



PHILIPPINE PORTS AUTHORITY

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

39. Application for Private Port Permit: Issuance of Clearance to Develop (CTD) (For Energy Related Projects)

The CTD is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

Office/Division:	PPA PMO /PPA Head Office - Commercial Services Department-Business Development Division/ Office of the AGM for Operations/ Office of the General Manager	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2G - Government to Government	
Who may avail:	Private Port Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Formal Written Request		To be provided by applicant/private port owner
2. Unified Application Form specifying exact location of the foreshore area, area size in sq.m., intended use/purpose, proposed structure to be put-up, with the following attachments: <ul style="list-style-type: none"> a. Estimated cost of project; b. Summary of Project Scope, Description; c. Vicinity Map; d. Certified true copy of SEC Registration and Articles of Incorporation; e. Original Secretary's Certificate Designating Company's Authorized Representative; f. PPA Certification that the port facilities to be put up will not pose hazard to navigation; g. PPA Certification that the area applied for has no future PPA development in the next five years; h. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of foreshore lease application duly received by DENR; or certified true copy of Deed of Assignment; or certified true copy of Leasehold Rights approved by DENR; i. Certified true copy of Transfer Certificate of Title (TCT); or certified true copy of Deed of Absolute Sale; or certified true copy of Lease Agreement; whichever is applicable; 		PPA Website (downloadable forms) and supporting documents to be provided by applicant

j. Certified true copy of Approved reclamation projects from PRA, if applicable k. Environmental Compliance Certificate (ECC)				
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)		PPA Website (downloadable forms)		
Client Steps	Agency Action	Fees to be paid	Processing Time (calendar days)	Person Responsible
1. Submits to PMO the letter of intent together with documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges receipt, evaluates, and endorses the proposals to CSD	Filing Fee: P1,000.00 +12% VAT	Two (2) calendar days	PMO/OPM/ Authorized Personnel/Cashier
	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Three (3) calendar days	CSD/BDD/OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Two (2) calendar days	AGMO
	1.4 Approves/ disapproves the application	None	Two (2) calendar days	GM
	1.5 Releases approved CTD/ notifies the PMO on the denial.	None	One (1) calendar day	CSD OPR/HO Records Personnel
TOTAL:		Filing Fee: P1,000.00 + 12% VAT	Ten (10) calendar 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				
<i>Note: A three (3) working day buffer period will be allotted to check the completeness of the submitted documentary requirements, and notification of acceptance or non-acceptance shall be made within the said period (Section 2 of DC2019-05-0007, or Rules and Regulations Implementing RA 11234 (EVOSS Act))</i>				