



PHILIPPINE PORTS AUTHORITY

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

43. Request for Improvement/Expansion/Rehabilitation of Existing Private Ports with Valid COR/PTO (Issuance of Permit to Construct) (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).

Office/Division:	Port Management Offices (PMO)/Engineering Services Division (ESD)	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2G - Government to Government	
Who may avail:	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: <ul style="list-style-type: none"> a. Summary of proposed improvement/ expansion/ rehabilitation; b. Detailed Cost Estimates; c. Design Computations; d. Working drawings/building plans signed by a Licensed Civil Engineer; e. Original Secretary's Certificate designating company's Authorized Representative; f. Certified true copy of Approved reclamation projects from PRA, if applicable. 	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, and endorses the proposals to ESD	Filing Fee: Php1,000.00 + 12% VAT	Two (2) calendar days	OPM Authorized Representative
	1.2 Evaluates the request upon receipt of the complete documents/ Conducts ocular inspection	None	Ten (10) calendar days	PMO-ESD Authorized Representative
	1.3 If approved: Notifies the proponent to pay the corresponding Permit to Construct Fee If denied: Issues letter of denial to the proponent	Please refer to schedule of fees below None	Two (2) calendar days One (1) calendar day	PM/Cashier PM
	1.4 Furnishes Head Office- CSD copy of approved PTC/letter of denial			PMO Records Personnel
TOTAL:		P1,000.00 +12% VAT and corresponding PTC Fee	Fifteen (15) 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				

Permit to Construct schedule of fees

Type of Port	Particulars	Amount
For Private Non-Commercial Port	Project cost is less than P10 million	P20,000 + P1,000 filing fee + 12%VAT
	Project Cost is more than P10 million	(P30,000+1/10 of 1% of excess of 10M but not to exceed P100,000) + P1,000 filing fee + 12% VAT
For Private Commercial Port	Project Cost Is less than P10 million	P60,000 + P1,000 filing fee + 12% VAT

	Project Cost is more than P10 million	(P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000) + P1,000 filing fee +12% VAT
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