



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2022 (4th Edition)

PORT MANAGEMENT OFFICE
(External Services)

32. Request for Improvement/Expansion/Rehabilitation of Existing Private Ports with Valid COR/PTO (Issuance of Permit to Construct) (For Energy Related Projects)

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-202, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

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|---|---|---|------------------------|---------------------------|
| Office/Division: | Port Management Offices (PMO)/Engineering Services Division (ESD) | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B - Government to Business G2G - Government to Government | | | |
| Who may avail: | Private port owner who have satisfactorily established new port infrastructures | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Written Request | | To be provided by applicant | | |
| 2. Unified Application Form with the following supporting documents: a. Summary of proposed improvement/ expansion/ rehabilitation; b. Detailed Cost Estimates; c. Design Computations; d. Working drawings/building plans signed by a Licensed Civil Engineer; e. Original Secretary's Certificate designating company's Authorized Representative; f. Certified true copy of Approved reclamation projects from PRA, if applicable. | | PPA Website (downloadable forms) and supporting documents to be provided by applicant | | |
| 3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) | | PPA Website (downloadable forms) | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |

| | | | | |
|--|---|--|----------------------------|-----------------------------------|
| 1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements | 1.1 Acknowledges the receipt of documents, and endorses the proposals to ESD | Filing Fee: Php1,000.00 + 12% VAT | Two (2) calendar days | OPM Authorized Representative |
| | 1.2 Evaluates the request upon receipt of the complete documents/ Conducts ocular inspection | None | Ten (10) calendar days | PMO-ESD Authorized Representative |
| | 1.3 If approved: Notifies the proponent to pay the corresponding Permit to Construct Fee | Please refer to schedule of fees below | Two (2) calendar days | PM/Cashier |
| | If denied: Issues letter of denial to the proponent | None | One (1) calendar day | PM |
| | 1.4 Furnishes Head Office- CSD copy of approved PTC/letter of denial | | | PMO Records Personnel |
| TOTAL: | | P1,000.00 +12% VAT and corresponding PTC Fee | Fifteen (15) calendar days | |

Permit to Construct schedule of fees

| Type of Port | Particulars | Amount |
|---------------------------------|---------------------------------------|--|
| For Private Non-Commercial Port | Project cost is less than P10 million | P20,000 + P1,000 filing fee + 12%VAT |
| | Project Cost is more than P10 million | (P30,000+1/10 of 1% of excess of 10M but not to exceed P100,000) + P1,000 filing fee + 12% VAT |
| For Private Commercial Port | Project Cost Is less than P10 million | P60,000 + P1,000 filing fee + 12% VAT |
| | Project Cost is more than P10 million | (P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000) + P1,000 filing fee +12% VAT |