



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

9. Temporary Pedestrian Pass

To regulate the access of pedestrians and to establish the purpose of their entry for safety and security measures.

Office/Division:	PPA PMO Port Police			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen			
Who may avail:	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid company Identification Card 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, service providers, port users, stakeholders , and the general public shall follow minimum health and safety protocols in all PPA offices and facilities.				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present/deposit a valid Identification Card or any government-issued identification cards.	1. Check/verify identification card Verify the purpose and log/record the necessary information.	None	5 mins.	PPA Security Personnel/ Authorized Representative
2. Pay a temporary pedestrian pass.	2. Collect payment and issue Temporary Pedestrian Pass	₱6.00 (VAT inclusive)	2 mins.	Collection Officer at the gate.
TOTAL:		₱6.00	7 mins.	
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				