New/Amendment)**	**Agency Action**	**Fees to be paid**	**Processing Time (working days)**	**Person Responsible**

1. The applicant submits to PMO the application for ZSPI (new/amendment) with complete documentary requirements. *(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)*	1.1 Receives Application for ZSPI (new/amendment) and routes to the Office of the Port Manager. 1.2 Refers/forwards to Engineering Services Division. 1.3 Checks if documents are complete and compliant/ Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None None None	Seven (7) working days	PMO Records Officer Port Manager (PM) PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Evaluates the submitted proposed plan if compliant with the design parameters/Conducts ocular inspection if necessary.	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/ technical report to the Port Manager.	None		PMO-ESD Manager
	Endorses the application to Head Office – CSD/OAGME/PPDD/DSD, with PMO comments and recommendations.	None		PMO
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None	Seven (7) working days	PPDD/DSD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru AGM for Engineering.	None		CSD
	Recommends approval to the General Manager.	None	Two (2) working days	AGME
	Approves/Disapproves the ZSPI Plan (new/amendment).	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	TOTAL	**Application Fee: Php3,000.00 + 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)**	