31. Request for Adoption of Cargo Handling (CH) Tariff and other Related Charges

Office/Division:	Commercial Services Department-Port Pricing Division (CSD-PPD)/ Port Management Office (PMO)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Concerned company or PMO

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter request for adoption of CH Tariff including justification and recommendation based on the parameters of OMO No. 01-2016 for the following ports: a. For Ports with Authorized CHO and Prescribed Rates but Some Tariff Items are not existing; b. For Ports where CH services are subject for Bidding and where there is no Prescribed or Authorized CH Tariff Schedule.	Cargo Handling Operator (CHO)/Port Management Office (PMO)

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Cargo Handling Operator files request for adoption of cargo handling or other related charges to the PMO with justification.	1.1 Submits the request for adoption of CH tariff including justification and recommendation based the parameters to OAGMO, attention CSD.	None	4 days	PMO PM
	1.2 Reviews/ evaluates the proposal. Coordinates with POSD relative to the CHO's contract with PPA	None	4 days	CSD-PPD OPR
	1.3 Forwards the recommendation to the OAGMO	None	1 day	CSD Department Manager
	1.4 Approves/ Disapproves the proposal	None	1 day	AGMO
	1.5 If approved, forwards the approval to the PMO for public hearing	None	1 day	CSD Department Manager
	1.6 Presents the proposal in a public	None	1 day	PMO Authorized Representative

	hearing and submits result of the hearing to OAGMO/CSD			
	1.7 Reviews the result of the public hearing and forwards the recommendation to OGM for approval	None	4 days	CSD
	1.8 Approves/ disapproves the proposal	None	1 day	GM
	1.9 If approved, forwards the approval to the PMO for publication in a local newspaper to be effective 15 days after publication	None	1 day	CSD
	1.10 Furnishes CSD/AGMO of the published CH rates	None	1 day	PMO
	1.11 Validates the published rates and forwards to PMO the final CH tariff	None	1 day	CSD
	TOTAL:	**None**	**20 days (working days)**	