

### 13. Issuance of PPA Certification of No Objection for Foreshore Lease Application (FLA), Miscellaneous Lease Application (MLA), and Miscellaneous Sales Application (MSA)

This service outlines the procedure for clients that have applied for FLA from the Department of Environment and Natural Resources (DENR)/ Community Environment & Natural Resources Office (CENRO). Certification of No Objection is issued if the area applied for is not part of PPA's 5-Year Port Development Plan, otherwise, the objection is issued and CENRO is notified of such.

<b>Office/Division:</b>	Port Management Offices (PMOs)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	1. Any Filipino citizen of legal age; and 2. Corporations, associations, or partnerships duly constituted and organized under the laws of the Philippines; at least sixty percent (60%) of the capital is owned by Filipino citizens.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. CENRO endorsement to PPA (1-original copy)		CENRO which has jurisdiction over the area		
2. Survey plan of the land applied for (1 – hardcopy)		Provided by the applicant and duly signed by a licensed Geodetic Engineer		
3. Location Plan (1 – hardcopy)		Provided by applicant		
4. Vicinity Map (1 – hardcopy)		Provided by applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Applicant submits complete requirements to the concerned TMO/PMO.  * Submission of documentary requirements can also be done via email.	1.1 Records Officer receives requirements from applicant and routes application to Office of the Port Manager (OPM)	None	15 mins.	Designated Records Officer PMO RMD
	1.2 Port Manager takes note of the request. Executive Assistant assigns/ routes the	None	4 hr.	Port Manager/ Executive Assistant OPM

	document to the Engineering Services Division			
	<p>1.3 Engineering Services Division (ESD) validates the request and checks the completeness of the documentary requirement.</p> <p>If found to be in order, the inspector informs the applicant thru email and SMS the schedule of ocular inspection</p> <p>If not, inform the applicant of the lacking documents and return the application. The procedure ends here.</p>	None	5 days	ESD Manager /Principal Eng'r./ Supervising Eng'r./ Authorized Representative ESD
	<p>1.4 ESD conducts ocular/site inspection on the scheduled date</p> <p>* If in any case an onsite inspection cannot be</p>	None	9 days	Principal/ Supervising Eng'r./ Authorized Representative ESD

	permitted/ granted to the location/place of FLA, the inspection may be conducted through video call. Geotagged photos and videos of the site may be required to be submitted as part of the virtual inspection.			
	1.5 ESD prepares assessment and draft certification/ endorsement for OPM.	None	5 days	Principal/ Supervising Eng'r./ Authorized Representative ESD
	1.6 If the area applied for is not part of PPA's 5-Year Port Development Plan, ESD issues an order of payment * (may be sent via email) and informs the applicant to pay the Certification Fee to the Cashier. Draft certification is then forwarded to the Port Manager for approval and signature.	None	3 hrs.	ESD/Principal Engineer/ Authorized Representative ESD

	<p>If applicable, the Port Manager's digital signature and QR Code may be reflected in the Certification.</p> <p>1.7 OPM routes the approved and signed certificate to ESD for release to the applicant.</p> <p>If the area applied for is part of PPA's 5-Year Port Development Plan, PMO officially notifies CENRO concerned with the reason for objection, a copy is furnished to the applicant and is advised to proceed to CENRO for further instruction.</p> <p><b>**Procedure ends</b></p>	<p>None</p> <p>None</p>	<p>15 mins.</p> <p>None</p>	<p>Office of the Port Manager and Engineering Services Department OPM/ ESD</p> <p>Designated Records Officer RMD</p>
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<p>2. Applicant pays Certification Fee at the PMO Collection Section.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.</p>	<p>2. Cashier receives payment for Certification Fee and issues corresponding Official Receipt</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt to the Engineering Services.</p>	<p>FLA intended for port development:</p> <p>₱1,000.00 + 12% VAT</p> <p>FLA, MLA, MSA, and such other similar applications intended for non-port related facilities:</p> <p>₱500.00 + 12%</p>	15 mins.	PPA Cashier/ Collection Representative / Authorized representative PMO Collection Section
<p>3. Applicant proceeds to ESD for release of certification.</p> <p>* Applicant may opt for the Certification to be sent via regular mail, other courier services, or email.</p>	<p>3. ESD issues a copy of the certification.</p> <p>* ESD shall send the Original Copy of the Certification via regular mail or other courier services.</p>	None	15 mins.	Engineering Services Department/ Designated Records Officer ESD

<b>TOTAL:</b>	<p>FLA intended for port development:</p> <p>₱1,000.00 + 12% VAT = <b>₱1,1200.00</b></p> <p>FLA, MLA, MSA, and such other similar applications intended for non-port related facilities:</p> <p>₱500.00 + 12%VAT = <b>₱560.00</b></p>	<b>20 days (working days)</b>	
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### Schedule of PPA Certification Fees

(PPA MC No. 30-2004)

Type of Certification	Amount
Foreshore Lease Applications intended for port development	₱ 1,000.00 00 + 12% VAT = <b>₱1,1200.00</b>
Foreshore Lease Applications, Miscellaneous Lease Applications, Miscellaneous Sales Applications, and such other similar applications intended for non-port related facilities	₱ 500.00 + 12%VAT = <b>₱560.00</b>