



**PHILIPPINE PORTS AUTHORITY**

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

**42. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (Renewal) Private Port Facility/ies (For Energy Related Projects)**

The COR/PTO 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).

| <b>Office/Division:</b>  | Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD) |   |
|--|---|---|
| <b>Classification:</b>   | Highly Technical  |   |
| <b>Type of Transaction:</b>  | G2B - Government to Business<br>G2G - Government to Government                    |   |
| <b>Who may avail:</b>  | Private port owner who has satisfactorily established new port infrastructures    |   |
| CHECKLIST OF REQUIREMENTS  |   | WHERE TO SECURE   |
| 1. Written Request   |   | To be provided by applicant   |
| 2. Unified Application Form with the following supporting documents:<br><br>a. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of DENR-issued Official Receipt representing payment of Annual Occupancy Fee;<br><br>b. PPA certification that the owner/operator has no outstanding obligations with PPA;<br><br>c. Original Secretary's Certificate designating company's Authorized Representative; |   | PPA Website (downloadable forms) and supporting documents to be provided by applicant |
| 3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)  |   | PPA Website (downloadable forms)  |

| Client Steps   | Agency Action   | Fees to be paid                   | Processing Time                  | Person Responsible              |
|--|---|-----------------------------------|----------------------------------|---------------------------------|
| 1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements   | 1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD | Filing Fee: Php1,000.00 + 12% VAT | Seven (7) calendar days          | PMO/OPM/ Cashier                |
|  | 1.2 Reviews, prepares complete staff work and recommends application to the AGMO        | None                              | Ten (10) calendar days           | CSD/BDD OPR/ Department Manager |
|  | 1.3 Recommends approval to the GM   | None                              | Six (6) calendar days            | AGMO                            |
|  | 1.4 Approves/ Disapproves application   | None                              | Six (6) calendar days            | GM                              |
|  | 1.5 Releases approved COR/PTO   | None                              | One (1) calendar days            | CSD OPR/HO Records Personnel    |
| <b>TOTAL:</b>  |   | <b>P1,000.00 + 12% VAT</b>        | <b>Thirty (30) calendar days</b> |                                 |
| <b>Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:</b><br>-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> |   |                                   |                                  |                                 |