



April 7, 2020

PPA MEMORANDUM CIRCULAR

No. 15 -2020

TO : All Port Managers
Department Managers
Port Users
Others Concerned

SUBJECT : Guidelines in the Processing of PPA Permits During the Enhanced Community Quarantine (ECQ) Due to COVID-19 Pandemic

1. Legal Bases

- 1.1 Republic Act No. 11469 (An Act Declaring the Existence of a National Emergency Arising from the Coronavirus Disease 2019 (COVID-19) Situation and a National Policy in Connection Therewith, and Authorizing the President of the Republic of the Philippines for a Limited Period and Subject to Restrictions, to Exercise Powers Necessary and Proper to Carry Out the Declared National Policy and for Other Purposes)
- 1.2 Inter-Agency Task Force for the Management of Emerging Infectious Disease Resolution No. 15, Series of 2020, March 24, 2020 (Resolution Relative to the Management of the Coronavirus Disease 2019 (COVID-19) Situation)
- 1.3 Memorandum from the Executive Secretary dated 16 March 2020 (Community Quarantine Over the Entire Luzon and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation)
- 1.4 Anti-Red Tape Authority (ARTA) Advisory No. 01, Series of 2020 (Advisory for the Adoption of Fast-Track Measures During the COVID-19 State of Calamity)

2. Objectives

- a. To simplify procedures and documentary requirements in order to speed up processing of PPA permits and applications during ECQ.
- b. To ensure that all operators and service providers in the port are authorized to provide or perform port services during ECQ.

- c. To minimize disruption in port operations, expedite port business processes and ensure the unhampered flow of essential goods.

3. Coverage

These guidelines shall apply to the following permits and authorities:

- 3.1 Private Port Applications (Permit to Construct and Certificate of Registration/Permit to Operate)
- 3.2 Short-Term Lease Contract (Permits to Occupy)
- 3.3 Accreditation Certificates
- 3.4 Hold Over Authority (HOA)
- 3.5 Other Permits Issued by the PMOs

4. Guidelines

4.1 Emergency Approval and Extensions and Approvals.

The validity of all permits that expired before March 17, 2020 and will expire during the effectivity of ECQ are deemed extended until June 30, 2020 or until the lifting of the ECQ implementation whichever comes later.

For COR/PTOs that expired and are expiring during the ECQ period, validity of the same are hereby extended until June 30, 2020 or until the lifting of the ECQ, whichever comes later.

All Applications for accreditation received by the PMOs from applicants prior to March 14, 2020 are deemed approved for the purpose of doing business in the ports under PPA's jurisdiction until June 30, 2020 unless extended by PPA. Applications for Permit to Operate (PTO) can be processed for those with pending issuance of Accreditation Certificates.

All HOA to operate CH services that expired/are expiring during the ECQ period are deemed extended until June 30, 2020, unless extended by PPA.

4.2 Electronic Submission

Nothing in these guidelines may prevent an applicant from submitting an application for PTO, Accreditation, COR/PTO, and similar permits for PPA

processing and approval using the standard, normal processes prescribed in existing regulations.

All applications including submissions of digital copies of supporting documents through email listed in **Annex "A"** and other online platforms shall be accepted and considered compliant, subject to post audit and/or verification process.

Applications for Accreditation which have been filed online may be considered for the issuance of PPA PMO Permits and Security Passes and Permittees shall be allowed to provide port services for a period of ninety (90) days or until the lifting of the ECQ, whichever comes first.

All inquiries, follow-ups and updates on the status of Accreditation Permits shall be lodged at the PMOs, where on-line applicants may be directed to the status trail provided in the system.

Only short-term leases shall be processed during the ECQ period.

The Permit-to-Occupy (PTOc) subject to 4th renewal shall be processed at the concerned PMO. However, at the end of the ECQ period, all requests for renewal of PTOc (4th renewal) shall be filed at the concerned PMO and approved by the Head Office.

Approvals shall be issued via email subject to modification, suspension, or cancellation when circumstances so warrant.

4.3 Extension of Permits after ECQ

Upon expiration of extended permits, applications for renewal of said permits shall be given a grace period of 30 days from the effective date of lifting of the ECQ or from the effective date of expiry granted by PPA, without the imposition of surcharge, interest and penalty charges. Thereafter, surcharge, interest and penalty charges shall accrue.

4.4 Suspension or Revocation of Permits/Authorities

PPA reserves the right to cancel suspend and revoke any extended permit or authority provided in this guidelines when circumstances so warrant.

4.5 Payment of Fees

PPA encourages payment of fees through electronic payments and on-line systems of participating banks listed in **Annex "B"**. Manual payments are still acceptable subject to ECQ measures which may result in transaction delays.

Port users may also avail of other payment facilities listed in **Annex "C"**.

5. EFFECTIVITY

This Order takes effect immediately.


JAY DANIEL R. SANTIAGO
General Manager

ANNEX A

	PMO	CONTACT PERSON	EMAIL ADDRESS
1	NCR North	Annie Lee F. Manese	alfmanese@ppa.com.ph
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9	Bicol	Ma. Magnolia S. Requejo	mmsrequejo@ppa.com.ph
10	Masbate	Oliver S. Rodulfo, Jr.	osrodulfojr@ppa.com.ph
11	Panay/Guimaras	Eduardo P. Goles	epgoles@ppa.com.ph
12	Negros Occidental/ Bacolod/Banago/Bredco	Loven S. Serran	lsserran@ppa.com.ph
13	Western Leyte/Biliran	Bernard C. Calledo	bccalledo@ppa.com.ph
14	Negros Oriental.Siquijor	Sarah R. Mijares	srmijares@ppa.com.ph
15	Bohol	James J. Gantalao	jjgantalao@ppa.com.ph
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17	Misamis Occidental/ Ozamiz	Subanrio I. Lim	silim@ppa.com.ph
18	Zamboanga del Norte	Salvador L. Delina	sldelina@ppa.com.ph
19	Surigao	Froilan U. Caturla	fucaturla@ppa.com.ph
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21	Misamis Oriental/ Cagayan de Oro	Isidro V. Butaslac, Jr.	ivbutaslacjr@ppa.com.ph
22	Socsargen	Cesar M. Dataya	cmdataya@ppa.com.ph
23	Davao	Analee G. Aguila	agaguila@ppa.com.ph
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25	Zamboanga	Arcidi S. Jumaani	asjumaani@ppa.com.ph

LIST OF PARTICIPATING BANKS IN PPA e-PAYMENT

1. Asia United Bank
2. BPI Direct Banko
3. CTBC Bank
4. Citystate Savings Bank
5. DBP
6. Enterprise Bank
7. Entreprenuer Bank
8. Equicom Savings Bank
9. **Land Bank of the Philippines**
10. MASS SPECC
11. Malayan Bank
12. Maximum Savings Bank
13. Overseas Filipino Bank
14. PBCom
15. Philippine Business Bank
16. PVB
17. Philtrust Bank
18. Sterling Bank of Asia
19. Sun Savings Bank
20. Tiaong Rural Bank
21. Wealth Bank

ANNEX C

OTHER PAYMENT FACILITIES OF PPA

1. Bank to bank Payment System

The port customers with Manila Offices may deposit or transfer their payments to the following PPA Head Office centralized collection accounts:

Land Bank of the Philippines

Account No. : 0281-5088-90
Branch : South Harbor, Port Area, Manila
Swift Code : TLBPPHMM

PVB

Account No. : 0042-004939-100
Branch : PPA Bldg, A. Bonifacio Drive South Harbor
Branch, Manila
Swift Code : PHVBPHMM

The duly validated Bank Deposit Slip or Bank Confirmation Receipt, supported with PPA Bill of Charge, Invoice or Order of Payment, will be sent thru e-mail at treasury@ppa.com.ph and will serve as proof of payments of PPA fees for the account of other PMOs.

PPA Official Receipt will be issued upon confirmation that the said deposit/cash transfer was credited to PPA account and will be electronically sent at the e-mail address of the payor.

2. Cash Payment at PPA-Treasury Department (TD)

Mondays to Fridays, 8:00 A.M. to 5:00 P.M.

3. Cash Payment at PMOs NCR South and North

Saturdays and Sundays, 8:00 A.M. to 5 P.M.