



PHILIPPINE PORTS AUTHORITY

**CITIZEN'S CHARTER
2023 (5th Edition)**

10. Bunkering Service

Ensure that each bunkering activity is properly controlled, and maximum safety precautions are exercised to prevent untoward incidents.

Office/Division:	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Vessel Representative/Agent, Shipper, Service Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Bunkering Service Permit Form		PPA-PMO-PSD Marine Section		
2. Pre-Transfer Bunkering Checklist Form		PPA-PMO-PSD Marine Section		
3. PCG Bunkering Permit (if applicable)		Philippine Coast Guard		
* 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. Notifies the Harbor Master/ Authorized Representative in advance about the service.	1. Take note of the client's intended activity	None	5 mins.	Harbor Master/ Chief Safety Officer/ Authorized Representative
2. Client proceeds to the PMO Marine Section for the forms that need to be accomplished.	2. Provides the Bunkering Service Permit Form and the Pre-Transfer Bunkering Checklist Form	None	5 mins.	Harbor Master/ Chief Safety Officer/ Authorized Representative
* Client may request the PMO Marine Section to send the forms via email.	* Bunkering Service Permit Form and Pre-Transfer Bunkering- Checklist shall be sent to the client via email.			

<p>3. Client accomplishes the forms and submits them to Marine Operations Sections.</p> <p>* Submission can also be done thru electronic means like email and fax messages.</p>	<p>3. Receives and evaluates the accomplished forms. Approves and issues Bunkering Precautions Checklist.</p> <p>* Scanned copy of the approved Bunkering Permit and Bunkering Precautions Checklist including the amount to be paid shall be sent to the client via email. Marine Section to furnish Collection Section copy of the application.</p>	None	10 mins.	Harbor Master/ Harbor Operations Officer/Chief Safety Officer/ Authorized Representative
<p>4. 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>4. Cashier computes permit fee and receives payment.</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 and Bunkering Permit will then be emailed back to the client. Collection</p>	Please refer to the schedule of fees below	10 mins.	Senior Cashier/ Cashier/ Collection Representative / Authorized Representative

	Section will forward the original copy of the client's Official Receipt and Permit to the Port Police to be picked up by the client later on.			
5. Provides a copy of the Permit to PPA Security Personnel at the gate upon entry.	5. Checks the receipt and permit. Allows entry to the port to do service. * Gives the original copy of the Official Receipt and Permit to the client.	None		Port Police/ PPA Security Personnel
TOTAL:		Please refer to the schedule of fees below	30 mins.	
Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B: -for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations				

Please see below the schedule of fees

Bunkering Permit schedule of fees

Port Management Office	Rates
Northern Luzon	with Permit to Operate no corresponding fee; without Permit to Operate: ₱650.00 + 12%VAT
Bataan/ Aurora	₱28.00 per 30 kilos
NCR-North	₱28.00
NCR-South	₱28.00
Batangas	₱1.00 per MT, minimum charge ₱22.40
Marinduque/Quezon	₱29.12; without Permit to Operate: ₱650.00 + 12%VAT
Bicol	with Permit to Operate, no corresponding fee
Masbate	₱25.00 per day/vessel
Mindoro	₱16.80
Palawan	₱11.20
Eastern Leyte/Samar	₱11.20
Western Leyte/Biliran	₱22.40
Negros Occ./ Bacolod	₱33.60
Panay/Guimaras	₱33.60
Negros Or./Siquijor	with Permit to Operate no corresponding fee
Bohol	₱56.00
Surigao	₱12.00
Agusan	₱650.00 + 12% VAT
Zamboanga del Norte	₱16.80
Misamis Or./ Cagayan de Oro	₱28.00
Misamis Occ./ Ozamis	₱11.20
Lanao del Norte/Iligan	with Permit to Operate, no corresponding fee
Zamboanga	₱22.40
Davao	₱10.00: 1-20 kilos ₱20.00: 11-20 kilos ₱40.00: 21-30 kilos
Socsargen	₱16.80