



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2022 (4th Edition)

PORT MANAGEMENT OFFICE
(External Services)

27. Application for Private Port Permit: Issuance of Certificate of Registration/ Permit to Operate (COR/PTO) Roll-On/ Roll-Off Terminal System (RRTS) Facility/ies

The COR/PTO RRTS facility is being issued pursuant to PPA AO 06-95, PPA AO 03-2004, and PPA AO 03-2013 otherwise known as the Liberalized Regulations on Private Ports Construction, Development and Operation, the Guidelines on the Development, Construction, Management and Operation of Ferry Terminals under the Road Roll-On/Roll-Off Terminal System (RRTS), and the Simplification on Procedures in the Issuance of Private Port Permits, respectively.

Office/Division:	Commercial Services Department/Business Development Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Private Port Owner/Operator
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Formal Written Request	To be provided by applicant/private port owner
2. Unified Application Form with attached pictures of the following Passenger Terminal facilities: <ul style="list-style-type: none"> a. Ro-Ro Docking Facilities (an ordinary ramp must be able to accommodate a Ro-Ro vessel with 1,000 GRT or equivalent to the width of two (2) trucks b. Passenger Terminal Facilities with basic amenities such as: sufficient passenger seats, clean comfort rooms for male/female, drinking stations with feeding area for nursing mothers/diaper changing table, access ramps, railings for handicapped passengers/port users, priority lanes for pregnant women, women with children and senior citizens, properly labelled receptacles to segregate wastes, and covered walkways within entry/exit doors c. Marshalling yard d. Lane meter measurement areas e. Parking Area f. Security and safety facilities 	PPA Website (downloadable forms)
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)	PPA Website (downloadable forms)

Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1.1 Submits application with complete documentary requirements and a non-refundable filing fee	1.1 Evaluates application and endorses the same to CSD	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT	10 days	PMO Authorized Personnel
	1.2 Prepares complete staff work and recommends application to the AGMO	None	10 days	CSD/BDD OPR/ Department Manager
	1.3 Recommends approval to the General Manager	None	2 days	AGMO
	1.4 Approves/ Disapproves application	None	2 days	GM
	1.5 Releases approved COR/PTO RRTS Facility/ Notifies the PMO on the denial.	None	1 day	CSD OPR/HO Records Personnel
TOTAL:		Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT	25 working days	

Note: Processing time being used is based on the existing policy on private ports (PPA AO 06-95). Hence, the processing time as prescribed ARTA will be implemented once the revised policy on private ports has been approved.

PPA Memorandum Circular No. 21-2020

Processing of Private Port Applications for Energy Related Projects in Compliance with Republic Act No. 11234 or an Act Establishing the Energy Virtual One-Stop Shop for the Purposes of Streamlining the Permitting Process of Power Generation, Transmission

Time frame: Thirty (30) calendar days

- Notes: 1. The thirty (30) calendar day time frame is for all applications for one project, which includes issuance of CTD, PTC, and COR/PTO (New).*
- 2. A three (3) working day buffer period will be allotted to check the completeness of the submitted documentary requirements, and notification of acceptance or non-acceptance shall be made within the said period (Section 2 of DC2019-05-0007, or Rules and Regulations Implementing RA 11234 (EVOSS Act))*