



**PHILIPPINE PORTS AUTHORITY**

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

## 7. Temporary Vehicle Pass/Sticker (TVP)

To ensure safety by regulating the entry of vehicles at port premises in compliance - with PPA Administrative Order Nos. 04-2009, 02-2011, 01-2013, and 07-2021, and the International Ship and Port Facility Security (ISPS) Code Description of Service.

<b>Office/Division:</b>	PPA PMO Port Police			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid company ID or any government-issued identification cards		Provided by the client		
* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, <b>service providers</b> , <b>port users</b> , <b>stakeholders</b> , and the <b>general public</b> shall follow minimum health and safety protocols in all PPA offices and facilities.				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present a valid Identification Card.	1. Check/ inspect the Vehicle and log vehicle information.	None	5 mins.	Port Police Officer/ Authorized Representative/PPA Security Personnel
2. Pay temporary vehicle pass to the assigned PPA Collector/Authorized Representative at the Main Gate.	2. Collect payment and issue Temporary Vehicle Pass.	₱12.00 (VAT inclusive)	2 mins.	PPA Collection representative/ Authorized Representative
<b>TOTAL:</b>		<b>₱12.00</b>	<b>7 mins.</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				