



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

49. Request for Adjustment on Cargo Handling (CH) Tariff and Other Related Charges

Approval of Request for New Tariff and/or Adjustment under AO No. 11-2019 (Omnibus Rule of Procedure on Private Service Provider-Initiated Applications for New Tariff and/or Adjustment of Fees and Charges in Port under the Administrative Jurisdiction of PPA) may be granted upon submission of complete documentary requirements.

Office/Division:	Commercial Services Department-Port Pricing Division /Port Management Office concerned/ Office of the Corporate Board Secretary			
Classification:	Highly Technical			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Private Service Providers, e. g.: Port Terminal Operators, Cargo Handlers, Shipping Lines, etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 3 copies of Sworn Filing as prescribed in Rule 4, Sections 7 and 8 of the PPA AO No. 11-2019		Proponent or applicant		
2. Eligibility Requirements as prescribed in Rule 5, Section 11 of the PPA AO No. 11-2019		Proponent or applicant		
3. Disposition Form as prescribed under Rule 6, Section 14 of the PPA AO No. 11-2019		Commercial Services Department		
4. Following requirements as prescribed in Rule 7, Sections 15 & 17 of the PPA AO No. 11-2019				
<ul style="list-style-type: none"> • Special Order creating the Hearing Panel; • Notice of Public Hearing; • Minutes of Public Hearing; Attendance Sheet; • Draft Report 		Office of the Corporate Board Secretary (OCBS) Port Management Office Port Management Office Port Management Office		
5. Following requirements as prescribed in Rule 7, Section 23 of the PPA AO No. 11-2019				
<ul style="list-style-type: none"> • Position Paper • Summary of Position Papers with the Reply of the proponent and PMO comments • Publication of the new tariff or rate adjustment 		Port Users/Attendees Port Management Office Commercial Services Department		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible

1. Submission of request with complete documentary requirements for new rate or rate adjustment	1.1 Acknowledges receipt of documents, evaluates, and verifies the accuracy of the documents.	None	3 days	Records Section/Port Services Division (PSD)/Port Manager (PM) of concerned PMO
	1.2 Endorses the request to CSD. CSD shall validate, evaluate, prepares CSW/ disposition paper and endorse the application to OCBS. Return of application (add'l 5 working days)	None	3 days	CSD Manager/Port Pricing Division (PPD)
	1.3 OCBS shall within two (2) working days prepare the PPA SO creating the Hearing Panel for the conduct of Public Hearing to be signed by the GM.	None	5 days	Corporate Board Secretary (CBS)
	1.4 Upon receipt of the signed Special Order from OCBS, the PPA Board TWG within two (2) working days shall organize themselves to appoint a Chairperson.	None	2 days	Board Technical Working Group (TWG), OCBS
	1.5 The PMO shall post and send the notices/invitations through letters, e-mails and other acceptable means, at least ten (10) working days before the scheduled public hearing.	None	2 days	PMO Authorized Representative
			10 days	

2. Attends Public Hearing	2.1 Public Hearing (including preparation of the venue) Includes the presentation by proponent to Board TWG/PPA prior to Public Hearing.	None	1 day	Board TWG, PMO, CSD, Terminal Operator, Cargo Handling Operator (CHO), Port Users, Shipping Lines
	2.2 The participants shall submit their position in writing, addressed to the proponent, copy furnished the concerned PMO within five (5) working days from the conduct of public hearing.	None	5 days	PMO Authorized Representative

3. The proponent shall reply to the participants in writing copy furnished the concerned PMO within three (3) working days.	3.1 The PMO shall wait for the copy of the proponent's reply to the participants.	None	3 days	PMO Authorized Representative
	3.2 The PMO, as part of its Secretariat functions shall submit the ff: • Minutes of the Public Hearing • Attendance Sheet Survey Forms • Summary of Position Paper • Comments of the PMO.	None	33 days	PMO Authorized Representative
	3.3 Draft Report to the PPA Board TWG coursed through the OCBS after the public hearing.	None	10 days	PMO Authorized Representative
	3.4 Final evaluation of the application by the PPA Board TWG, with assistance from CSD and other concerned offices of PPA. The TWG to submit a report, including recommendations to the PPA Board of Directors through the OCBS.	None	5 days	PPA Board TWG/Directors, CSD-PPD, other concerned PPA offices, CBS
	3.5 PPA Board of Directors may, upon recommendation of the PPA Board TWG, approve said application in a Board Meeting.	None	1 day	PPA Board TWG/Directors
	3.6 CSD prepares the following: • Executive Brief • Memorandum Circular (MC) for approval of the GM thru the AGMO. • Memorandum for the ASD requesting for the publication of the MC • EB/Operations Memorandum Circular (OMC) for signature of the AGMO. • New tariff attached to the OMC for dissemination to the concerned PMO	None	1 day	CSD-PPD OPR
TOTAL:		None	84 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