



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

21. Issuance of Hold Over Authority (HOA)

To ensure continuous provision of cargo handling and other related services in PPA ports.

Office/Division:	PMO-PSD/ POSD - TSD			
Classification:	Highly technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Authorized CH & Port Service Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent for HOA Application		CHO/Port Service Operator		
2. Certification of No Outstanding Financial Obligation with PPA		PMO/Head Office		
3. Updated Port workers retirement and Separation Fund (PRSF) with Actuarial Computation		CHO/Port Service Operator		
4. Updated Remittances of SSS/Philhealth Contributions of workers		CHO/Port Service Operator		
5. Updated DOLE Certification of No Pending Case with Labor		CHO/Port Service Operator		
6. Certification of No Pending Case Against PPA		PMO/Head Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit application with complete documentary requirements to PMO.	1.1 PMO transmits/ submits the HOA application, together with the complete documentary requirements and the duly accomplished and signed Compliance Checklist, to POSD copy furnished OGM and OAGMO by PMO.	None	5 days	PMO Port Services Division / OPM-BDMO/S
	1.2 RC Evaluates and verifies the	None	15 days	POSD Staff

	<p>validity of the submitted documents.</p> <p>1.3 Requests Certificate of No Outstanding Account from Treasury Department and No Pending Case with PPA from the Legal Services Department</p> <p>1.4 Processes and prepares Executive Brief for the GM attaching the proposed HOA for consideration.</p>			
TOTAL:		None	20 days	
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				