



**PHILIPPINE PORTS AUTHORITY**

**CITIZEN'S CHARTER  
2023 (5<sup>th</sup> Edition)**

## 22. Issuance of Memorandum of Agreement (MOA) to LGUs/GCs

To allow LGU participation in the management, operation, development, and maintenance of ports not categorized by PPA as vital or priority ports programmed for development.

<b>Office/Division:</b>	PMO-PSD/ POSD - TSD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Government			
<b>Who may avail:</b>	Local Government Units/Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent for MODAM of Port		LGU/GC		
2. Appropriate SB/SP Resolution		LGU/GC		
3. For LGU, proposing for 10% Supervision Fee-Feasibility Study to include prospective port development plans, structure, and facilities, projected revenue, projected traffic, and return on investment.		LGU/GC		
4. Curriculum Vitae of the Management & Supervisory Office of the LGU/GC		LGU/GC		
5. Organizational Structure of the LGU/GC to include a Port Operations Section		LGU/GC		
6. Approved Port Layout Plan or SB Resolution of the Location of Port Zone		PMO/Head Office		
7. Report containing the result of the evaluation and recommendations of PMO		PMO		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. LGU submit a proposal/ application with complete documentary requirements.	1.1 PMO evaluate and submit the complete documentary requirements, evaluation report/ recommendation to the GM thru AGMO/ GM.	None	5 days	PMO Port Services Division
	1.2 RC evaluates and verifies the validity of submitted documents and the recommendation of the PMO.	None	15 days	POSD Staff
	1.3 Processes and prepares Executive Brief for the GM attaching the proposed Board			

	Write-up for consideration.  1.4 If approved by the GM, submit to the PPA Board of Directors for consideration.			
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b>	
<b>Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:</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				