



March 2, 2021

PPA MEMORANDUM CIRCULAR NO. 06
Series 2021

TO : Assistant General Managers
Port Managers
All Others Concerned

SUBJECT : **IMPLEMENTATION OF GUIDELINES ON ACCREDITATION,
PERMIT TO OPERATE, AND MANDATORY
TREE/MANGROVE PLANTING**

To provide uniform, consistent and proper implementation of the guidelines for Accreditation Certificate (AC), Permit to Operate (PTO) and Mandatory Tree/Mangrove Planting (MT/MP), the following clarification is hereby issued:

1. On PTO and CA

- 1.1 The applicant needs to comply with only one requirement which is the submission of duly accomplished filled-out PTO Application Form (AF). The manual application shall be submitted in the prescribed Form (**Annex "A"**); the online application shall be filed and submitted using the following link ><https://www.ppa.com.ph> wherein the corresponding AC Number shall be indicated in the AF for the specific service type being applied for.
- 1.2 A PTO shall be valid only in the port or terminal being applied for. Each PTO shall indicate the name of the port or the terminal thus: PTO Puerto Princesa; PTO Brookes Pt; PTO El Nido. A complete list of ports and terminals for which a PTO may be issued is attached as **Annex "B"**. The list is subject to revision as new terminals are created and existing ones transferred or devolved.
- 1.3 A single PTO shall be issued only in the following instances: PMOs with adjoining or adjacent terminals i.e. PMO NCR South (Manila International Container Terminal, South Harbor, and Pasig River); PMO NCR North (Manila North Harbor and Vitas); and PMO Panay/Guimaras (Iloilo Commercial Port Complex, Fort San Pedrol, Iloilo River Wharf).

- 1.4 The Basic Port Orientation Seminar (BPOS) has four (4) Modules: Module 1 – Ports, Module 2 – Port Services, Module 3 – Port Safety, and Module 4 – PMO Overview. Modules 1-3 were prepared by the PPA Training Institute (PPATI) while Module 4 shall be recorded at the PMOs which shall contain presentations and discussions on the profiles and characteristics of all ports under the PMO's jurisdiction, introduction of PMO officials and basic port rules and regulations governing security, safety, health and environmental compliance. PMOs are enjoined to deliver BPOS using Filipino or the local dialect, engage attendees in positive exchange of information and promote rapport with stakeholders.
- 1.5 No other permit fees or charges shall be collected for the issuance of PTO except those specified in Section 11 of PPA AO No. 09-2020.
- 1.6 The Authority To Transact (ATT) is issued where the ancillary service is provided more than once a year, in which case the provision of said service will be considered as regular and the service provider shall be required to apply for issuance of AC and PTO. ATT is a one-time issuance and valid only for a particular transaction. To illustrate, a trucking company with a PTO issued for Manila North Harbor picking up a container in PMO Batangas Baseport will not be required a PTO where it will be its first time to transact in said port. However, if in the same year, said trucking company will again transact with PMO Batangas Baseport, a PTO specifically for the said port will now be required from the said trucking company.
- 1.7 A PTO shall not be required for private transactions in any private port except those services involving marine environmental protection prescribed in PPA AO No. 08-2018 entitled "*Interim Guidelines on the Issuance of Permit To Operate (PTO) for Shore Reception Facilities (SRF)/Waste Disposal Service Provider*". To illustrate, a PTO shall not be required for ship agents or ship chandlers whose vessels call at private ports; a PTO shall not be required for cargo forwarders who deliver or withdraw goods from private ports.
- 1.8 A PTO shall not be required for shipping companies, operators, or managers with vessels scheduled for drydock in a private shipyard facility or for the departure of vessels from said facility.
- 1.9 Since a CA is a prerequisite for the issuance of PTO, no PTO shall be issued unless the applicant holds a valid CA. The port service provider is required at all times while transacting inside the port to have both valid AC and PTO.

2. On Tree Planting

- 2.1 Civil Works Contractors undertaking PPA civil works contracts/projects are covered by PPA AO No. 14-2020 entitled *“Mandatory Tree and/or Mangrove Planting as a Condition for the Issuance of Accreditation, Certificate of Registration, Appointment or Award of Contract or Renewal/Extension Thereof”*

The concerned Assistant General Managers are hereby enjoined to monitor and ensure strict compliance with the guidelines and processes above described.

JAY DANIEL R. SANTIAGO
General Manager

**PHILIPPINE PORTS AUTHORITY
APPLICATION FOR PERMIT TO OPERATE
ANCILLARY SERVICES**

Application No: M201-M-2021xxx

Date : _____

APPLICANT PROFILE

Name of Applicant/Company:		
Name of Authorized Representative (as applicable):		
Office Address:	Tel. No.:	
Billing Address:	Tel. No.:	
Email Address: -	Fax No.:	N/A
Tax Identification No.(TIN):	SEC Reg./DTI No.:	CDA No.:
Business Type:	Single Proprietorship	Partnership
	Corporation	x
Nature of Business:		

TYPE OF ANCILLARY SERVICE(S)

Please mark(X) on appropriate box

New

Renewal

<input type="checkbox"/> Transport/Trucking Services	<input type="checkbox"/> Vessel Maintenance/Repair Services
<input type="checkbox"/> Security Services	<input type="checkbox"/> Cargo Suveying Service
<input type="checkbox"/> Waste Disposal Service	<input type="checkbox"/> Container Repair
<input type="checkbox"/> Bunkering	<input type="checkbox"/> Cleaning Service
<input type="checkbox"/> Chandling	<input type="checkbox"/> Communication Service
<input type="checkbox"/> Water Supply	<input type="checkbox"/> Fumigation
<input type="checkbox"/> Shops/Stores/Canteen	<input type="checkbox"/> Laundering
<input type="checkbox"/> Ligthorage/Barging	<input type="checkbox"/> Parking/Garage
<input type="checkbox"/> Reproduction Service	<input type="checkbox"/> Towing/Tugging Service
<input type="checkbox"/> Water Taxi	<input type="checkbox"/> Weighbridge/Truck Scale
<input type="checkbox"/> Brokerage	<input type="checkbox"/> Others
Duration: Day/s Month/s Year/s	
_____ _____ <u> 3 </u>	

VALIDATION FOR PPA USE ONLY

<p>Permit Fee _____</p> <p>OR No. _____</p> <p>Date of Payment _____</p> <p>Recommending Approval:</p> <p>_____</p> <p style="text-align: center;">Port Services Division Manager</p> <p>Approved:</p> <p>_____</p> <p style="text-align: center;">Port Manager</p>	<p style="text-align: center;">Documentary Checklist</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> New</td> <td><input type="checkbox"/> Renewal</td> </tr> <tr> <td><input type="checkbox"/> Application Form</td> <td><input type="checkbox"/> Application Form</td> </tr> <tr> <td><input type="checkbox"/> Customer Registration Form</td> <td><input type="checkbox"/> Omnibus Undertaking</td> </tr> <tr> <td><input type="checkbox"/> Omnibus Undertaking</td> <td></td> </tr> <tr> <td colspan="2">Area of Operation with Sketch</td> </tr> </table>	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Application Form	<input type="checkbox"/> Application Form	<input type="checkbox"/> Customer Registration Form	<input type="checkbox"/> Omnibus Undertaking	<input type="checkbox"/> Omnibus Undertaking		Area of Operation with Sketch	
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Area of Operation with Sketch											

LIST OF PPA PORTS (AS OF MARCH 2021)	
NCR SOUTH	
1	TMO PASIG
2	MICT
3	SOUTH HARBOR
NCR NORTH	
4	TMO VITAS
5	NORTH HARBOR
NORTHERN LUZON:	
	TMO BATANES
6	BASCO
	TMO CAGAYAN / ISABELA / ILOCOS
7	CURRIMAO
8	APARRI
9	CLAVERIA
10	SALOMAGUE
	TMO PANGASINAN
11	SUAL
BATAAN / AURORA	
12	LAMAO
13	TMO CASIGURAN
14	TMO DINGALAN
15	TMO CAPINPIN
BATANGAS	
16	BASEPORT BATANGAS
17	TMO BAUAN
18	TMO TABLAS
19	TMO ROMBLON
20	TMO SAN JUAN
21	TMO CALATAGAN
MINDORO	
22	BASEPORT CALAPAN
23	TMO ABRA DE ILOG
24	TMO SAN JOSE

**This list is subject for updates.*

25	TMO LUBANG
26	TMO ROXAS
27	MANSALAY
28	TMO PUERTO GALERA
29	TMO BULALACAO
BICOL	
30	BASEPORT LEGASPI
31	CASTILLA
32	TMO BULAN
33	TMO MATNOG
34	TMO CAMARINES
35	TMO PIO DURAN
36	TMO TABACO
37	BACACAY
38	TMO CATANDUANES
39	SORSOGON
40	JOSE PANGANIBAN
	* PANTAO (DEVELOPMENT)
MASBATE	
41	BASEPORT MASBATE
42	AROROY
43	CATAINGAN
44	CAWAYAN
45	ESPERANZA (Unmanned)
46	MANDAON (Unmanned)
47	TMO TICAO (SAN JACINTO) (No Traffic / Unmanned)
48	TMO BURIAS (CLAVERIA)
49	SAN PASCUAL
PALAWAN	
50	BASEPORT PALAWAN (PUERTO PRINCESA)
51	TMO CORON
52	TMO CULION
53	TMO CUYO
	TMO EL NIDO
54	EL NIDO
55	TAYTAY - POBLACION (Unmanned)
56	TAYTAY - LIMINANGCONG

**This list is subject for updates.*

57	TMO BROOKE'S POINT
MARQUEZ	
58	BASEPORT LUCENA
59	TMO BALANACAN
60	TMO CAWIT
61	TMO STA. CRUZ (BUYABOD)
62	SAN ANDRES
NEGROS ORIENTAL/SIQUIJOR	
63	BASEPORT DUMAGUETE
64	TMO LARENA
65	TMO GUILHULNGAN
66	TMO TANDAYAG
PANAY/GUIMARAS	
67	FORT SAN PEDRO
68	ILOILO RIVER WHARF
69	ILOILO, LOBOC
70	CULASI
71	DUMAGIT
72	ESTANCIA
73	DUMANGAS
74	JORDAN
75	SAN JOSE DE BUENAVISTA
WESTERN LEYTE/BILIRAN	
76	BASEPORT ORMOC
77	TMO BAYBAY
78	TMO HILONGOS
	TMO MAASIN / GUADALUPE / LIMASAWA
79	MAASIN
80	GUADALUPE (Unmanned)
81	LIMASAWA (Unmanned)
	TMO PALOMPON / SAN ISIDRO
82	PALOMPON
83	SAN ISIDRO
84	TMO ISABEL
	TMO NAVAL / MARIPIPI
85	NAVAL

**This list is subject for updates.*

86	MARIPIPI
EASTERN LEYTE/SAMAR	
87	BASEPORT TACLOBAN
88	TMO BORONGAN
89	MANGUINO-O
90	SAN RICARDO
91	SAN JOSE
92	TMO CALBAYOG
93	TMO GUIAN
94	TMO LILOAN
95	SAN JUAN (CABALIAN)
96	SOGOD
97	TMO SAN ISIDRO
NEGROS OCCIDENTAL/BBB	
98	BASEPORT BANAGO
99	TMO PULUPANDAN
100	TMO SAN CARLOS
101	TMO DANAOS
102	TMO HINOBA-AN
SURIGAO	
103	BASEPORT SURIGAO
104	TMO SIARGAO
105	TMO DINAGAT
106	TMO TANDAG
107	TMO LIPATA
108	ARAS-ASAN
109	DAPA
110	CANTILAN
111	TABON
112	LAWIGAN
113	SOCCORO (DOÑA HELEN)
AGUSAN	
114	BASEPORT NASIPIT
115	TMO MASAO
116	TMO BUTUAN
BOHOL	

**This list is subject for updates.*

117	BASEPORT TAGBILARAN
118	TMO LOON
119	TMO TUBIGON
120	CLARIN
121	TMO GETAFE
122	TMO TALIBON
123	BIEN UNIDO
124	TMO UBAY
125	TAPAL
126	TMO JAGNA
MISAMIS ORIENTAL/CDO	
127	CDO
128	BALINGOAN
129	BENONI
130	GUINSILIBAN
131	BALBAGON
132	OPOL
133	JASAAN
MISAMIS OCCIDENTAL/OZAMIS	
134	OZAMIS
135	PLARIDEL
136	JIMENEZ
LANAO DEL NORTE/ILIGAN	
137	ILIGAN
138	TUBOD
ZAMBOANGA DEL NORTE	
139	DAPITAN
140	LILOY
141	SINDANGAN
142	STA. MARIA
ZAMBOANGA	
143	ZAMBOANGA
144	BASILAN
145	IPIL
146	MALANGAS
147	PAGADIAN

**This list is subject for updates.*

148	MARGOSATUBIG
SOCSARGEN	
149	GENERAL SANTOS
150	GLAN
151	KALAMANSIG
DAVAO	
152	SASA
153	MATI
154	BABAK
TOTAL NO. OF PORT UNDER PPA JURISDICTION: 154	

**This list is subject for updates.*