



**PHILIPPINE PORTS AUTHORITY**

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

**PORT MANAGEMENT OFFICE**  
(External Services)

#### 40. Processing of Request for Renewal of Permit to Occupy (PTOc) (4<sup>th</sup> Renewal)

This provides the detailed procedure in the processing of request for the renewal of short-term lease permit renewed for the 4<sup>th</sup> time. Said short-term lease are granted for a maximum period of one year and covered by a Permit to Occupy.

<b>Office/Division:</b>	Commercial Services Department- Real Estate Management Division (CSD-REMD)/ Port Management Office-Port Services Division (PMO-PSD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Permittees/Shipping companies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request for renewal of Permit to Occupy		Applicant		
2. Duly accomplished lease application form		Applicant/ PPA Website (Downloadable Forms)		
3. Duly notarized omnibus undertaking (Sworn Affidavit)		Applicant/ PPA Website (Downloadable Forms)		
4. Official Receipt Representing Payment of Filing fee Permit to Occupy (to be signed by the AGMO)		Applicant/ PMO-Finance Division		
5. Permit to Occupy		Port Management Office		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Applicant to submit through electronic mail to the concerned PMO the Portable Document Format (PDF) copy of documents indicated in Items 1-5 and pays filing fee at the cashier.	1.1 PMO receives/ acknowledges receipt of the letter-request for renewal of PTOc (4th renewal) and validates the completeness of documents.	None	1 day	PMO-PSD/ Authorized Representative
	1.2 If unable to pay using e-payment, PPA Cashier receives cash payment and issues Official Receipt.	Filing Fee Php 1,000.00 + VAT		Cashier
	1.3 Reviews merits of the request and prepares action paper and endorses the request for renewal to the Commercial Services Department.	None	5 days	PMO-PSD/ Authorized Representative
	1.4 Upon receipt of	None	10 days	CSD-REMD OPR

	endorsement of PMO including complete documents from proponent, Commercial Services Department, in coordination with Legal Services Department further reviews/ validates the merits of said request. Endorses the complete staff work to the AGM for Operations.			
	1.5 Approves the request and signs the Permit to Occupy.	None	2 days	AGMO
	1.6 Transmits through electronic mail the approved PTOc to PMO.	None	1 day	CSD-REMD OPR
	1.7 Informs the permittee of the approval of the request for renewal of PTOc.	None	1 day	PMO Authorized Representative
2. Permittee signs the Permit to Occupy and pays the necessary fees.	2. PMO furnishes Operations Office/CSD copy of duly conformed Permit to Occupy			PMO Authorized Representative
<b>TOTAL:</b>		<b>Filing Fee Php 1,000.00 + VAT</b>	<b>20 days</b>	