



**PHILIPPINE PORTS AUTHORITY**

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

**PORT MANAGEMENT OFFICE**  
(External Services)

### 13. Issuance of PPA Certification of No Objection for Foreshore Lease Application (FLA), Miscellaneous Lease Application (MLA), and Miscellaneous Sales Application (MSA)

This service outlines the procedure for clients that have applied for FLA from the Department of Environment and Natural Resources (DENR)/ Community Environment & Natural Resources Office (CENRO). Certification of No Objection is issued if the area applied for is not part of PPA's 5-Year Port Development Plan, otherwise, the objection is issued and CENRO is notified of such.

Office/Division:	Port Management Offices (PMOs)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business			
Who may avail:	1. Any Filipino citizen of legal age; and 2. Corporations, associations, or partnerships duly constituted and organized under the laws of the Philippines; at least sixty percent (60%) of the capital is owned by Filipino citizens.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. CENRO endorsement to PPA		CENRO which has jurisdiction over the area		
2. Survey plan of the land applied for		Provided by the applicant and duly signed by a licensed Geodetic Engineer		
3. Location Plan		Provided by applicant		
4. Vicinity Map		Provided by applicant		
* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, <b>service providers</b> , <b>port users</b> , <b>stakeholders</b> , and the <b>general public</b> shall follow minimum health and safety protocols in all PPA offices and facilities.				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits complete requirements to the concerned TMO/PMO.  * Submission of documentary requirements can also be done via email.	1.1 Records Officer receives requirements from applicant and routes application to Office of the Port Manager (OPM)  1.2 Port Manager takes note of	None  None	15 mins.  1 hr.	Designated Records Officer  Port Manager/

	<p>the request. Executive Assistant assigns/ routes the document to the Engineering Services Division</p>			Executive Assistant
	<p><b>1.3</b> Engineering Services Division (ESD) validates the request and checks the completeness of the documentary requirement.</p> <p>If found to be in order, the inspector informs the applicant thru email and SMS the schedule of ocular inspection</p> <p>If not, inform the applicant of the lacking documents and return the application. The procedure ends here.</p>	None	5 days	ESD Manager /Principal Eng'r./ Supervising Eng'r./ Authorized Representative
	<p><b>1.4</b> ESD conducts ocular/site inspection on</p>	None	5 days	Principal/ Supervising Eng'r./ Authorized

	the scheduled date			Representative
	<p>* If in any case an onsite inspection cannot be permitted/ granted to the location/place of FLA, the inspection may be conducted through video call. Geotagged photos and videos of the site may be required to be submitted as part of the virtual inspection.</p>			
	1.5 ESD prepares assessment and draft certification/ endorsement for OPM.	None	5 days	Principal/ Supervising Eng'r./ Authorized Representative
	1.6 If the area applied for is not part of PPA's 5-Year Port Development Plan, ESD issues an order of payment * (may be sent via email) and informs the applicant to pay the Certification Fee to the	None	2 hrs.	ESD/Principal Engineer/ Authorized Representative

	<p>Cashier. Draft certification is then forwarded to the Port Manager for approval and signature. If applicable, the Port Manager's digital signature and QR Code may be reflected in the Certification.</p>			
	<p>1.7 OPM routes the approved and signed certificate to ESD for release to the applicant.</p>	None	5 mins.	Office of the Port Manager and Engineering Services Department
	<p>If the area applied for is part of PPA's 5-Year Port Development Plan, PMO officially notifies CENRO concerned with the reason for objection, a copy is furnished to the applicant and is advised to proceed to CENRO for</p>	None	None	Designated Records Officer

	<p>further instruction.</p> <p><b>**Procedure ends</b></p>			
<p>2. Applicant pays Certification Fee at the cashiering section.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.</p>	<p>2. Cashier receives payment for Certification Fee and issues corresponding Official Receipt</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt to the Engineering Services.</p>	<p>FLA intended for port development:</p> <p>₱1,000.00 + 12% VAT</p> <p>FLA, MLA, MSA, and such other similar applications intended for non-port related facilities:</p> <p>₱500.00 + 12%</p>	10 mins.	Cashier
<p>3. Applicant proceeds to ESD for release of certification.</p> <p>* Applicant may opt for the Certification to be sent via regular mail, other courier services, or email.</p>	<p>3. ESD issues a copy of the certification.</p> <p>* ESD shall send the Original Copy of the Certification via regular mail or other courier services.</p>	None	15 mins.	Engineering Services Department/ Designated Records Officer

<b>TOTAL:</b>	<p>FLA intended for port development:</p> <p>₱1,000.00 + 12% VAT</p> <p>FLA, MLA, MSA, and such other similar applications intended for non-port related facilities:</p> <p>₱500.00 + 12%VAT</p>	<b>15 days, 3 hours, and 45 minutes</b>	
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**Schedule of PPA Certification Fees**  
(PPA MC No. 30-2004)

Type of Certification	Amount
Foreshore Lease Applications intended for port development	Php 1,000.00
Foreshore Lease Applications, Miscellaneous Lease Applications, Miscellaneous Sales Applications, and such other similar applications intended for non-port related facilities	Php 500.00