

07 AUG 2019

**PPA PMO MEMORANDUM CIRCULAR**  
No. 010 -2019

**TO :** Division and Terminal Managers  
Business Development and Marketing Officer/Specialist  
Cargo Handling Operators  
Private Port Operators  
Port Service Providers  
All Others Concerned

**SUBJECT :** Revised Guidelines on the Accreditation of Port Service Providers and Standardized Accreditation Fee

In order to ensure a port service provider's legitimacy, capability, and competence in the provision of port services, PPA implements an accreditation system thru PPA Administrative Order No. 10-2018, with emphasis that only duly accredited port service providers shall be allowed to operate in all ports under the PPA jurisdiction.

In view of this, disseminated herein is the new Guidelines on the Accreditation of Port Service Providers per **PPA Administrative Order No. 06-2019** (*copy attached*) dated 18 July 2019 which specifically identifies additional services that will need accreditation, to wit:

1. Brokerage
2. Booking/Ticketing Office
3. Cargo Checking Service
4. Cargo Surveying Service
5. Engineering Contractor
6. Equipment Hire
7. Equipment Repair
8. Environmental Service Management
9. Passenger Terminal Services
10. Roll On Roll Off Services
11. Shipping Agent
12. Shipping Line
13. Transport Service/Cargo Forwarding/Freight Forwarding/Hauling/Shuttling/Bus

An accreditation certificate for **every** port service shall be required before the award of port service contract or permit to operate (PTO) is issued. Private commercial ports that will not comply with the Revised Accreditation Policy shall be subject to cancellation and revocation of its Certificate of Registration (COR) and PTO.

PPA AO 06-2019 lists eleven (11) documentary requirements for port terminal/cargo handling/passenger terminal and RORO services; eight (8) documentary requirements for port ancillary services; and six (6) for applicants that have been accredited/licensed/granted franchise by other government agencies. Previously, under AO 10-2018, all applicants are



required to submit ten (10) documents regardless of service type. Moreover, the said AO also revokes the requirement that applicants must have been engaged in the port services for no less than two years immediately prior to the application date.

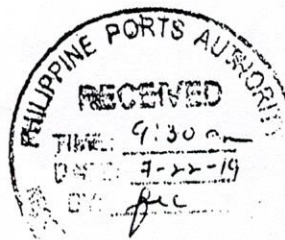
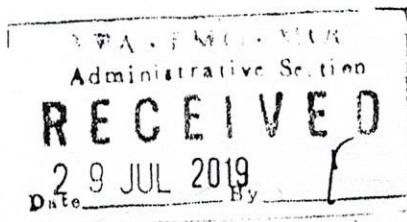
Further, in order to have standard and uniform charges in the issuance of accreditation certificate, the rates are prescribed under PPA Memorandum Circular No. 03-2019, hereto attached.

Both PPA AO 06-2019 and PPA MC 03-2019 shall take effect on 07 August 2019. As such, all concerned Division/Terminal Managers/Unit Heads are enjoined to exert efforts to disseminate and enforce the subject regulations and institute procedures to prevent disruption of the provision of port services.

For your information and strict compliance.

  
ISIDRO V. BUTASLAC, JR  
Port Manager





July 18, 2019

PPA MEMORANDUM CIRCULAR  
No. 03 - 2019

TO : Port Managers,  
Port Service Providers and  
Others Concerned

SUBJECT : STANDARDIZED ACCREDITATION FEE OF PPA AO NO. 06 - 2019

### 1. AUTHORITY

- 1.1 Section 20 (a), Article VII of PD 857, Revised Charter of PPA.
- 1.2 PPA Board Resolution No. 2812 dated 27 June 2019.

### 2. OBJECTIVES

- 2.1 To standardize the accreditation fee in the issuance of accreditation certificates for Port Service Providers
- 2.2 To promote efficient and effective port operations and services in all ports under the jurisdiction of PPA.
- 2.3 To ensure legitimacy, capability and competency in the provision of port services thru PPA accreditation.

### 3. PROVISION

In order to have standard and uniform charges in the issuance of accreditation certificate the following rates are hereby prescribed:

Port Service	Amount
Port Terminal Services	Php 10,000.00
Cargo Handling / Roll On – Roll Off Services	Php 10,000.00
Pilotage Services	Php 10,000.00
Passenger Terminal Building Services	Php 10,000.00
Shore Reception Facility / Environmental Management Services	Php 10,000.00
Towing / Tugging Services / Tug Assistance	Php 3,000.00
Mooring / Unmooring	Php 3,000.00
Vessel Repair/Maintenance	Php 3,000.00
Waste Disposal Services	Php 3,000.00
Bunkering Services	Php 3,000.00
Chandling Services	Php 3,000.00



Brokerage Services	Php 3,000.00
Cargo Checking Services	Php 3,000.00
Cargo Surveying Services	Php 3,000.00
Shipping Lines	Php 3,000.00
Shipping Line Agent / Representative	Php 3,000.00
Lighterage / Barging	Php 3,000.00
Watering Services	Php 3,000.00
Parking / Garage Service	Php 3,000.00
Water Taxi Service	Php 3,000.00
Canteen Services	Php 3,000.00
Porterage Services	Php 3,000.00
Parking Services	Php 3,000.00
Transport Services	Php 3,000.00
Booking/Ticketing Services	Php 3,000.00
Communication Services	Php 3,000.00
Shops and Stores	Php 3,000.00
Cleaning Service	Php 3,000.00
Container Repair	Php 3,000.00
Equipment Hire	Php 3,000.00
Equipment Repair	Php 3,000.00
Fumigation	Php 3,000.00
Laundry Service	Php 3,000.00
Water Supply	Php 3,000.00
Reproduction Service	Php 3,000.00
Weighbridge/Truckscale	Php 3,000.00
Engineering Contractor	Php 3,000.00
Other Services	Php 3,000.00

#### 4. REPEALING CLAUSE

All PPA orders, circulars and other issuances inconsistent herewith are hereby repealed or amended accordingly.

#### 5. EFFECTIVITY

This Circular shall take effect fifteen (15) calendar days from its publication in the Official Gazette or in a newspaper of general circulation and a copy file with the University of the Philippines Law Center.

JAY DANIEL R. SANTIAGO  
General Manager