



PHILIPPINE PORTS AUTHORITY

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

27. Application for Private Port Permit: Issuance of Permit to Improve/Rehabilitation/Expand (PIRE) the Private Port Facilities

The PIRE is being issued pursuant to PPA AO 05-2022

Office/Division:	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the AGM for Engineering (OAGME)/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-out application form and Notarized Omnibus Undertaking 2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority 3. Summary of proposed improvement/expansion/rehabilitation 4. Estimated cost of project, with corresponding breakdown 5. Working drawings/building plans signed by a Licensed Civil Engineer 6. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) 7. Philippine Reclamation Authority (PRA) Approved Application for Reclamation, if applicable 8. Updated PFSA/PFSP duly received by OTS 		<ul style="list-style-type: none"> • Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 • Items 2-5 - To be provided by the applicant • Items 6-8 - To be provided by the applicant, being issued by concerned government agency 		
Client Step Application for Permit to Improve/Rehabilitation/Expand (PIRE) the Private Port Facilities	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for PIRE the private port facilities with complete documentary requirements.	a. Receives Application for PIRE the private port facilities and routes to the Office of the Port Manager	None	Seven (12) working days	PMO Records Officer
	b. Refers/forwards to PMO Authorized Personnel	None		Port Manager
	c. Checks if documents are complete and compliant, then issues order of payment.	None		PMO Authorized Personnel
	d. Coordinates with TD and LSD on the Certifications of No Outstanding Account and Pending Case filed against the Authority, respectively.			
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/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years (non-commercial) and 10 years (commercial) and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO Authorized Personnel
	Endorses/submits findings/ technical report to Port Manager	None		PMO-ESD Manager
	Approves/Disapproves the Application for PIRE	None	Seven (7) Working Days	PM
	Releases Letter of Approval/Denial to Applicant, copy furnished CSD	None	One (1) working day	PMO Authorized Personnel

	Issues Order of Payment to applicant for PIRE Fee	<p>Per PPA AO 02-2009 meantime that provision on fees and charges was held in abeyance.</p> <p>For Private Non-Commercial Port: <u>Project cost is less than P10M</u> (P20,000 + 12%VAT) <u>Project Cost is greater than P10M</u> (P30,000 + 1/10 of 1% of excess of P10M but not to exceed P100,000 + VAT)</p> <p>For Private Commercial Port: <u>Project Cost Is less than P10M</u> (P60,000 + 12% VAT) <u>Project Cost is greater than P10M</u> (P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000 + 12% VAT)</p> <p>But once lifted: For Private Non-Commercial Port: <u>Project cost is Below P10M</u> (P40,000 + 12%VAT) <u>Project Cost is P10M and above</u> (P60,000 + 1/10 of 1% of excess of P10M + 12% VAT)</p> <p>For Private Commercial Port: <u>Project Cost Is Below P10M</u> (P120,000 +12% VAT) <u>Project Cost is P10M and Above</u> (P160,000 + 1/10 of 1% of the excess of P10M + 12% VAT)</p>	One (1) working day)	PMO-ESD Authorized Personnel
	Receives Payment from applicant for PIRE Fee/Issues Official Receipt	None		PMO Cashier
	Releases PIRE upon receipt of Official Receipt representing payment of PIRE	None		PMO-ESD Authorized Personnel

	TOTAL	Filing Fee: Php1,000.00 + 12% VAT and PIRE Fee or PTC Fee + 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				