



**PHILIPPINE PORTS AUTHORITY**

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

**PORT MANAGEMENT OFFICE**  
(External Services)

## 5. Issuance of Handling Permit for Dangerous Goods

The purpose of this procedure is to ensure that the handling of Dangerous Goods inside the ports under the jurisdiction of PPA has a corresponding Handling Permit.

<b>Office/Division:</b>	PMO PSD			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Shipping Lines/Agents, Shippers, Consignees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request	Applicant (form secured from PPA)			
2. Dangerous Goods Manifest	Applicant (form secured from PPA)			
3. Inward/Outward Foreign Manifest, if applicable-(3 copies (PMO, BOC, PCG)	Applicant			
4. Inward/Outward Domestic Manifest, if applicable-(3 copies (PMO, BOC, PCG)	Applicant			
5. Safety Data Sheet (SDS) (if applicable)	Applicant			
6. Delivery Permit and Other Necessary Documents: <ul style="list-style-type: none"> <li>• PNP Permit (for Class 1 only)</li> <li>• PNP Transport (for Class 1 only)</li> <li>• PNRI Permit (for Class 7 only)</li> </ul>	<ul style="list-style-type: none"> <li>• Philippine National Police</li> <li>• Philippine National Police</li> <li>• Philippine Nuclear Research Institute</li> </ul>			
* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, <b>service providers, port users, stakeholders</b> , and the <b>general public</b> shall follow minimum health and safety protocols in all PPA offices and facilities.				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

<p>1. Applicant notifies the PPA not less than 24 hrs. in advance of the <b>arrival</b> of DGs by Letter Request together with the other applicable documentary requirements.</p> <p>Advance notification shall likewise be given to PPA when the ship arrives under fumigation.</p> <p>2. The applicant notifies PPA by letter or telefax not less than 3 hrs. prior to the <b>departure</b> of the ship intended to carry DGs on board.</p>	<p>1.1 Validate the completeness and veracity of the submitted documents and assess the DGs for safety concerns. Endorses the same to the port manager for approval.</p>	None	1 day	PMO Chief Safety Officer/ Authorized Representative
	<p>1.2 Approves/ Disapproves request for the issuance of Handling Permit for DG.</p> <p>* Once approved by the PM/ authorized representative, advise the client to pay at the cashier.</p>	None		Port Manager
	<p>1.3 Cashier collects payment.</p>	Please see the schedule of fees		PPA Cashier
	<p>1.4 Releases the Handling Permit for Dangerous Cargo.</p>	None		PMO Chief Safety Officer/ Authorized
<b>TOTAL:</b>		<b>See schedule of fees</b>	<b>1 day</b>	

### Handling Permit for Dangerous Cargo schedule of fees

Port Management Office	Rates
Northern Luzon	No corresponding fee
Bataan/ Aurora	₱25.00 + 12% VAT
NCR-North*	₱25.00 + 12% VAT
NCR-South	No corresponding fee
Batangas	No corresponding fee
Marinduque/Quezon	No corresponding fee
Bicol	No corresponding fee
Masbate	No corresponding fee
Mindoro	No corresponding fee
Palawan*	₱20.00 + 12% VAT
Eastern Leyte/Samar*	₱10.00 + 12% VAT
Western Leyte/Biliran	₱50.00 + 12% VAT
Negros Occ./ Bacolod*	₱30.00 + 12% VAT
Panay/Guimaras	No corresponding fee
Negros Or. /Siquijor	No corresponding fee
Bohol*	₱50.00 + 12% VAT
Surigao	No corresponding fee
Agusan	₱60.00 + 12% VAT
Zamboanga del Norte*	₱15.00 + 12% VAT
Misamis Or. / Cagayan de Oro*	₱25.00 + 12% VAT
Misamis Occ./ Ozamis	No corresponding fee
Lanao del Norte/ Iligan	No corresponding fee
Zamboanga	No corresponding fee
Davao	No corresponding fee
Socsargen	No corresponding fee