



**PHILIPPINE PORTS AUTHORITY**

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

**PORT MANAGEMENT OFFICE**  
(External Services)

## 21. Issuance of Hold Over Authority (HOA)

To ensure continuous provision of cargo handling and other related services in PPA ports.

<b>Office/Division:</b>	PMO-PSD/ POSD - TSD			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Authorized CH & Port Service Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent for HOA Application		CHO/Port Service Operator		
2. Certification of No Outstanding Financial Obligation with PPA		PMO/Head Office		
3. Updated Port workers retirement and Separation Fund (PRSF) with Actuarial Computation		CHO/Port Service Operator		
4. Updated Remittances of SSS/Philhealth Contributions of workers		CHO/Port Service Operator		
5. Updated DOLE Certification of No Pending Case with Labor		CHO/Port Service Operator		
6. Certification of No Pending Case Against PPA		PMO/Head Office		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit application with complete documentary requirements to PMO.	1.1 PMO transmits/ submits the HOA application, together with the complete documentary requirements and the duly accomplished and signed Compliance Checklist, to POSD copy furnished OGM and OAGMO by PMO.	None	5 days	PMO Port Services Division / OPM-BDMO/S
	1.2 RC Evaluates and verifies the validity of the submitted documents.	None	15 days	POSD Staff
	1.3 Requests Certificate of No Outstanding Account from Treasury Department and No Pending Case with PPA from the Legal Services Department			

	1.4 Processes and prepares Executive Brief for the GM attaching the proposed HOA for consideration.			
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b>	