



**PHILIPPINE PORTS AUTHORITY**

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



### 36. Application for Private Port Permit: Issuance of Clearance to Develop (CTD)

The CTD is being issued pursuant to PPA AO 06-95

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal Written Request		To be provided by applicant/private port owner		
2. Unified Application Form with the following supporting documents: a. Proposed Structure to be put up b. Summary of Project Scope and Description c. Estimated Cost d. Vicinity Map e. PMO Certification that the area applied for is not part of PPA future development plan f. PMO Certification that the port facilities to be put up will not pose hazard to navigation g. Proof of Payment of Filing Fee h. Company Profile i. SEC Registration and its Articles Incorporation/DTI Registration j. Original Secretary's Certificate designating company's authorized representative k. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) l. Photocopy of DENR tenurial instruments or Certification that the applicant has pending application for the issuance of Tenurial Instruments (ex. FLi/FLC/MLi/MLC/MPSA/SAPA), or Official Receipt representing payment of occupancy dues, whichever is applicable m. PRA Clearance for the reclamation component of the private port, if applicable n. Environmental Compliance Certificate (ECC)		PPA Website (downloadable forms)		
3. Duly notarized Omnibus undertaking (Sworn Statement)		PPA Website (downloadable forms)		
Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible



1. Submits Letter proposal and Unified Application Form specifying the exact location of the foreshore area, area size, intended use/purpose, proposed structure to be put-up and estimated cost of improvement together with duly notarized Omnibus Undertaking (Sworn Statement)	1.1 Receives Application for CTD and routes to the Office of the Port Manager.	None		PMO Records Officer
	1.2 Refers/forwards to Engineering Services Division for verification/evaluation/processing.	None	7 hrs. 30 mins.	Port Manager (PM)
	1.3 Issues order of payment.	None	10 mins.	PMO-Engineering Services Division (ESD) Authorized Personnel
2. Applicant receives order of payment and pays the necessary filing fee (non-refundable).	2.1 Receives the payment and issues PPA official receipt	Php1,000 + 12% VAT	10 mins.	PMO Cashier
3. Applicant proceeds to ESD for the proof of payment	3.1 Checks the proof of payment/Evaluates, processes application and coordinates with concerned RC/Conducts ocular inspection if necessary	None	8 days	ESD Authorized Personnel
	3.2 Endorses/submits findings/technical report to Port Manager.	None	10 mins.	ESD Manager
	3.3 Endorses proposal to Head Office- CSD, with the findings and recommendations	None	1 day	PM
	3.4 Reviews, prepares complete staff work and recommends application to the AGMO.	None	14 days	CSD/BDD Managers/BDD-OPR
	3.5 Recommends approval to the GM.	None	3 days	Assistant General Manager for Operations (AGMO)
	3.6 Approves/disapproves the clearance to develop, both for private noncommercial and private commercial operations.	None	2 days	General Manager (GM)
	3.7 Releases approved Application for CTD/ notifies the PMO on the denial.	None	1 day	CSD Authorized Personnel/HO Records Personnel
	<b>TOTAL</b>	<b>Filing Fee: Php 1,000.00 + 12% VAT</b>	<b>30 working 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				