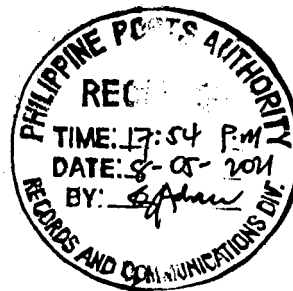


PHILIPPINE  
PORTS  
AUTHORITY



July 30, 2021

**PPA ADMINISTRATIVE ORDER**  
NO. 03 - 2021

**TO :** All Port Managers  
PPA Lessees  
Others Concerned

**FROM :** The General Manager

**SUBJECT :** Interim Guidelines on Pending Fourth Renewal Applications for Permit to Occupy Covering Leased Areas at PPA Ports

Pursuant to Board Resolution No. 3053, in view of the ongoing comprehensive review on the real estate management policy of the Authority and to address the pending applications for fourth renewal of Permit to Occupy covering leased areas at PPA ports already at the Office of the AGM for Operations, the following interim guidelines are hereby issued:

1. The AGM for Operations (AGMO) is granted interim authorization to approve all pending applications for fourth renewal of Permit to Occupy the validity of which is from January 2021 to December 31, 2021.
2. Submission of fourth renewal applications based on the interim authority of the AGMO beyond August 31, 2021, shall no longer be entertained and any Permit to Occupy shall be considered terminated for all intents and purposes.
3. Only applications for fourth renewal received by OAGMO/CSD not later than August 31, 2021, shall be processed.
4. All existing approved Permits to Occupy (whether 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> renewal) shall be valid until December 31, 2021.
5. The rental rates to be prescribed on the pending fourth renewal applications to be approved by AGMO shall be based on the 2016-2021 appraisal values or the rental rates recommended by the Port Manager whichever is higher plus a 10% escalation rate.
6. A moratorium on the approval of new applications for short-term lease shall start on July 27, 2021, until December 31, 2021.
7. Henceforth, all applications for renewal of lease shall be processed in accordance with the new guidelines that will be implemented starting January 1, 2022

This Order takes effect immediately.

  
**JAY DANIEL R. SANTIAGO**