



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2022 (4th Edition)

PORT MANAGEMENT OFFICE
(External Services)

16. Permit to Occupy (Temporary) Short Term Lease

This procedure aims to ensure that applications for Permit to Occupy (PTOc) in the port are evaluated, approved, and issued in consonance with PPA Administrative Order No. 22-95 and to implement controls relative to port operations, safety, health, and environment as embodied in the terms and conditions thereof.

Office/Division:	PMO Port Services Division and Business Development and Marketing Specialist/Officer			
Classification:	Complex			
Type of Transaction:	G2B- Government to Business G2C-Government to Citizen			
Who may avail:	Person, natural or judicial, who is qualified under existing laws to engage in business and existing occupant/lessee/s.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New Applicant/ Renewal				
1. Unified Application Form		PMO (Business Development and Marketing Specialist/Officer) / PPA Website		
2. Notarized Omnibus Undertaking (Sworn Affidavit)		PMO (Business Development and Marketing Specialist/Officer) / PPA Website		
3. Customer Registration Form		PMO (Business Development and Marketing Specialist/Officer) / PPA Website		
* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, service providers , port users , stakeholders , and the general public 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. Submits complete documentary requirement. * Submission of documentary requirements can also be done via email.	1.1 Checks/ evaluates/ verifies the completeness and veracity of the documents submitted. If found in order, process the application, and submit findings to Port	None	3 days	Business Development and Marketing Specialist/ Officer

	<p>Manager for approval.</p> <p>If approved by the Port Manager, encodes lease applications in the REM system. Generates copy of Permit to Occupy (PTOc), Order of Payment Transmittal Letter.</p> <p>If disapproved, BDMO generates a copy of the letter only. **Procedure ends here</p>	None	1 hr.	Business Development and Marketing Specialist/ Officer
	1.2 Forwards the order of payment and transmittal letter to the Port Manager for signature.	None	1hr.	Business Development and Marketing Specialist/ Officer/ Port Manager
	1.3 Once signed, forwards the transmittal letter, order of payment, and generated Permit to Occupy (PTOc) to the lessee for payment of permit fees and signing of the PTOc's conforme field.	None	1hr.	Business Development and Marketing Specialist/ Officer/ Port Manager

	* BDMS/O to forward a copy of the order of payment to the client via e-mail.			
<p>2. Proceed to cashier for payment.</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. Receives the payment and issues the PPA 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 BDMS/O.</p>	<p>Filing fee 1,000.00+ 12 % VAT and prescribed fees (2 months cash deposit + one-month advance rental)</p>	10 mins.	PMO Cashier/ Authorized Representative
<p>3. Proceeds to the BDMS/O office and present the Official Receipt and signs PTOc.</p> <p>* Client to present the scanned copy of the official receipt and submit the original documentary requirements if it was submitted thru email.</p>	<p>3.1 Validates the Official Receipt against the order of payment and lets the client sign the PTOc. Forwards the signed PTOc for approval of the Port Manager.</p> <p>3.2 Port Manager signs the PTOc</p>	<p>None</p> <p>None</p>	<p>1 hr.</p> <p>1hr.</p>	<p>Business Development and Marketing Specialist/ Officer/</p> <p>Port Manager</p>

4. Proceeds to the BDMS/O office for release of the PTOc. * Applicant may opt for the Permit to be sent via regular mail, other courier services, or email.	4. Releases the approved PTOc. * BDMS/O shall send the Original Copy of the Permit via regular mail or other courier services.	None	10 mins.	Business Development and Marketing Specialist/ Officer/
TOTAL:		Filing fee P1,000.00 + 12 %VAT	3 days, 5 hrs. and 20 mins	
Note: Application of renewal shall be filed 30 days prior to the expiration of the PTOc together with the duly accomplished Lease Application Form with an updated CRF and duly notarized Omnibus undertaking.				