



MAR 12 2026

PPA ADMINISTRATIVE ORDER
No. 002 - 2026

TO : All Port Managers
Others Concerned

SUBJECT : ISSUANCE OF HOLDOVER AUTHORITY (HOA) FOR THE CONTINUOUS PROVISION OF CARGO HANDLING (CH), PASSENGER TERMINAL BUILDING (PTB) AND ROLL-ON/ROLL-OFF (RORO) SERVICES AT PORTS UNDER THE JURISDICTION OF THE PHILIPPINE PORTS AUTHORITY (PPA)

Pursuant to PPA Board Resolution Nos. 3444 and 3453 adopted during its 550th and 551st Regular Board Meetings held on January 27, 2026 and February 24, 2026, respectively, and in order to ensure continuous and uninterrupted provision of CH, PTB and RORO services at the ports under PPA's administrative jurisdiction, a HOA may be issued to CH Operator, PTB Operator and RORO Service Provider with expired or due to expire Contract or HOA after December 31, 2025.

1. SCOPE

This Order shall cover the following:

- a. HOA issued for Calendar Year (CY) 2025;
- b. CH Operator / PTB Operator / RORO Service Provider that have complied with audit findings and have been duly approved by the PPA Board of Directors for HOA issuance for CY 2025;
- c. CH Operator / PTB Operator / RORO Service Provider whose applications were submitted in 2025 and are pending the conduct of performance evaluation of concerned Port Management Office (PMO) and Port Operations and Services Department (POSD); and
- d. HOA Applications received for CY 2026.

2. HOA VALIDITY

- 2.1. HOAs issued for CY 2025 are hereby extended until **December 31, 2026** and shall apply to operators duly approved by the PPA Board of Directors for CY 2025 HOA issuance.
- 2.2. HOAs issued solely for CY 2026 shall be valid from **January 1, 2026 until December 31, 2026**.
- 2.3. As a general rule, the validity of a HOA shall be until December 31, 2026, or until the issuance of a Contract or Notice to Proceed in accordance with PPA AO No. 12-2018, entitled "Guidelines for the Selection and Award of Contract under the Port Terminal Management Regulatory Framework," aligned with the Public-Private Partnership (PPP) Code and its Implementing Rules and Regulations (IRR), whichever comes earlier, unless otherwise revoked or cancelled.

3. CONDITIONS FOR HOA ISSUANCE

- 3.1. The CH Operator/PTB Operator/RORO Service Provider may file a letter of intent for the issuance of HOA within fifteen days (15) days after the effectivity of this Order.
- 3.2. For CH Services, the issuance of the HOA shall be subject to compliance with the following conditions:
 - 3.2.1. CH Operator has no outstanding financial obligation with PPA;
 - 3.2.2. CH Operator has submitted proof of an updated Portworkers' Retirement and Separation Fund (PRSF) with attached Actuarial Computation;
 - 3.2.3. CH Operator has complied with the requirements of SSS, PhilHealth, DOLE Certification of No Pending Case with Labor;
 - 3.2.4. CH Operator has no pending case against PPA; and
 - 3.2.5. CH Operator has a valid Accreditation Certificate.
- 3.3. For PTB and RORO Services, the issuance of HOA shall be subject to compliance with the following conditions:
 - 3.3.1. PTB Operator or RORO Service Provider has no outstanding financial obligation with PPA;
 - 3.3.2. PTB Operator or RORO Service Provider has complied with the requirements of SSS, PhilHealth, DOLE Certification of No Pending Case with Labor;
 - 3.3.3. PTB Operator or RORO Service Provider has no pending case against PPA; and

3.3.4. PTB Operator or RORO Service Provider has a valid Accreditation Certificate.

4. PERFORMANCE EVALUATION

PPA, through the concerned PMOs and POSD, shall conduct performance evaluation of all operators with application for HOA issuance in accordance with this Order.

5. COMPLIANCE

The PPA shall take over the operations and facilities through a Special Takeover Unit (STU) in ports where operators did not apply for a HOA or failed to comply with the renewal requirements and performance evaluation findings.

This Order shall take effect immediately upon publication in any newspaper of general circulation and a copy filed with the Office of the National Administrative Register (ONAR) of the UP Law Center.


JAY DANIEL R. SANTIAGO
General Manager

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