



**PHILIPPINE PORTS AUTHORITY**

**CITIZEN'S CHARTER**  
**2022 (4<sup>th</sup> Edition)**

**PORT MANAGEMENT OFFICE**  
(External Services)

### 31. Application for Private Port Permit: Issuance of Certificate of Registration/ Permit to Operate (COR/PTO) (Renewal) Private Port Facility/ies (For Energy Related Projects)

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-202, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Private port owner who have satisfactorily established new port infrastructures			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Written Request		To be provided by applicant		
2. Unified Application Form with the following supporting documents: a. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of DENR-issued Official Receipt representing payment of Annual Occupancy Fee; b. PPA certification that the owner/operator has no outstanding obligations with PPA; c. Original Secretary's Certificate designating company's Authorized Representative; d. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP).		PPA Website (downloadable forms) and supporting documents to be provided by applicant		
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)		PPA Website (downloadable forms)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD	Filing Fee: Php1,000.00 + 12% VAT	Seven (7) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Ten (10) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Six (6) calendar days	AGMO
	1.4 Approves/ Disapproves application	None	Six (6) calendar days	GM
	1.5 Releases approved COR/PTO	None	One (1) calendar days	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		P1,000.00 +12% VAT	<b>Thirty (30) calendar days</b>	
<i>Note: 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))</i>				