

17. Issuance of Hold Over Authority (HOA) to Local Government Units (LGUs) with Expiring or Expired Memorandum of Agreement (MOA) for the Continuous Provision of Cargo Handling (CH) and Other Related Services at PPA Ports

To ensure continuous provision of cargo handling and other related services at PPA ports wherein the management, operations, development and maintenance were temporarily transferred to LGU.

Office/Division:	PMO-PSD/ POSD - TSD			
Classification:	Highly technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Authorized Local Government Units (LGUs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent for HOA Application (1 - original copy/photocopy/scanned copy)		LGU		
2. Certification of No Outstanding Financial Obligation with PPA (1 – original copy)		PMO / Head Office		
3. Certification of No Pending Case with PPA (1 – original copy)		PMO / Head Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit letter of intent to PMO.	1.1. PMO conducts initial assessment/ evaluation and recommendation on the request. Transmits/ submits the letter of intent, together with the duly accomplished Compliance Checklist to POSD, copy furnished OGM and OAGMO by PMO.	None	5 days	PMO Port Services Division / OPM-BDMO/S
	1.2. RC evaluates the submitted documents and verifies the	None	15 days	POSD Staff

	<p>validity and existence of the expiring or expired MOA.</p> <p>Requests Certificate of No Outstanding Account from the Treasury Department and No Pending Case with PPA from the Legal Services Department.</p> <p>Processes and prepares Executive Brief for the GM attaching the proposed HOA for consideration.</p>			
TOTAL:		None	20 days (working days)	