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FEB 02 2016

**PPA ADMINISTRATIVE ORDER  
NO. 02 - 2016**

**T O :** All Port Managers and Others Concerned

**SUBJECT :** **Simplification of Requirements in the Issuance of Short-Term Lease Permits and Contracts of Lease**

Pursuant to the provisions of Article IV Section 6 (a) (ii) and b) (vii) of PD 857, as amended, and in order to ease up procedures in doing business at the ports, the following provisions under Article IV Section 8 and 15.1 of PPA AO 22-95 (Revised Guidelines on Real Estate Management) are hereby amended as follows:

**A. Application for Short Term Leases**

All short-term lease applications, with effectivity of up to one (1) year shall be processed by the PMO through the Real Estate Management System (REMS). However, lease applications for non-computerized ports shall continue to be processed manually.

**A.1 New Lease Application**

1. The prospective lessee shall submit the duly accomplished Lease Application Form with accompanying Customer Registration Form (CRF) and duly notarized Omnibus Undertaking (Sworn Affidavit), which may be downloaded from the PPA website. (Forms 1 and 2)
2. Upon receipt of the duly accomplished Lease Application Form with CRF and duly notarized Omnibus Undertaking (Sworn Affidavit), the PMO shall evaluate and process within five (5) working days the short-term lease proposal.
3. Upon approval, the Port Manager shall issue a Permit to Occupy (PTOc) to the Permittee, who in turn will sign the corresponding Terms and Conditions.
4. Copies of PTOCs by non-computerized ports must be furnished the Office of the AGM for Operations, Attention: Commercial Services Department.

**A.2 Renewal of Lease**

Application for renewal shall be filed thirty (30) days prior to the expiration of the PTOc together with the duly accomplished Lease Application Form with an updated CRF and duly notarized Omnibus Undertaking.

**VISION**

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

**MISSION**

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

**B. Application for Medium and Long-Term Leases**

1. All medium and long term lease applications shall be processed accordingly as specified under Section 9 of PPA Administrative Order No. 22-95 (Revised Guidelines on Real Estate Management).
2. The prospective lessee shall submit the duly accomplished Lease Application Form and duly notarized Omnibus Undertaking (Sworn Affidavit) together with the following documents:
  1. Business Plan/Project Brief;
  2. Architectural Plan/Layout Plan; and
  3. Secretary's Certificate/Affidavit Authorizing Representative to enter into contract with the Authority
3. The deadline for submission of comparative offers or counter-proposals of medium or long-term lease proposals which undergo publicity requirements as specified under Section 9.2.3 of PPA AO 22-95, as amended by PPA AO 01-2010, shall be not more than fifteen (15) working days reckoned from the last date of publication (per PPA AO 01-2010).

**C. Sworn Affidavit of Undertaking**

The prospective lessee shall execute a duly notarized Omnibus Undertaking (Form 2) and shall comply with the terms thereof otherwise the permit issued maybe revoked/cancelled. The prospective lessee shall be fully responsible and accountable to all requirements prescribed by other government agencies.

**D. Filing Fee**

Upon submission of the duly accomplished Lease Application Form together with the Omnibus Undertaking, the proponent shall pay the corresponding non-refundable filing fee either at the Terminal Management Office, Port Management Office or Head Office.

Type of Lease	Filing Fee
Short-term Lease Application (up to one year)	Php1,000.00 (plus 12% VAT)
Medium-term lease Application (up to five years)	Php3,000.00 (plus 12% VAT)
Long-term Lease Application (up to 25 years)	Php5,000.00 (plus 12% VAT)

**E. Penalty Clause**

Any false or misleading information and/or document supplied to support the lease application or which are inconsistent with the terms and conditions of the permit issued shall be a ground for any appropriate civil and/or administrative action against the lessee.



**F. Repealing Clause**

All PPA orders, rules and regulations or issuances inconsistent herewith are hereby deemed modified, amended or otherwise revoked accordingly.

**G. Effectivity**

This Order shall take effect fifteen (15) days after its publication in at least two (2) newspapers of general circulation and a copy filed with the University of the Philippines Law Center.

  
**RAUL T. SANTOS**  
Officer-In-Charge

Published in the following newspapers:

The Philippine Star - April 30, 2016  
The Standard

Effectivity Date May 15, 2016