



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

23. Application for Approval of Zone of Significant Port Interest (ZSPI) Plan

Office/Division:	PPA PMO/PPA Head Office - Commercial Services Department (CSD)- Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Dredging and Survey Department (DSD)/Office of the AGM for Engineering/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Private Port Owner/Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Duly filled-up Application Form and Notarized Omnibus Undertaking (Sworn Affidavit) 2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority 3. Hydro-graphic survey 4. Certificates of No Outstanding Account/No Pending Legal Case 5. ZSPI Plan 		<p>Item 1 - Forms are available at PPA Website: Issuance – PPA AO 05-2022</p> <ul style="list-style-type: none"> • Items 2 & 3 - To be provided by the applicant • Item 4 - To be issued/provided by PPA Head Office: Treasury Department/Legal Services Department <p>Item 5 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022</p>		
Client Step Application for Approval of Zone of Significant Port Interest (ZSPI) Plan	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
<ol style="list-style-type: none"> 1. The applicant submits to PMO the application for ZSPI with complete documentary requirements. <p><i>Note: The ZSPI plan shall indicate the boundaries of both land and water areas situated on the proposed private port facilities including water areas for navigational and maritime safety purposes</i></p>	1.1 Receives Application for ZSPI and routes to the Office of the Port Manager.	None	Seven (7) working days	PMO Records Officer
	1.2 Refers/forwards to concerned units	None		Port Manager (PM)
	1.3 Checks if documents are complete and compliant, then issues order of payment for Filing Fee. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None		BDMO/BDMS
2. The applicant pays non-refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Evaluates the submitted proposed plan if compliant with the design parameters/Conducts ocular inspection if necessary	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager	None		PMO-ESD Manager

	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		Port Manager
	Coordinates with PPDD and DSD on the technical evaluation, and Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority and No Pending Legal Case Filed Against the PPA, respectively/Reviews, prepares complete staff work and recommends application to the AGMs for Operations/Engineering	None	Five (5) working days	CSD
	Reviews the documents (technical aspect)/ Submits to CSD within four (4) working days upon receipt, their recommendation on the application	None		PPDD and DSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME
	Approves/Disapproves the ZSPI Plan	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel
	TOTAL	Filing Fee: Php1,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING 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