



**PHILIPPINE PORTS AUTHORITY**

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

### 35. Application for Provisional Authority to Operate (PAO)

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

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/AGM for Operations (OAGMO)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p><b>FOR NEW APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Letter of Intent</li> <li>2. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>3. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>4. Copy of payment of occupancy fee paid to DENR</li> </ol> <p><b>FOR RENEWAL APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. Letter of Intent</li> <li>2. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>3. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>4. Copy of payment of occupancy fee paid to DENR</li> </ol>		<p><b>FOR NEW APPLICATION</b></p> <ul style="list-style-type: none"> <li>• Items 1 &amp; 3 – To be provided by the applicant</li> <li>• Item 2 – Forms are available at PPA Website: Issuance – PPA AO 05-2022</li> <li>• Item 4 - To be provided by the applicant, being issued by concerned government agency</li> </ul> <p><b>FOR RENEWAL APPLICATION</b></p> <ul style="list-style-type: none"> <li>• Items 1 &amp; 3 – To be provided by the applicant</li> <li>• Item 2 – Forms are available at PPA Website: Issuance – PPA AO 05-2022</li> <li>• Item 4 - To be provided by the applicant, being issued by concerned government agency</li> </ul>		
<b>Client Step</b> Application for Provisional Authority to Operate (PAO)	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

1. The applicant submits to PMO the Application for Provisional Authority to Operate (PAO), with complete documentary requirements.	1.1 Receives Application and routes to the Office of the Port Manager. 1.2 Refers/forwards to PMO Authorized Personnel 1.3 Checks if documents are complete and compliant, then issues order of payment  (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None  None  None	Seven (7) working days	PMO Records Officer  Port Manager  PMO Authorized Personnel
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, processes application coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager	None		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations	None		Port Manager
	Coordinates with the 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 AGM for Operations	None	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO
	Approves/Disapproves the Application for COR	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
	<b>TOTAL</b>	<b>Filing Fee: Php1,000.00 + 12% VAT</b>	<b>Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)</b>  <b>TOTAL- 40 WORKING DAYS</b>	

**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