



11 August 2021

**PMO MOC Memorandum Circular  
No. 08-2021**

**TO :** **All Divisions** **Port Lessees**  
**Terminal Management Offices** **Shipping Lines**  
**Port Service Providers** **Other Port Stakeholders**

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

Disseminating herewith the PPA Administrative Order No. 03-2021, "Interim Guidelines on Pending Fourth Renewal Applications for Permit to Occupy Covering Leased Areas at PPA Ports" (*copy attached*) issued by PPA to address pending applications for PTOC in view of the ongoing comprehensive review on the real estate management policy of the Authority.

Please note of the following salient provisions of the said Administrative Order, to wit:

- 1) Only applications for fourth renewal received by OAGMO/CSD not later than 31 August 2021 shall be processed.
- 2) The rental rates to be described 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.
- 3) A moratorium on the approval of new applications for short-term lease shall start on July 27, 2021 until 31 December 2021. All applications for renewal of lease shall be processed in accordance with the new guidelines that will be implemented starting 01 January 2022.

Please be guided accordingly.

  
ISIDRO V. BUTASLAG, JR.

