



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2022 (4th Edition)

PORT MANAGEMENT OFFICE
(External Services)

41. Request approval of Sub-leasing Operation

This provides the detailed procedure in the processing of request of lessee with valid PPA-issued lease contracts to sublease the leased area. Request for subleasing operation shall be processed in accordance with PPA AO 22-95 and PPA AO 07-2009.

Office/Division:		Commercial Services Department-Real Estate Management Division (CSD-REMD)/ Port Management Office-Port Services Division (PMO-PSD)		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Lessees/Shipping Companies/Other Port users		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the lessee requesting approval of the subleasing operation, indicating the following information: <ul style="list-style-type: none"> Proposed subleasing arrangement between the lessee and the sublessee Exact location of the area to be subleased Intention of the sublessee for using the facility Proposed services/facilities to be provided including detailed specifications/descriptions, if any Recommended contract term and proposed rental 		Lessee		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Lessee to submit through electronic mail to the concerned PMO the Portable Document Format (PDF) copy of documents indicated in Item 1 of the requirements.	1.1 Receives the letter-request for approval of subleasing operation.	None	1 day	PMO-PSD/ Authorized Representative
	1.2 Evaluates the request including completeness of documents submitted by applicant, endorses the request to Commercial Services Department.	None	5 days	PMO-PSD/ Authorized Representative
	1.3 Upon receipt of complete documents from PMO, CSD, in coordination with LSD assess the merits and reviews	None	10 days	CSD-REMD OPR

	the request for subleasing operation.			
	1.4 Endorses the complete staff work to the AGM for Operations.	None	1 day	CSD Department Manager
	1.5 Endorses the request for approval of subleasing operation to the General Manager	None	1 day	AGMO
	1.6 Approves the request for subleasing	None	1 day	GM
	1.7 Releases the letter-approval to the proponent, copy furnished PMO.	None	1 day	CSD-REMD OPR
TOTAL:		None	20 days	
Note: Upon approval of the request for subleasing, the lessee shall be charged 10% sublease rental share per month plus VAT pursuant to PPA AO 07-2009				