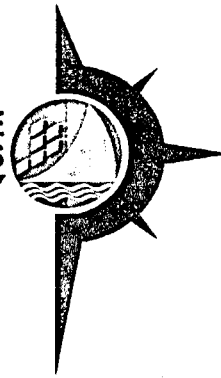


PHILIPPINE
PORTS
AUTHORITY



March 2, 2021

PPA MEMORANDUM CIRCULAR NO. 06
Series 2021

TO : Assistant General Managers
Port Managers
All Others Concerned

SUBJECT : **IMPLEMENTATION OF GUIDELINES ON ACCREDITATION,
PERMIT TO OPERATE, AND MANDATORY
TREE/MANGROVE PLANTING**

To provide uniform, consistent and proper implementation of the guidelines for Accreditation Certificate (AC), Permit to Operate (PTO) and Mandatory Tree/Mangrove Planting (MT/MP), the following clarification is hereby issued:

1. On PTO and CA

- 1.1 The applicant needs to comply with only one requirement which is the submission of duly accomplished filled-out PTO Application Form (AF). The manual application shall be submitted in the prescribed Form (**Annex "A"**); the online application shall be filed and submitted using the following link > <https://www.ppa.com.ph> wherein the corresponding AC Number shall be indicated in the AF for the specific service type being applied for.
- 1.2 A PTO shall be valid only in the port or terminal being applied for. Each PTO shall indicate the name of the port or the terminal thus: PTO Puerto Princesa; PTO Brookes Pt; PTO El Nido. A complete list of ports and terminals for which a PTO may be issued is attached as **Annex "B"**. The list is subject to revision as new terminals are created and existing ones transferred or devolved.
- 1.3 A single PTO shall be issued only in the following instances: PMOs with adjoining or adjacent terminals i.e. PMO NCR South (Manila International Container Terminal, South Harbor, and Pasig River); PMO NCR North (Manila North Harbor and Vitas); and PMO Panay/Guimaras (Iloilo Commercial Port Complex, Fort San Pedro, Iloilo River Wharf).

- 1.4 The Basic Port Orientation Seminar (BPOS) has four (4) Modules: Module 1 – Ports, Module 2 – Port Services, Module 3 – Port Safety, and Module 4 – PMO Overview. Modules 1-3 were prepared by the PPA Training Institute (PPATI) while Module 4 shall be recorded at the PMOs which shall contain presentations and discussions on the profiles and characteristics of all ports under the PMO's jurisdiction, introduction of PMO officials and basic port rules and regulations governing security, safety, health and environmental compliance.. PMOs are enjoined to deliver BPOS using Filipino or the local dialect, engage attendees in positive exchange of information and promote rapport with stakeholders.
- 1.5 No other permit fees or charges shall be collected for the issuance of PTO except those specified in Section 11 of PPA AO No. 09-2020.
- 1.6 The Authority To Transact (ATT) is issued where the ancillary service is provided more than once a year, in which case the provision of said service will be considered as regular and the service provider shall be required to apply for issuance of AC and PTO. ATT is a one-time issuance and valid only for a particular transaction. To illustrate, a trucking company with a PTO issued for Manila North Harbor picking up a container in PMO Batangas Baseport will not be required a PTO where it will be its first time to transact in said port. However, if in the same year, said trucking company will again transact with PMO Batangas Baseport, a PTO specifically for the said port will now be required from the said trucking company.
- 1.7 A PTO shall not be required for private transactions in any private port except those services involving marine environmental protection prescribed in PPA AO No. 08-2018 entitled "*Interim Guidelines on the Issuance of Permit To Operate (PTO) for Shore Reception Facilities (SRF)/Waste Disposal Service Provider*". To illustrate, a PTO shall not be required for ship agents or ship chandlers whose vessels call at private ports; a PTO shall not be required for cargo forwarders who deliver or withdraw goods from private ports.
- 1.8 A PTO shall not be required for shipping companies, operators, or managers with vessels scheduled for drydock in a private shipyard facility or for the departure of vessels from said facility.
- 1.9 Since a CA is a prerequisite for the issuance of PTO, no PTO shall be issued unless the applicant holds a valid CA. The port service provider is required at all times while transacting inside the port to have both valid AC and PTO.

2. On Tree Planting

- 2.1 Civil Works Contractors undertaking PPA civil works contracts/projects are covered by PPA AO No. 14-2020 entitled "*Mandatory Tree and/or Mangrove Planting as a Condition for the Issuance of Accreditation, Certificate of Registration, Appointment or Award of Contract or Renewal/Extension Thereof*".

The concerned Assistant General Managers are hereby enjoined to monitor and ensure strict compliance with the guidelines and processes above described.


JAY DANIEL R. SANTIAGO
General Manager