



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

12. Watering Service

The purpose of this procedure is to ensure that each watering activity is properly controlled and to ensure 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 G2C-Government to Citizen			
Who may avail:	Vessel or Shipping Line Representative/ Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		PSD-Marine Section		
* 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 in advance the Harbor Master/ Authorized Representative on his intention to conduct watering service inside the port. * Client may submit thru email the scanned copy of intent to conduct watering service.	1. Takes note of the upcoming watering service. * Application Form for Watering Service shall be sent to the client via email.	None	5 mins.	Harbor Master/ Authorized Representative
2. Applicant fills out the Application Form for Watering Service at the Marine Section. * Submission can also be done thru electronic means	2. Receives and evaluates the accomplished form. If in order, approve the application. *Scanned copy of the approved	None	10 mins.	Harbor Master/ Authorized Representative

like email and fax messages.	<p>Application Form including the amount to be paid will then be forwarded to the client via email. Marine section to furnish Collection Section copy of the application.</p> <p>If not, denies the application and notify the client.</p>			
<p>3. Presents the approved Application Form to the Cashier and pays the corresponding fees.</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>3. Provides assessment and collects the payment. Issues 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 and Permit will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt and Permit to the Port Police</p>	Please refer to the schedule of fees below	10 mins.	The Senior Cashier/ Cashier A/Cashier B/ Special Collecting Officer

	to be picked up by the client later.			
4. Provides a copy of the Watering Permit to PPA Security Guard at the gate.	4. Checks watering permit. * Gives the original copy of the Official Receipt and Permit to the client.	None	None	Port Police/ PPA Security Personnel
5. Vessel/Water Barge/ Water Truck start watering, observing the general requirement and safety precautions	5. Monitors compliance with the general requirement and safety precautions relating to the watering activity. Inspect the working area after the activity.	None	None	Harbor Operation Officer /Terminal Operations Officer
TOTAL:		Please refer to the schedule of fees below	25 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

Watering Service schedule of fees

Port Management Office	Rates
Northern Luzon	P29.12 without Permit to Operate: P650.00 + 12%VAT
NCR-North	P28.00
NCR-South	P28.00
Batangas	P0.50 per metric ton
Marinduque/Quezon	with Permit to Operate no corresponding fee: P26.00 + 12%VAT; without Permit to Operate: P650.00 + 12%VAT
Bicol	with Permit to Operate no corresponding fee
Masbate	P25.00 per day/vessel
Mindoro	P16.80
Palawan	Domestic Vessels -P241.50/Ton; Foreign Vessels – P262.50/Ton <i>*PPA OIC Memorandum dated June 20, 2016; published in Palawan Times (PT Vol. XXIX, No. 33, December 03-December 09, 2017) issue. Effectivity date – January 9, 2018.</i>
Eastern Leyte/Samar	P11.20
Western Leyte/Biliran	P22.40
Negros Occ./ Bacolod	P33.60
Panay/Guimaras	P33.60
Negros Or./Siquijor	with Permit to Operate no corresponding fee
Bohol	P56.00
Surigao	P12.00
Agusan	P33.60
Zamboanga del Norte	P16.80
Misamis Or./ Cagayan de Oro	P138.88: 0-50 MT P150.08: 51-100 MT P161.28: 101 up MT
Misamis Occ./ Ozamis	P11.20
Lanao del Norte/ Iligan	Domestic Vessel: P56.00 per cubic meter Foreign Vessel: P67.20 per cubic meter
Zamboanga	P22.40
Davao	P20.00: 26-50 MT P30.00: 51-100 MT P40.00: 101 MT and above
Socsargen	P16.80