1. Certificate of Completion and Acceptance

An end-user's certificate of completion and acceptance indicating the security agency's overall performance quality rating within the duration of PPA-Security Agency security services contract period. The certificate shall become a qualification requirement for existing security agency for the next procurement of security services.

Office/Division:	Port Police Department
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Security Agency with previous contract with PPA

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request from Security Agency addressed to the General Manager through the PPD Manager	Security Agency
Contract information	Security Agency

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submit letter request to the Office of the General Manager, copy furnished the Port Police Department	1.1 Receive letter request. Verify contract information. 1.2 Verify and evaluate ratings of security agency from PMO-PPD 1.3 Prepare Certificate of Completion and Acceptance and Final Performance Rating	None	3 days	Port Police Officer Operations Division
2. Receive Certificate of Completion and Acceptance	2. Issue Certificate of Completion and Acceptance.			
	TOTAL	**None**	**3 days (working days)**	