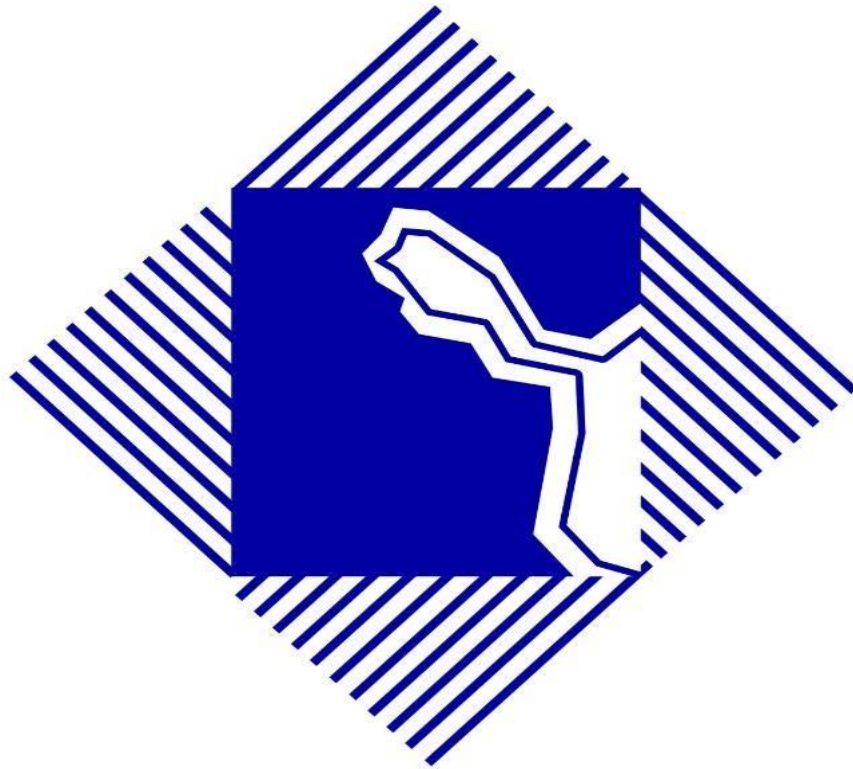




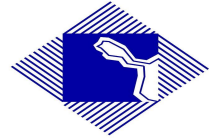
PORO POINT MANAGEMENT CORPORATION



PORO POINT MANAGEMENT CORPORATION

CITIZEN'S CHARTER

2023 (5th Edition)



PORO POINT MANAGEMENT CORPORATION

I. Mandate:

Poro Point Management Corporation (PPMC) is mandated to develop and manage the Poro Point Freeport Zone (PPFZ) into a self-sustaining and environmentally sound industrial, commercial, financial, tourism, transshipment, and investment center with the end view of generating employment opportunities, attracting and promoting productive investments, accelerating the sound and balanced conversion into alternative productive uses of the former Wallace Air Station, the San Fernando International Seaport and San Fernando Airport, consistent with the socioeconomic development of Northern Luzon in particular and of the country in general.

II. Vision:

By 2030, Poro Point Freeport Zone, also known as the Poro Point Marine Headlands shall be an Economic Engine of the North.”

III. Mission:

- To develop and manage the Poro Point Freeport Zone
- To promote the economic and social development of Northern Luzon in particular, and the country in general
- To ensure conservation and protection of our environment and natural resources

IV. Service Pledge:

“We, the officers and employees of the Poro Point Management Corporation, collectively pledge to deliver quality public services with the highest level of professionalism in an atmosphere of truth and compassion towards our internal and external customers.”



PORORO POINT MANAGEMENT CORPORATION

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PORO POINT MANAGEMENT CORPORATION

Office of the President and CEO

External Services



PORORO POINT MANAGEMENT CORPORATION

1. Receipt and endorsement of incoming communications through the Document Tracking System (DTS)

Receiving incoming communications from various agencies addressed to the PPMC President and CEO

Office or Division:	Office of the President and CEO			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2B – Government to Businesses			
Who may avail:	All Government Agencies, LGUs, GOCCs and other Government Instrumentalities; PPFZ Locators and various business enterprises and organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letters/Memos/Correspondences/Documents – one (1) original copy		Client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits letters/memos/correspondences/documents for information, action and/or approval of PPMC President and CEO	1. Receive the letter/correspondences from the client	None	3 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.1 Review the authenticity and accuracy of the letter	None	3 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.2 Log the letter/incoming communication to the DTS for PPMC President and CEO action	None	3 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.3 Endorsement to the President and CEO for approval and instruction	None	3 Minutes	<i>President and CEO</i> Office of the President and CEO
	1.4 Receive from the PPMC President and CEO the letter/correspondences to log to the DTS for endorsement to the responsible/authorized PPMC department/PPMC employee as per instruction of PPMC President and CEO	None	3 Minutes	<i>Executive Secretary</i> Office of the President and CEO



	TOTAL:	None	15 Minutes	
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2. Request for Information

Submission of Letter of Request for Information from various agencies to the PPMC President and CEO

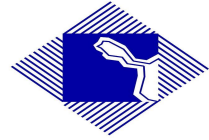
Office or Division:	Office of the President and CEO			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2B – Government to Businesses			
Who may avail:	All Government Agencies, LGUs, GOCCs and other Government Instrumentalities; PPFZ Locators and various business enterprises and organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request – one (1) original copy		Client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits letter of request for information and approval of PPMC President and CEO	1. Receive the letter of request from the client	None	3 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.1 Review the authenticity and accuracy of the letter	None	3 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.2 Endorsement to the President and CEO for approval and instruction	None	3 Minutes	<i>President and CEO</i> Office of the President and CEO
	1.3 Endorsement to the responsible/authorized PPMC department/PPMC employee as per instruction of PPMC President and CEO for action	None	3 Minutes	<i>Responsible/ Authorized PPMC Office/Employee</i>
2. Receive requested information	2. Issue documentary information/s	None	3 Minutes	<i>Responsible/ Authorized PPMC Office/Employee</i>
TOTAL:		None	15 Minutes	

3. Scheduling of Meetings for the PPMC President and CEO

Receiving clients request for a meeting for the PPMC President and CEO



Office or Division:	Office of the President and CEO			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written Request – one (1) original copy or printed copy (sent from email)		Client availing the service		
2. Verbal Request		Client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of client's written/verbal request for information and approval of PPMC President and CEO	1. Receive the written/verbal request from the client	None	5 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.1 Log the written/verbal request for a meeting to the records book for PPMC President and CEO action	None	2 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.2 Endorsement to the President and CEO for approval and instruction	None	3 Minutes	<i>President and CEO</i> Office of the President and CEO
	1.3 Call the client informing the approval/disapproval or rescheduling (due to conflicting schedules and other unavoidable circumstances) of the request for meeting	None	5 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	TOTAL:	None	15 Minutes	



PORO POINT MANAGEMENT CORPORATION

Office of the President and CEO

Internal Services



PORO POINT MANAGEMENT CORPORATION

1. Signing of Documents by PPMC President and CEO

Submission of documents by any PPMC employees to be signed by PPMC President and CEO

Office or Division:	Office of the President and CEO			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Government Agencies and PPMC Employees			
CHECKLIST OF R REQUIREMENTS		WHERE TO SECURE		
1. Memorandum/Letter s/Documents to be signed – three (3) original copies		PPMC employee/s availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission by the client of the documents to be signed by PPMC President and CEO	1. Receive documents from the client	None	3 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.1 Review the authenticity and accuracy of the documents submitted	None	5 Minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.2 Endorsement to the President and CEO for approval and signing	None	3 Minutes	<i>President and CEO</i> Office of the President and CEO
2. Receive duly signed document/s	2. Issue duly signed documents	None	4 Minutes	<i>Executive Secretary</i> Office of the President
TOTAL:		None	15 Minutes	



PORO POINT MANAGEMENT CORPORATION

Office of the President and CEO
Corporate Planning
External Services



PORO POINT MANAGEMENT CORPORATION

1. Preparation and Submission of GCG Requirements pursuant to GCG Memorandum Circular No. 2017-02 dated June 30, 2017

Preparation and Submission of GCG Requirements pursuant to GCG Memorandum Circular No. 2017-02 dated June 30, 2017

Office or Division:	Corporate Planning Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Governance Commission for GOCCs (GCG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request/Memo/Notice/Circular from GCG – one (1) original copy or printed copy (from email/website)		Governance Commission for GOCCs (GCG)		
2. Report on output of Corporate Planning Workshop as basis for the preparation of required documents – one (1) original copy		PPMC Corporate Planning Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. GCG sends letter of request/memo/notice/circular	1. Receive requests from GCG	None	1 working day	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.1 Coordinate with concerned offices	None	7 working days	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.2 Submit required data to Corporate Planning Office	None	3 working days	<i>PPMC Concerned Offices</i>
	1.3 Consolidate data, prepare requirement and submit to the President and CEO	None	7 working days	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.4 Approve the request	None	1 working day	<i>President and CEO</i> Office of the President and CEO
	1.5 Release the report to GCG	None	1 working day	<i>Corporate Planning Officer</i>
				Office of the President - Corporate Planning
TOTAL		None	20 Working Days	



PORO POINT MANAGEMENT CORPORATION

2. Preparation and Submission of Business Plan

Preparation and Submission of Business Plan

Office or Division:	Corporate Planning Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Bases Conversion and Development Authority (BCDA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report on output of Corporate Planning Workshop as basis for the preparation of required documents		Corporate Planning Office		
1. Letter of Request /Memo/Notice/Policy from BCDA – one (1) original copy or printed copy (sent from email)		Bases Conversion and Development Authority (BCDA)		
2. Report on output of Corporate Planning Workshop as basis for the preparation of required documents – one (1) original copy		PPMC Corporate Planning Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. BCDA sends letter of request/memo/notice/policy	1. Receive requests from BCDA	None	1 working day	<i>Corporate Planning Officer</i> Office of the President- Corporate Planning
	1.1 Coordinate with concerned offices	None	7 working days	<i>Corporate Planning Officer</i> Office of the President- Corporate Planning
	1.2 Submit required data to Corporate Planning Office	None	3 working days	PPMC Concerned Offices
	1.3 Consolidate data, prepare requirement and submit to the President and CEO	None	7 working days	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.4 Approve the request	None	1 working day	<i>President and CEO</i> Office of the President and CEO
	1.5 Release the report to BCDA	None	1 working day	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning



PORO POINT MANAGEMENT CORPORATION

TOTAL	None	20 Working Days	
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3. Preparation and Submission of Quarterly Monitoring Reports to GCG

Preparation and Submission of Quarterly Monitoring Reports to Governance Commission for GOCCs (GCG)

Office or Division:	Corporate Planning Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Governance Commission for GOCCs (GCG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request/Memo/ Notice/ Circular from GCG – one (1) original copy or printed copy (from email/website)		Governance Commission for GOCCs (GCG)		
2. Quarterly Reports with supporting documents from all offices – one (1) original copy		PPMC Corporate Planning Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.GCG sends letter of request/ memo/notice/ circular	1. Receive requests from GCG	None	1 working day	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.1 Coordinate with concerned offices	None	7 working days	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.2 Submit required data to Corporate Planning Office	None	3 working days	PPMC Concerned Offices
	1.3 Consolidate data, prepare requirement and submit to the President and CEO	None	7 working days	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.4 Approve the request	None	1 working day	<i>President and CEO</i> Office of the President and CEO



PORO POINT MANAGEMENT CORPORATION

	1.5 Release the report to GCG	None	1 working day	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
TOTAL		None	20 Working Days	

4. Preparation and Submission of Performance-Based Bonus (PBB) Requirements

Preparation and Submission of PBB Requirements to Governance Commission for GOCCs (GCG)

Office or Division:	Corporate Planning Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Governance Commission for GOCCs (GCG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request/Memo/ Notice/ Circular from GCG – one (1) original copy or printed copy (from email/website)		Governance Commission for GOCCs (GCG)		
2. Proofs of Compliance will all conditions – three (3) original copies		Concerned PPMC Heads of Offices		
3. Performance Evaluation Results – three (3) original copies		PPMC Corporate Planning Office		
4. PBB Forms – three (3) original copies		PPMC Corporate Planning Office		
5. Validation Results from GCG – one (1) original copy		Governance Commission for GOCCs (GCG)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. GCG sends letter of request/ memo/ notice/ circular	1. Receive requests from GCG	None	1 working days	<i>Corporate Planning Officer</i> Office of the President -Corporate Planning
	1.1 Coordinate with concerned offices	None	7 working days	<i>Corporate Planning Officer</i> Office of the President -Corporate Planning
	1.2 Submit required data to Corporate Planning Office	None	3 working days	<i>PPMC Concerned Offices</i>



PORO POINT MANAGEMENT CORPORATION

	1.3 Consolidate data, prepare requirement and submit to the President and CEO	None	7 working days	<i>Corporate Planning Officer</i> Office of the President -Corporate Planning
	1.4 Approve the request	None	1 working day	<i>President and CEO</i> Office of the President and CEO
	1.5 Release the report to GCG	None	1 working day	<i>Corporate Planning Officer</i> Office of the President -Corporate Planning
TOTAL		None	20 Working Days	

5. Preparation of Annual/Accomplishment Report

Preparation of Annual/ Accomplishment Report

Office or Division:	Corporate Planning Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Bases Conversion and Development Authority (BCDA), Governance Commission for GOCCs (GCG) and other Requesting Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request/Memo/Correspondence – one (1) original copy or printed copy (from e mail/website)		Bases Conversion and Development Authority (BCDA), Governance Commission for GOCCs (GCG) and other Requesting Government Agencies		
2. Reports from various offices – one (1) original copy		Concerned PPMC Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. BCDA, GCG and other Requesting Government Agencies sends letter of request/memo/ correspondence	1. Receive requests from BCDA, GCG and other Requesting Government Agencies	None	1 working day	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning



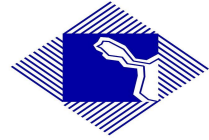
PORORO POINT MANAGEMENT CORPORATION

	1.1 Coordinate with concerned offices	None	7 working days	<i>Corporate Planning Officer Office of the President - Corporate Planning</i>
	1.2 Submit required data to Corporate Planning Office	None	3 working days	<i>PPMC Concerned Offices</i>
	1.3 Consolidate data, prepare requirement and submit to the President and CEO	None	7 working days	<i>Corporate Planning Officer Office of the President - Corporate Planning</i>
	1.4 Approve the request	None	1 working day	<i>President and CEO Office of the President and CEO</i>
	1.5 Release the report to BCDA, GCG and requesting agency	None	1 working day	<i>Corporate Planning Officer Office of the President - Corporate Planning</i>
TOTAL		None	20 Working Days	



PORO POINT MANAGEMENT CORPORATION

Office of the President and CEO
Corporate Planning
Internal Services

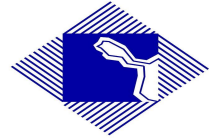


PORO POINT MANAGEMENT CORPORATION

1. Preparation and Submission of Monthly Status Report

Preparation and Submission of Monthly Status Report

Office or Division:	Corporate Planning Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Office of the President & CEO and PPMC Board			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Status Reports from all offices – one (1) original copy (printed or sent via email)		PPMC Concerned Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends request/notice/memo /instruction for the preparation and submission of Monthly Status Report	1. Receive requests/notice/ memo/instruction	None	2 hours	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.1 Coordinate with concerned offices	None	4 hours	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.2 Submit required data to Corporate Planning Office	None	1 working day	PPMC Concerned Offices
	1.3 Consolidate data, prepare requirement and submit to the President and CEO	None	1 working day	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.4 Approve the request	None	1 hour	<i>President and CEO</i> Office of the President and CEO
	1.5 Release the report to the requesting party	None	1 hour	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	TOTAL	None	3 Working Days	



2. Preparation of Requirements for the conduct of Corporate Planning Workshop

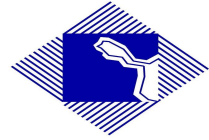
Preparation of Requirements for the conduct of Corporate Planning Workshop

Office or Division:	Corporate Planning Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Office of the President & CEO and PPMC Board			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BCDA Direction for its subsidiaries – one (1) photocopy		Office of the President and CEO		
2. BCDA Budget Policy for its subsidiaries – one (1) photocopy		Office for Finance		
3. Comprehensive Integrated Master Development Plan – one (1) photocopy		Office for Infrastructure Management – Land and Assets		
4. Status of Development – one (1) original copy		PPMC Concerned Offices and Corporate Planning Officer		
5. Status of Operations – one (1) original copy		PPMC Concerned Offices and Corporate Planning Officer		
6. GCG MC No. 20 17-02 – one (1) photocopy		Corporate Planning Officer		
7. Existing Business Plan – one (1) original copy		Corporate Planning Officer		
8. Mid-year Assessment Results – one (1) original copy		PPMC Concerned Offices and Corporate Planning Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends request/notice/memo/instruction for the preparation of resource requirements for the conduct of Corporate Planning Workshop	1. Receive requests/notice/memo/instruction	None	1 working day	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.1 Coordinate with concerned offices	None	1 working day	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning



PORO POINT MANAGEMENT CORPORATION

	1.2 Submit required data to Corporate Planning Office	None	1 working day	PPMC Concerned Offices
	1.3 Consolidate data, prepare requirement and submit to the President and CEO	None	2 working days	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	1.4 Approve the request	None	1 working day	<i>President and CEO</i> Office of the President and CEO
	1.5 Release the report for use during the Corporate Planning Workshop	None	1 working day	<i>Corporate Planning Officer</i> Office of the President - Corporate Planning
	TOTAL	None	7 Working Days	



PORO POINT MANAGEMENT CORPORATION

Office of the President and CEO
Community Development
External Services



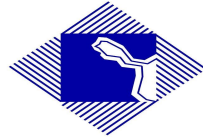
PORO POINT MANAGEMENT CORPORATION

1. Approval of Community Projects

Pursuant to PPMC's corporate social responsibility (CSR), PPMC institutionalized PPMC HELPS as its CSR Program which aims to improve the quality of life of the various impact communities of the Poro Point Freeport Zone. HELPS is an acronym pertaining to the various components of the CSR Program: H for Health, E for Education and Environment, LP for Livelihood Program and S for Strengthening Linkages and Sports.

This service covers the approval of requests and proposals for projects of the various impact communities of the Poro Point Freeport Zone pertaining to any of the components of the PPMC's CSR Program.

Office or Division:	Office for Community Development under Office of the President & CEO			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government and G2B – Government to Businesses			
Who may avail:	Poro Point Freeport Zone Impact Communities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request /Proposal – one (1) original copy		Client availing of services		
2. Project Briefer and/or Project Concept Paper and/or Detailed Proposal – one (1) original copy		Client availing of services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request/Project Proposal and Documentary Requirements	1. Receive Letter of request/Project Proposal and Documentary Requirements	None	10 minutes	<i>Executive Secretary</i> Office of the President
	1.1 Review and endorse request to Community Development Officer	None	2 hours	<i>President & CEO</i> Office of the President and CEO
	1.2 Review and Evaluate request/proposal Prepare report/Budget Requirements Prepare memo/recommendation to the President and CEO	None	4 hours	<i>Community Development Officer</i> Office of the President



PORO POINT MANAGEMENT CORPORATION

	1.3 Review and approve or disapprove the request/proposal	None	1 day	<i>President & CEO</i> Office of the President and CEO
	1.4 Notify/coordinate with the client regarding the approval or disapproval of the request	None	10 minutes	<i>Community Development Officer</i> Office of the President
	1.5 If approved, endorse to Finance Office for check processing	None	10 minutes	<i>Community Development Officer</i> Office of the President
	1.6 Process check payment	None	1 hour	<i>Finance Analyst</i> Office for Finance <i>Finance Manager</i> Office for Finance
	1.7 Notify and coordinate with the client on the availability of the check	None	1 hour	<i>Finance Analyst</i> Office for Finance <i>Finance Manager</i> Office for Finance <i>Community Development Officer</i> Office of the President
TOTAL		None	2 Working Days and 30 Minutes	



PORO POINT MANAGEMENT CORPORATION

Office of the President and CEO
Public Relations (PR)
Internal Services



PORO POINT MANAGEMENT CORPORATION

1. Preparation and Approval of Press Release/ News Article

Pertains to the preparation and approval of Press Release/News Article

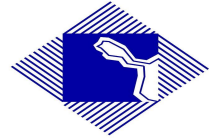
Office or Division:	Office of the President – Public Relations (PR)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Press Release/News Article – one (1) original copy or printed copy (sent by e mail)		Requesting PPMC Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends request for press release/news article	1. Receive request for press release/news article and coordinate with the Office requesting	None	30 minutes	<i>PR Officer</i> Office of the President
	1.1 Prepare draft press release/news article	None	3 hours	<i>PR Officer</i> Office of the President
	1.2 Review, check and edit draft press release/news article	None	1 hour	<i>VP for Human Resources & Administration</i> Office for Human Resources & Administration
	1.3 Finalize and submit Press Release/News Article to the Office of the President & CEO	None	2 hours	<i>VP for Human Resources & Administration</i> Office for Human Resources & Administration <i>PR Officer</i> Office of the President
	1.4 Approval of Press Release	None	1 hour	<i>President & CEO</i> Office of the President and CEO



PORORO POINT MANAGEMENT CORPORATION

	1.5 Coordinate with and provide the approved press release/news article to the various media infrastructure through Philippine Information Agency (PIA) for publication.	None	30 minutes	<i>PR Officer</i> Office of the President
	TOTAL	None	1 Working Day	

<p>PPMC Uncontrolled Copy</p>



PORO POINT MANAGEMENT CORPORATION

Board of Directors – Board Secretariat External Services

PPMC
Uncontrolled Copy



PORORO POINT MANAGEMENT CORPORATION

1. Granting of Request for Information and Documents of PPMC Board Meetings

Provision of Board Meeting-related documents such as Minutes of Meetings, attendance and audio recordings.

Office or Division:	Board Secretariat			
Classification:	Simple			
Type of Transaction:	G2B – Government to Businesses G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request – one (1) original copy		Client availing of the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request stating the specific document being requested	1. Direct the client to follow the prescribed steps in the PPMC's Freedom of Information (FOI) Manual	None	25 Minutes	<i>Board Secretary</i> Board Secretariat
	1.1 Upon receipt of the endorsement from the FOI contact person, determine whether the document being requested is available and/or are allowed to be disclosed	None	1 Hour	<i>Board Secretary</i> Board Secretariat
	1.2 If document is allowed for public disclosure, prepare the requested document and a transmittal for approval of the President and CEO	None	3 Hours	<i>Board Secretary</i> Board Secretariat
	1.3 Review and approval of the President and CEO	None	3 Hours	President & CEO Office of the President and CEO



PORO POINT MANAGEMENT CORPORATION

2. Receive the requested document	2. Release to the requesting party, after approval of the Office of the President and CEO	None	35 Minutes	<i>Board Secretary</i> Board Secretariat
TOTAL		None	1 Working Day	

2. Submission of Directors Attendance System (DAS) to Governance Commission for GOCCs (GCG)

Online submission of the Directors' Attendance to the DAS of GCG

Office or Division:	Board Secretariat			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Governance Commission for GOCCs (GCG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice or Letter or Email from GCG – one (1) original copy or printed copy (from email or website)		Governance Commission for GOCCs (GCG)		
2. Attendance Sheets – one (1) photocopy		PPMC Board Secretariat		
3. Minutes of Meetings – one (1) photocopy		PPMC Board Secretariat		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. GCG sends a Notice/Letter/Email indicating Opening of the Submission to the Directors' Attendance System (DAS).	1. Receive the Notice/Letter/Email and inform the concerned parties such as the Board Members and the Board Secretariat.	None	30 Minutes	<i>Board Secretary</i> Board Secretariat <i>Corporate Secretary</i>
	1.1 Consolidate the necessary attendance sheets and minutes of board and committee meetings ready for uploading.	None	2 working days	<i>Board Secretary</i> Board Secretariat



PORORO POINT MANAGEMENT CORPORATION

	1.2 Uploading the scanned copy of the attendance sheets and minutes of meetings to the DAS	None	4 working days, 7 hours and 30 minutes	Board Secretary Board Secretariat
2. Receive the online submission and send Notice/ Acknowledgment of completion	2. Submission completed	None	N/A	Board Secretary Board Secretariat
TOTAL		None	7 Working Days	

3. Submission of Appointive Directors Data Form (ADDF) to Governance Commission for GOCCs (GCG)

Online submission of the Appointive Directors' Data Form (ADDF) to the GCG

Office or Division:	Board Secretariat			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Governance Commission for GOCCs (GCG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice or Letter or Email from GCG – one original copy or printed copy (from email or website)		Governance Commission for GOCCs (GCG)		
2. Appointive Directors one (1) original copy Data Form (ADDF) –		Governance Commission for GOCCs (GCG)		
3. NBI Clearance – one (1) original copy		National Bureau of Investigation (NBI)		
4. Ombudsman Clearance – one (1) original copy		Ombudsman		
5. Sandiganbayan Clearance – one (1) original copy		Sandiganbayan		
6. CSC Clearance – one (1) original copy		Civil Service Commission		
7. Other pertinent documents (Court Decisions etc.) – one (1) original copy		Concerned Government Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



PORORO POINT MANAGEMENT CORPORATION

1. GCG sends a Notice/Letter/Email indicating Opening of the Submission of Appointive Directors Data Form (ADDF)	1. Receive the Notice/Letter/Email and inform the concerned Board Members	None	30 Minutes	<i>Board Secretary</i> <i>Board Secretariat</i> <i>Corporate Secretary</i>
	1.1 Collect/ consolidate the duly accomplished and notarized ADDF with the necessary clearances (CSC, NBI, Sandiganbayan	None	4 working days	<i>Board Secretary</i> <i>Board Secretariat</i> <i>Corporate Secretary</i>
	and Ombudsman) and pertinent documents			
	1.2 Uploading of the Notarized Appointive Directors Data Form and clearances	None	2 working days, 7 hours and 30 minutes	<i>Board Secretary</i> <i>Board Secretariat</i>
2. Receive the online submission and send Notice/ Acknowledgment of completion.	2. Submission completed	None	N/A	<i>Board Secretary</i> <i>Board Secretariat</i>
TOTAL		None	7 Working Days	

4. Submission of Directors Performance Review (DPR) Forms for the Internet-Based Performance Evaluation for the Directors (IPED) of Governance Commission for GOCCs (GCG)

Online submission of the DPR Forms wherein Board Members are to rate themselves and their peers and then submit through the IPED of GCG.

Office or Division:	Board Secretariat
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Governance Commission for GOCCs (GCG)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Notice or Letter or E mail from GCG – one (1) original copy or printed copy (from email or website)	Governance Commission for GOCCs (GCG)

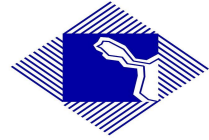


CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. GCG sends Notice/Letter/Email indicating Opening of the Submission of DPR forms through the IPED of GCG	1. Receive the Notice/Letter/Email and inform the Board Members	None	1 hour	<i>Board Secretary</i> Board Secretariat <i>Corporate Secretary</i>
	1.1 Conduct of performance evaluation rating by the	None	6 working days and 7 hours	<i>Board Secretary</i> Board Secretariat
	eligible Board Members identified by GCG: self-assessment and peer assessment			<i>Corporate Secretary</i>
2. Receive the online submission and send Notice/Acknowledgment of completion.	2. Compliance completed	None	N/A	<i>Board Secretary</i> Board Secretariat
TOTAL		None	7 Working Days	



PORO POINT MANAGEMENT CORPORATION

Board of Directors – Board Secretariat Internal Services

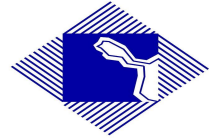


PORO POINT MANAGEMENT CORPORATION

1. Preparation of Agenda for Board Meetings

Consolidation of Agenda items that are for Board information, action and/or approval during PPMC Regular and Special Board Meetings.

Office or Division:	Board of Directors – Board Secretariat			
Classification:	Simple			
Type of Transaction:	G2G –Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letters, memorandum and/or equivalent materials – one (1) original copy		To originate from the concerned party or office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the agenda item/s (matters that are for Board information, action and approval) and its corresponding materials	1. Receive the agenda item/s and corresponding materials	None	1 working day	<i>Board Secretary/ Board Secretariat</i>
	1.1 Consolidate the submitted Agenda item/s and its materials and draft the Agenda	None	7 hours and 30 minutes	<i>Board Secretary/ Board Secretariat</i>
	1.2 Submit the draft Agenda to the Corporate Secretary and subsequently to the Board Chairman for its review and approval	None	30 minutes	<i>Board Secretary/ Board Secretariat Corporate Secretary</i>
	TOTAL	None	2 Working Days	



2. Preparation and Sending of Board Materials

Consolidation of Board Materials of the Agenda items that are for Board information, action and/or approval and sending the same to the attendees of the PPMC Regular and Special Board Meetings.

Office or Division:	Board of Directors – Board Secretariat			
Classification:	Simple			
Type of Transaction:	G2G –Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letters, memorandum and/or its equivalent materials – one (1) original copy		To originate from the concerned party or office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or provide to the Board Secretary the necessary materials (written Letter, Memorandum or its equivalent) for the submitted agenda items	1. Receive the board materials	None	1 working day	<i>Board Secretary/</i> Board Secretariat
	1.1 Consolidate the submitted materials and send together with the approved board meeting Agenda to the PPMC Board and other attendees of the Regular and Special Board Meetings, via electronic mail	None	1 working day	<i>Board Secretary/</i> Board Secretariat
	TOTAL	None	2 Working Days	



3. Approval and Issuance of Notice of Board Meetings to the Board Meeting Attendees

Approval and Issuance of Notice of Board Meetings to the Board Meeting Attendees

Office or Division:	Board of Directors – Board Secretariat			
Classification:	Simple			
Type of Transaction:	G2G –Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Board Meeting – one (1) original copy or printed copy (sent via email)		Corporate Secretary		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends request/notice/memo/instruction for the preparation of Notice of Board Meetings	1. Receive and prepare a draft Notice of Board Meetings	None	20 Minutes	<i>Board Secretary/ Board Secretariat</i>
	1.1 Submit the draft Notice for review of the Corporate Secretary and subsequently for the approval of the Chairman	None	35 Minutes	<i>Board Secretary/ Board Secretariat</i>
2. Receive Notice of Board Meetings, via electronic mail or otherwise	2. Send the Approved Notice of Board Meetings to the Board Meeting attendees	None	5 Minutes	<i>Board Secretary/ Board Secretariat</i>
	TOTAL	None	1 Hour	

4. Cascading of Matters Arising from the Board Meetings

Cascading of matters that needs action of the management and following up management’s action/s thereto.

Office or Division:	Board of Directors - Board Secretariat
Classification:	Simple



PORORO POINT MANAGEMENT CORPORATION

Type of Transaction:		G2G – Government to Government		
Who may avail:		PPMC Board of Directors and Officers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Summary of Matters Arising from the Board Meeting – one (1) photocopy or printed copy		Corporate Secretary		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends the list or Summary of Matters Arising from the Board	1. Receive the list or Summary of Matters Arising from the Board	None	5 Minutes	<i>Board Secretary/ Board Secretariat Corporate Secretary</i>
	1.1 Forward/serve the list or summary of Matters Arising to the concerned PPMC officials and make follow up on the status of the same	None	1 Hour and 25 Minutes	<i>Board Secretary/ Board Secretariat</i>
2. Submit report as regards the action taken or update on the Matters Arising item	2. Receive the report on the action taken by the concerned office/ personnel on the Matters Arising	None	5 Hours	<i>Board Secretary/ Board Secretariat Concerned office/ personnel</i>
	2.1 Consolidate the submitted reports and attach it to the Board Materials to be sent for the information of the Board	None	1 Hour and 30 Minutes	<i>Board Secretary/ Board Secretariat</i>
	TOTAL	None	1 Working Day	

5. Processing of Logistic Requirements for the Board Meetings

Provision of the logistical requirements such as meals, function room and hotel room accommodation for the Board Meeting attendees.

Office or Division:	Board of Directors - Board Secretariat
Classification:	Simple



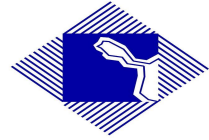
PORO POINT MANAGEMENT CORPORATION

Type of Transaction:		G2G – Government to Government		
Who may avail:		PPMC Board of Directors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written or Verbal Request		PPMC Board of Directors		
2. Purchase Request – three (3) original copies		Board Secretariat		
3. Price Quotations/Hotel Proposals – one (1) original copy or printed copy (sent via email)		Suppliers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request and provide details to the Board Secretary for provision of room accommodation	1. Receive and consolidate the requests	None	1 working day	<i>Board Secretary/ Board Secretariat</i>
	1.1 Prepare Purchase Request for the board meeting requirements (meals, function room and hotel accommodations)	None	30 minutes	<i>Board Secretary/ Board Secretariat</i>
	1.2 Secure approval of the Purchase Request from the Finance Office	None	10 minutes	<i>Budget Officer/ Office for Finance Finance Manager/ Office for Finance</i>
	1.3 Secure approval of the Purchase Request from President and CEO	None	20 minutes	<i>President and CEO Office of the President and CEO</i>
	1.4 Submit to the Procurement department the approved Purchase Request together with price quotations, if available	None	1 working day and 6 Hours	<i>Board Secretary/ Board Secretariat Procurement Officer/ Office for HR and Administration</i>



PORORO POINT MANAGEMENT CORPORATION

2. Receive the information on the billeting details	2. Upon issuance of approved purchase order to the winning supplier by the Procurement department, inform the concerned Board Members of the hotel where they are billeted.	None	1 Hour	<i>Board Secretary/ Board Secretariat</i>
	TOTAL	None	3 Working Days	



PORO POINT MANAGEMENT CORPORATION

Office for Business Development External Services



PORO POINT MANAGEMENT CORPORATION

1. Application for Lease or Sublease of Areas and Approval of Business Proposals and Projects

Application for Lease or Sublease of Areas and Approval of Business Proposals and Projects of prospective locators/lessees/investors inside the Poro Point Freeport Zone (PPFZ).

Office or Division:	Office for Business Development
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses; G2G – Government to Government
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization, may apply for locatorship and/or lease and sublease of areas of PPFZ in any area of economic activity based on its approved Master Development Plan, except those specifically prohibited by the Constitution and/or statutes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent – one (1) original copy	Client availing the service
2. Business Registration Papers (DTI Certification, Securities and Exchange Commission Papers - SEC Certificate of Registration, Articles of Incorporation and By-Laws and General Information Sheet; License to transact Business in the Philippines; Cooperative Registration) – one (1) photocopy	Department of Trade and Industry (DTI); Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA)
3. Duly filled-out and signed PPFZ Application for Locatorship Form – one (1) original copy	PPMC Office for Business Development
4. Business Plan with Development Plan and Project Implementation Plan (PIP) – one (1) original copy	Client availing the service
5. Company Profile/Brochures – one (1) original copy	Client availing the service
6. Proposed Site Development Plan with Facility/Building Perspective – one (1) original copy	Client availing the service
7. Board Resolution of Authorized Representative/s – one (1) photocopy	Client availing the service
8. Proof of Financial Capability/Assets <ul style="list-style-type: none"> i. Bank Certificates of Credit Line or Deposit – one (1) original copy ii. Audited Financial Statement for the last three years of operation, if applicable – one (1) photocopy 	<ul style="list-style-type: none"> i. Applicable Bank/s of the Clients availing the service ii. Auditing Firm of the Clients availing the service



9. Resume of Directors and Key Officers – one (1) original copy		Client availing the service		
10. Total Amount of Contract of Lease/Lease Agreement above PhP50 Million requires BCDA Approval		No documents to be submitted		
11. Payment of Due Diligence Fee (requirement on a case-by-case basis)		Third Party to Conduct Due Diligence/Background Check/Probity Check identified by PPMC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Secure Application for Locatorship Form and List of Documentary Requirements from the PPMC Business Development Office</p> <p>OR</p> <p>The PPFZ Application for Locatorship Form and List of Documentary Requirements can be downloaded at PPMC website: www.poropointfreport.gov.ph</p>	<p>1. Provide the applicant/client with a presentation and briefing on the service and its requirements and/or site inspection.</p> <p>Issue Application for Locatorship Form and List of Documentary Requirements</p>	None	-	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p> <p><i>VP for Airport Management</i> Office for Airport Management</p>
<p>2. Submission of Letter of Intent and Documentary Requirements to the PPMC Office of the President and CEO</p> <p>OR</p>	<p>2. Receive Letter of Intent and other Documentary Requirements and endorse to the PPMC Office of Business Development</p>	None	1 hour	<p><i>Executive Secretary</i> Office of the President & CEO</p>



<p>For Online Submission: Email the Letter of Intent and Complete Documentary Requirements to poropointfreeportzone@gmail.com</p>				
	<p>2.1 Receive Letter of Intent and other Documentary Requirements from the Office of the President and CEO and conduct preliminary examination of the documents submitted</p> <p>Notifies applicant/client of issues and/or lacking or incomplete documentary requirements</p>	<p>None</p>	<p>3 hours</p>	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p>
<p>3. Submits and/or comply with the documentary requirements</p>	<p>3. Receive Complete Documentary Requirements</p> <p>Detailed Review and Evaluation of the Business Proposal/Application for Lease/Sublease and Complete Documentary Requirements</p>	<p>None</p>	<p>1 day and 4 hours</p>	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p> <p><i>VP for Airport Management</i> Office for Airport Management</p> <p><i>VP for Infrastructure Management</i></p>



				Office for Infrastructure Management
4. Review the Terms and Conditions of the Contract of Lease/Lease Agreement	4. Coordinate with applicant/client on the application and finalize Terms and Conditions of the Contract of Lease/Lease Agreement and/or Sublease Contract/Agreement	None	4 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management <i>Legal Counsel</i> Office for Legal
5. Submits approval and/or comments on the Terms and Conditions of the Contract of Lease/Lease Agreement	5. Prepare draft Contract of Lease/Lease Agreement and send to the Office of the Government Corporate Counsel (OGCC) for review	None	4 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management <i>Legal Counsel</i> Office for Legal
	5.1 Prepares Report and Recommendation to the President and CEO for approval and endorsement to the PPMC Board.	None	4 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i>



	<i>Note: Contract Review of OGCC already received by PPMC</i>			Office for Business Development VP for Airport Management Office for Airport Management
	5.2 Review recommendation and endorse approval of application to the PPMC Board	None	1 day	President and CEO Office of the President & CEO
	5.3 PPMC Board Deliberation and Approval <i>Note: PPMC Board Meeting Schedule - every 2 weeks (twice per month)</i>	None	10 days	PPMC Board of Directors
	5.4 Notification of Applicant/client of the approval or disapproval of the Business Proposal/Application for Lease/Sublease; and/or submission of other additional documents required; and/or compliance with additional requirements of the PPMC Board (if any)	Payment of Due Diligence Fee (requirement on a case-by-case basis): Amount based on the evaluation of the Third Party to Conduct Due Diligence/Background Check/Probity Check	4 hours	Business Development Manager Office for Business Development Business Development Officer Office for Business Development VP for Airport Management Office for Airport Management
6. Proceed to the PPMC Business Development Office to sign the Contract of Lease/Lease Agreement OR Original Copies of Contract of Lease/Lease	6. Signing of the Contract of Lease/Lease Agreement by the applicant/client	None	4 hours	Business Development Manager Office for Business Development Business Development Officer Office for Business Development



PORO POINT MANAGEMENT CORPORATION

Agreement will be sent to the applicant/client via courier				<i>VP for Airport Management Office for Airport Management</i>
	6.1 Signing of the Contract of Lease/Lease Agreement by PPMC President and CEO	None	1 day	<i>President and CEO Office of the President and CEO</i>
	6.2 Notarization of the Contract of Lease/Lease Agreement and furnish copy of the Contract of Lease/Lease Agreement to the applicant/client	None	4 hours	<i>Business Development Manager Office for Business Development Business Development Officer Office for Business Development</i>
TOTAL		Payment of Due Diligence Fee (requirement on a case-by-case basis): Amount based on the evaluation of the Third Party to Conduct Due Diligence/Background Check/Probity Check	17 Working Days	

Note: The 17 Working Days may be extended for another 17 Working Days (only once) subject to notification prior to the lapse of the processing time and acknowledgment of the applicant of the notification

2. Application for PPFZ Registration and Grant of Incentives listed in the Strategic Investment Priority Plan (SIPP) using the Fiscal Incentives Registration and Monitoring System (FIRMS)

Processing and Evaluation of Application for PPFZ Registration and Grant of Incentives listed in the Philippines' Strategic Investment Priority Plan (SIPP) using the Fiscal Incentives Registration and Monitoring System (**FIRMS**).

FIRMS is an online registration and incentives application portal for investors or enterprises to submit and monitor applications for incentives in any of the investment promotion agencies.



PORO POINT MANAGEMENT CORPORATION

Office or Division:	Office for Business Development
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses;
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization, regardless of nationality, control and/or ownership of the working capital thereof, may apply for registration as a PPFZ Registered Enterprise in any area of economic activity/project listed in the Philippines' Strategic Investment Priority Plan (SIPP) and avail of tax and duty incentives under CREATE Act, except those specifically prohibited by the Constitution and/or statutes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Lease Contract/Agreement with PPMC or Sublease Contract/Agreement inside PPFZ	Poro Point Management Corporation - Office for Business Development
2. Fiscal Incentives Registration and Monitoring System (FIRMS) Account	FIRMS - firms.firb.gov.ph
3. Duly accomplished/filled out FIRMS Online Application Forms <ul style="list-style-type: none"> • FORM A – Business Enterprise Registration • FORM B – Activity/Project Currently Registered with an IPA (if applicable) • FORM C – Activity/Project-Level Registration 	FIRMS - firms.firb.gov.ph
4. Projected Financial Data/Information of at least twenty (20) years, with Year 1 considered as the first year of commercial operation	Client availing the service
5. Business Registration Papers <ul style="list-style-type: none"> • DTI Certificate of Registration • Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws and General Information Sheet (GIS) 	Department of Trade and Industry (DTI); Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA)
6. Bureau of Internal Revenue (BIR) Certificate of Registration	Bureau of Internal Revenue (BIR)
7. Sworn declaration of authenticity and validity of submitted information	Client availing the service
8. Certificate of IPA Registration (As applicable)	Client availing the service



9. Projected production and sales schedule of products/services related to activity being registered	Client availing the service
10. Certification or Proof of Loan Obtained	Applicable Bank/s and/or Lending Institutions of the Clients availing the service
11. Latest Audited Financial Statements (Applicable)	Auditing Firm of the Clients availing the service
12. Notarized Activity/Project Undertaking	Client availing the service
13. Other Supporting Documents as may be required by PPMC and/or the Fiscal Incentives Review Board (FIRB)	Client availing the service
14. Investments above Php1.0 billion requires FIRB approval	

Disclaimer: The Checklist of Requirements provided above is not exclusive. PPMC and/or the Fiscal Incentives Review Board (FIRB) may require the submission of additional documents (other than those listed above) as may be necessary in the course of their evaluation.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send online inquiry to PPMC on Application for Registration Requirements and/or proceed to PPMC Office for its inquiry For Online Inquiry: Email poropointfreeportzone@gmail.com	1. Provide the applicant/client with a presentation and briefing on the service and its requirements. Advise and assist the applicant/client in checking if the proposed project or activity is included in the Philippines' Strategic Investment Priority Plan (SIPP)	None	-	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
2. Create an account in the FIRMS	2. Provide assistance and answer queries (if any) in creating an account	None	-	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i>



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				Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
3. Sign in to FIRMS account Accomplish/fill out the requested information in the FIRMS Application Forms Attach the Documentary Requirements and submit application	3. Receive notification of submission of application and other Documentary Requirements Checklists and pre-evaluates the application Notifies/tags applicant/client of issues, incomplete submission or additional documentary requirements needed (if any)	None	<i>within 3 working days</i>	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
4. Submits complete information and/or documents and/or comply with the additional documentary requirements	4. Receive notification of submission of complete and/or additional Documentary Requirements Checklists and pre-evaluates the documents submitted	None	1 day	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	4.1 Prepare Order of Payment for filing and processing fee	None	1 hour	<i>Business Development Manager</i>



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	<p>Issues to the applicant/client the Order of Payment for filing and processing fee</p> <p>Furnish the PPMC Finance Office copy of Order of Payment</p>			<p>Office for Business Development</p> <p><i>Business Development Officer</i></p> <p>Office for Business Development</p> <p><i>VP for Airport Management</i></p> <p>Office for Airport Management</p> <p><i>Finance Manager Office for Finance</i></p>
<p>5. Proceed to the PPMC Office and pay the required filing and processing fee</p> <p>OR</p> <p>Payment may also be done through bank payment; details are as follows:</p> <p>Name of Bank: <i>Landbank of the Philippines, San Fernando, La Union Branch</i></p> <p>Account Name: <i>Poro Point Management Corporation</i></p> <p>Current Account Number: <i>0202021824</i></p> <p>Upon payment, applicants are</p>	<p>5. Receive payment and issue Official Receipt</p>	<p>Filing and Processing Fee = PhP4,000.00</p>	<p>1 hour</p>	<p><i>Cashier</i></p> <p>Office for Finance</p> <p><i>Finance Manager Office for Finance</i></p>



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<p>required to submit their proof of payment and email it to <i>ppmc.finance15@gmail.com</i> in order for PPMC to issue an Official Receipt</p>				
	<p>5.1 Prepares Notice of Official Acceptance</p> <p>Issues to the applicant/client the Notice of Official Acceptance</p> <p>Tags the submission as complete</p>	<p>None</p>	<p>2 hours</p>	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p> <p><i>VP for Airport Management</i> Office for Airport Management</p>
	<p>5.2 Conducts an initial impact evaluation and ex-ante cost-benefit analysis</p> <p>Notifies/tags applicant/client of additional supporting documents and/or information needed (if any)</p>	<p>None</p>	<p>5 days</p>	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p> <p><i>VP for Airport Management</i> Office for Airport Management</p> <p><i>Finance Manager</i> Office for Finance</p>
	<p>5.3 Prepares an evaluation report and recommendation to the</p>	<p>None</p>	<p>1 day</p>	<p><i>Business Development Manager</i></p>



PORO POINT MANAGEMENT CORPORATION

	President and CEO for approval and endorsement to the PPMC Board			Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management <i>Finance Manager</i> Office for Finance
	5.4 Review recommendation and endorse approval of application to the PPMC Board	None	1 day	<i>President and CEO</i> Office of the President & CEO
	5.5 PPMC Board Deliberation and Approval <i>Note: PPMC Board Meeting Schedule - every 2 weeks (twice per month)</i>	None	10 days	<i>PPMC Board of Directors</i>
	<i>For investments PhP1 billion and below</i> 5.6 Notifies/Tags the applicant/client of the approval or disapproval of the application; and/or submission of other additional documents required; and/or compliance with additional requirements of the PPMC Board (if any) Upload copy of Board Resolution	None	4 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management



	<p>For investments above PhP1 billion</p> <p>5.7 Prepares and submits/endorse PPMC's recommendation for the approval or disapproval of the application for tax incentives to the Fiscal Incentives Review Board (FIRB)</p> <p>Upload PPMC Evaluation Report and the CBA</p>	None	4 hours	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p> <p><i>VP for Airport Management</i> Office for Airport Management</p>
	<p>For investments above PhP1 billion</p> <p>5.8 Receives the copy of the FIRB Board Resolution</p> <p>Notifies/Tags the applicant/client of the approval or disapproval of the application</p> <p>Upload copy of Board Resolution</p>	None	4 hours	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p> <p><i>VP for Airport Management</i> Office for Airport Management</p>
TOTAL		Filing and Processing Fee = PhP4,000.00	20 Working Days	

Note: The 20 Working Days may be extended for another 20 Working Days (only once) subject to notification prior to the lapse of the processing time and acknowledgment of the applicant of the notification

3. Generation and Issuance of PPFZ Certificate of Registration (COR) using the Fiscal Incentives Registration and Monitoring System (FIRMS)

The generation and issuance of Certificate of Registration (COR) using the Fiscal Incentives Registration and Monitoring System (FIRMS) commences/proceeds upon approval of the application of PPFZ Registration and Grant of Incentives.

FIRMS is an online registration and incentives application portal for investors or enterprises to submit and monitor applications for incentives in any of the investment promotion agencies.



PORO POINT MANAGEMENT CORPORATION

Office or Division:	Office for Business Development
Classification:	Complex
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses;
Who may avail:	Business Enterprises with approved application of PPFZ Registration and Grant of Incentives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approval of the Application of PPFZ Registration and Grant of Incentives	Poro Point Management Corporation
2. Registration Terms and Conditions	Poro Point Management Corporation
3. Proof of Payment of Registration Fee	Client availing the service
4. Letter of Acceptance of Registration Terms and Conditions (with sworn declaration that signatory is authorized to accept it on behalf of the firm)	Client availing the service
5. Certification on any Registration Information Updates (if there are changes in the submitted registration application details)	Client availing the service

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives notification of the approval of Registration	1. Draft Registration Terms and Conditions and discussed with the applicant/client Upload the Registration Terms and Conditions and list of documentary requirements and registration fee	None	3 days	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
2. Pay the Registration Fee	2. Review signed Terms and Conditions and documentary requirements submitted	Registration Fee = PhP5,000.00	2 days	<i>Business Development Manager</i> Office for Business Development



PORO POINT MANAGEMENT CORPORATION

Submit/upload signed Terms and Conditions and other documentary requirements	Notifies/tags applicant/client of incomplete submission (if any)			<i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
3. Submits complete information and/or documents	3. Review and evaluate submissions Notifies/Tags the applicant/client of complete submission Generate Certificate of Registration (COR)	None	2 days	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
TOTAL		Registration Fee = PhP5,000.00	7 Working Days	

Note: The 7 Working Days may be extended for another 7 Working Days (only once) subject to notification prior to the lapse of the processing time and acknowledgment of the applicant of the notification

4. Granting of Request for Events at the Poro Point Baywalk Events Center and other areas inside the Poro Point Freeport Zone

Granting of Request for Use of the Poro Point Baywalk Events Center and other areas inside the Poro Point Freeport Zone for various Events and Activities

Office or Division:	Office for Business Development
Classification:	Complex
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses and G2G – Government to Government
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization and government agencies may apply for the use of the Poro Point Baywalk Events Center and other areas inside the Poro Point Freeport Zone.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



PORO POINT MANAGEMENT CORPORATION

1. Letter of Intent with details and purpose of the event/activity – one (1) original copy		Client availing the service		
2. Business Registration Papers (Securities and Exchange Commission Papers - SEC Certificate of Registration, Articles of Incorporation and By-Laws and General Information Sheet; License to transact Business in the Philippines; DTI Registration; Cooperative Registration), if applicable – one (1) photocopy		Department of Trade and Industry (DTI); Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA)		
3. Two (2) valid IDs/Proof of Identity of the Authorized Representative/Government issued IDs – one (1) photocopy		Client availing the service		
4. Duly filled-out and signed Poro Point Baywalk and Events Center Reservation Form – one (1) original copy		PPMC Office for Business Development		
5. Reservations shall be made at least fifteen (15) days before the date of the event.		No documents to be submitted		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application/Letter of Request to the Office of the PPMC	1. Receive Application/Letter of Request	None	10 minutes	<i>Executive Secretary</i> Office of the President & CEO
President and CEO OR For Online Submission: Email the Application/Letter of Request to poropointfreeportzone@gmail.com				



PORO POINT MANAGEMENT CORPORATION

	1.1 Review and endorse the Application/ Letter of Request to the Business Development Office for processing and checking of availability of schedule/s	None	1 day	<i>President and CEO</i> Office of the President and CEO
	1.2 Notify applicant/client of the availability of schedule/s and provide briefing of the services and requirements. Provide the Poro Point Baywalk and Events Center Reservation Form and the list of requirements	None	1 hour	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development
2. Submit the duly filled-out and signed Poro Point Baywalk and Events Center Reservation Form and requirements to the PPMC Business Development Office OR For Online Submission: Email the form &	2. Receive Poro Point Baywalk and Events Center Reservation Form and requirements. Evaluate and endorse the Poro Point Baywalk and Events Center Reservation Form and requirements to the President and CEO for approval/signing	None	1 day	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development
requirements to ppmc.businessdevelopment@gmail.com				



PORO POINT MANAGEMENT CORPORATION

	2.1 Approval of the application/request	None	1 day	<i>President and CEO</i> Office of the President and CEO						
	2.2 Notify the applicant/client of the approval of the application/request and require payment of the Fee and Refundable Bond	None	1 hour	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development						
<p>3. Proceed to the PPMC Finance Office and pay the required Fee and Bond</p> <p>OR</p> <p>Payment may also be done through bank payment; details are as follows:</p> <p>Name of Bank: <i>Landbank of the Philippines, San Fernando, La Union Branch</i></p> <p>Account Name: <i>Poro Point Management Corporation</i></p> <p>Current Account Number: <i>0202021824</i></p>	3. Receive payment and issue Official Receipt	<p>1. BAYWALK FEE</p> <table border="1"> <tr> <td rowspan="2">For Private Companies, Agencies, Corporations, Persons, Organizations and Associations</td> <td>Daytime Rate: PhP1,50 0.00/hour</td> </tr> <tr> <td>Night time Rate: PhP2,50 0.00/hour</td> </tr> <tr> <td rowspan="2">For Government Agencies and Local Government Units</td> <td>Daytime Rate: PhP1,00 0.00/hour</td> </tr> <tr> <td>Night time Rate: PhP2,00 0.00/hour</td> </tr> </table> <p>REFUNDABLE CLEANLINESS BOND: PhP3,000.00</p>	For Private Companies, Agencies, Corporations, Persons, Organizations and Associations	Daytime Rate: PhP1,50 0.00/hour	Night time Rate: PhP2,50 0.00/hour	For Government Agencies and Local Government Units	Daytime Rate: PhP1,00 0.00/hour	Night time Rate: PhP2,00 0.00/hour	10 minutes	<i>Cashier</i> Office for Finance <i>Finance Manager</i> Office for Finance
For Private Companies, Agencies, Corporations, Persons, Organizations and Associations	Daytime Rate: PhP1,50 0.00/hour									
	Night time Rate: PhP2,50 0.00/hour									
For Government Agencies and Local Government Units	Daytime Rate: PhP1,00 0.00/hour									
	Night time Rate: PhP2,00 0.00/hour									



<p>Upon payment, applicants are required to submit their proof of payment and email it to ppmc.finance15@gmail.com in order for PPMC to issue an Official Receipt</p>				
<p>4. Proceed to the PPMC Business Development Office and present the proof of payment of Fee and Bond</p> <p>OR</p> <p>For Online Submission: Email the proof of payment of Fee and Bond to ppmc.businessdevelopment@gmail.com</p>	<p>4. Schedule coordination meeting (<i>offline or online</i>) together with Infrastructure Management Office and Regulatory Services Office</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p>
	<p>AFTER THE EVENT 4.1 Prepare Certificate of Cleanliness of the Venue and furnish copies to Finance Office and Business Development Office</p>	<p>None</p>	<p>1 hour</p>	<p><i>VP for Infrastructure Management</i> Office for Infrastructure Management</p>
<p>5. Submit request for refund of the bond to the PPMC Finance Office</p> <p>OR</p> <p>For Online Submission: Email the request</p>	<p>5. Receive request and prepare check</p>	<p>None</p>	<p>2 days</p>	<p><i>Finance Manager</i> Office for Finance</p> <p><i>Accountant</i> Office for Finance</p>



for refund of the bond to ppmc.finance15@gmail.com										
6. Proceed to the PPMC Finance Office	6. Release check	None	10 minutes	Cashier Office for Finance Finance Manager Office for Finance						
TOTAL		1. BAYWALK FEE <table border="1" style="width: 100%;"> <tr> <td rowspan="2" style="width: 50%;">For Private Companies, Agencies, Corporations, Persons, Organizations and Associations</td> <td style="width: 50%;">Daytime Rate: PhP1,500.00/hour</td> </tr> <tr> <td>Night time Rate: PhP2,500.00/hr</td> </tr> <tr> <td rowspan="2">For Government Agencies and Local Government Units</td> <td>Daytime Rate: PhP1,000.00/hour</td> </tr> <tr> <td>Night time Rate: PhP2,000.00/hr</td> </tr> </table>	For Private Companies, Agencies, Corporations, Persons, Organizations and Associations	Daytime Rate: PhP1,500.00/hour	Night time Rate: PhP2,500.00/hr	For Government Agencies and Local Government Units	Daytime Rate: PhP1,000.00/hour	Night time Rate: PhP2,000.00/hr	5 Working Days, 4 hours	
For Private Companies, Agencies, Corporations, Persons, Organizations and Associations	Daytime Rate: PhP1,500.00/hour									
	Night time Rate: PhP2,500.00/hr									
For Government Agencies and Local Government Units	Daytime Rate: PhP1,000.00/hour									
	Night time Rate: PhP2,000.00/hr									
		2. REFUNDABLE CLEANLINESS BOND: PhP3,000.00								

5. Provision of Marketing and Promotion Services to Prospective Locators, PPFZ Guests and Visitors

Provision of Briefing or Presentation and/or Tour/Site Visit/Inspection of the Poro Point Freeport Zone to Prospective Locators, PPFZ Guests and Visitors



PORO POINT MANAGEMENT CORPORATION

Office or Division:	Office for Business Development			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses and G2G – Government to Government			
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization and government agencies may request for briefing or presentation and/or tour/site visit/inspection of the Poro Point Freeport Zone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request/Written Request (Also applicable for Walk-in Clients) – one (1) original copy		Client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits Letter of Request OR For Online Submission: Email the Letter of Request to poropointfreeportzone@gmail.com	1. Receive Letter of Request	None	10 minutes	<i>Executive Secretary</i> Office of the President
	1.1 Approval and endorsement of request to Business Development Office	None	1 day	<i>President & CEO</i> Office of the President and CEO
	1.2 Notify and coordinate with applicant/client on the schedule of the visit	None	20 minutes	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management



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	1.3 Conduct of Briefing/Presentation (Day of the Visit)	None	1 hour and 30 minutes	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development
				<i>VP for Airport Management</i> Office for Airport Management
	1.4 Tour of the Zone/Site Inspection (Day of the Visit)	None	2 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
TOTAL		None	1 Working Day and 4 hours	

6. Granting of Requests for Partnerships, Sponsorships and Advertisement

Granting of Requests for Partnerships, Sponsorships and Advertisement

Office or Division:	Office for Business Development
Classification:	Complex
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses and G2G – Government to Government
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization and government agencies may request for partnerships, sponsorships and advertisements
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



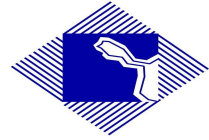
PORO POINT MANAGEMENT CORPORATION

1. Letter of Request/ Written Request/Proposal – one (1) original copy		Client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits Letter of Request/Proposal OR For Online Submission: Email the Letter of Request/Proposal to poropointfreeportzone@gmail.com	1. Receive Letter of Request/Proposal	None	10 minutes	<i>Executive Secretary</i> Office of the President
	1.1 Review and endorsement of request/proposal to Business Development Office	None	1 day	<i>President & CEO</i> Office of the President and CEO
	1.2 Evaluate request/proposal Coordinate with concerned PPMC Offices (if any) and with applicant/client on the request/proposal Prepare memo/ recommendation to the President and CEO for approval.	None	2 days	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.3 Review and approval/disapproval of the request/proposal	None	2 days	<i>President & CEO</i> Office of the President and CEO



PORORO POINT MANAGEMENT CORPORATION

	1.4 Notify/coordinate with the applicant/client of the approval/disapproval of the request	None	1 hour	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.5 If approved, endorse to Finance Office for check processing	None	1 hour	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.6 Check Processing	None	1 day	<i>Finance Analyst</i> Office for Finance <i>Finance Manager</i> Office for Finance
	1.7 Notify/coordinate with the applicant/client of the availability of the check	None	1 hour	<i>Finance Analyst</i> Office for Finance <i>Finance Manager</i> Office for Finance
2. Proceed to the PPMC Finance Office	2. Release check	None	10 minutes	<i>Cashier</i> Office for Finance <i>Finance Manager</i> Office for Finance
TO TAL		None	6 Working Days, 3 hours and 20 minutes	



PORO POINT MANAGEMENT CORPORATION

7. Granting of Requests for Data/Information and Reports

Granting of Requests for Data/Information and Reports

Office or Division:	Office for Business Development			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses and G2G – Government to Government			
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization and government agencies may request for data/information and reports			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request/ Written Request – one (1) original copy		Client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits Letter of Request OR For Online Submission: Email the Letter of Request to poropointfreeportzone@gmail.com	1. Receive Letter of Request	None	10 minutes	<i>Executive Secretary</i> Office of the President
	1.1 Review and endorsement of the request to Business Development Office	None	1 day	<i>President & CEO</i> Office of the President and CEO



PORO POINT MANAGEMENT CORPORATION

	<p>1.2 Evaluate request and prepare data/information needed</p> <p>Coordinate with concerned PPMC Offices for data (if applicable) and with applicant/client on the data requested</p> <p>Prepare memo/letter/recommendation to the President and CEO for approval.</p>	None	3 days	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p> <p><i>VP for Airport Management</i> Office for Airport Management</p>
	<p>1.3 Review and approval/disapproval of the request</p>	None	2 days	<p><i>President & CEO</i> Office of the President and CEO</p>
	<p>1.4 Notify and provide to the applicant/client the requested data/information</p>	None	4 hours	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p> <p><i>VP for Airport Management</i> Office for Airport Management</p>
TOTAL		None	6 Working Days, 4 hours and 10 minutes	

8. Provision of Aftercare Services to Locators

Provide assistance and address the needs and/or requirements of PPFZ Locators

Office or Division:	Office for Business Development
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens and G2B – Government to Businesses
Who may avail:	All locators of the Poro Point Freeport Zone



PORO POINT MANAGEMENT CORPORATION

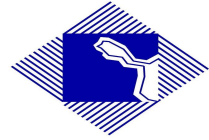
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request /Written Request/Walk-in Clients – one (1) original copy		Client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to PPMC Business	1. Receive the client/s in the PPMC Business	None	30 minutes	<i>Business Development Manager</i>
Development Office OR For Online Submission of Letter of Request/Written Request: Email at ppmc.businessdevelopment@gmail.com	Development Office/Acknowledge receipt of Letter of Request/Written Request			Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.1 Meeting/Discussion with PPFZ locators of its need or concerns (<i>offline or online</i>)	None	2 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management



PORO POINT MANAGEMENT CORPORATION

	1.2 Coordinate and endorse to appropriate PPMC Office/s applicable to the need/concern of the locator	None	2 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.3 Meeting with the concerned PPMC Office/s to address the need/concern of locator (offline or online)	None	2 hours and 30 minutes	<i>PPMC Concerned Office/s</i>
	1.4 If need/concern not yet addressed, inform the locator to submit a letter/written request to the PPMC Office of the President and CEO	None	1 hour	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
TOTAL		None	1 Working Day	

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Office for Business Development Internal Services

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PORO POINT MANAGEMENT CORPORATION

1. Preparation of Cost-Benefit Analysis/Pre-Feasibility Study and Assessment Report for Programs and Projects

Preparation of Cost-Benefit Analysis/Pre-Feasibility Study and Assessment Report for Business and Investment-related Programs and Projects

Office or Division:	Office for Business Development			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Program/Project Details and Cost – one (1) original copy or printed copy		Requesting PPMC Office		
2. Site Plan/Area Details – one (1) original copy or printed copy		Requesting PPMC Office		
3. Building Plans and Specifications (if applicable) – one (1) original copy or printed copy		Requesting PPMC Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter/Memo/Request for Cost Benefit Analysis/Pre-Feasibility Study and Assessment Report with supporting documents	1. Receive Letter/Memo/Request and initial review of the supporting documents	None	1 hour	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.1 Evaluate request and prepare data/information needed. Conduct research and coordinate with concerned PPMC Offices for additional data and supporting documents.	None	12 days	<i>Business Development Manager</i> Office for Business Development

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PORO POINT MANAGEMENT CORPORATION

	Prepare draft Cost Benefit Analysis/Pre-Feasibility Study and Assessment Report			<i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.2 Endorse draft Cost Benefit Analysis/ Pre-Feasibility Study and Assessment Report to concerned offices for review and inputs.	None	2 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.3 Review of the draft Cost-Benefit Analysis/Pre-Feasibility Study and Assessment Report	None	3 days	<i>PPMC Concerned Office/s</i>
	1.4 Revise and incorporate additional inputs, comments and suggestions	None	1 day and 4 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i>
	1.5 Prepare memo/letter/ recommendation to the President and CEO for approval.	None	1 day	Office for Airport Management



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				<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.6 Review and approval of the Cost-Benefit Analysis/Pre-Feasibility Study and Assessment Report	None	2 days	President & CEO Office of the President and CEO
2. Receive copy of the Final Cost-Benefit Analysis/Pre-Feasibility Study and Assessment Report	2. Provide copy of the Final Cost-Benefit Analysis/Pre-Feasibility Study and Assessment Report to requesting office	None	1 hour	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
TOTAL		None	20 Working Days	

2. Preparation of 5-Year Revenue Projection, Marketing Plan and Targets

Preparation of 5-Year Revenue Projection, Marketing Plan and Targets for PPMC Business Plan and Annual Corporate Budget

Office or Division:	Office for Business Development
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government



Who may avail:		PPMC Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Corporate Plans and Programs/Policy Directions – one (1) photocopy		Corporate Planning Officer		
2. Approved Master Development Plan of the Zone – one (1) photocopy or printed copy		Office for Infrastructure Management		
3. Land Utilization – one (1) original copy		Office for Infrastructure Management		
4. Site Development Plan of Leasable Areas – one (1) original copy		Office for Infrastructure Management		
5. Locatorship Applications (ongoing applications, intent, proposals) – one (1) photocopy		Office for Business Development		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Corporate Plans and Programs/Policy Direction, Land Utilization, Site Development Plan of Leasable Areas and other supporting documents	1. Receive data/information and initial review of the supporting documents	None	1 hour	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.1 Conduct research, prepare projections and coordinate with concerned PPMC Offices for additional data and supporting documents (if any). Prepare draft Marketing Plan and 5-Year Revenue Projections	None	5 days	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management



PORO POINT MANAGEMENT CORPORATION

	1.2 Secure revenue projections for existing revenue streams from Finance Office	None	2 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management <i>Finance Manager</i> Office for Finance
	1.3 Prepares Report and Recommendation to the President and CEO for approval and endorsement to the PPMC Board.	None	1 day and 4 hours	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
	1.4 Review recommendation and endorse approval to the PPMC Board	None	2 days	<i>President and CEO</i> Office of the President and CEO
	1.5 PPMC Board Deliberation and Approval	None	10 days	<i>PPMC Board of Directors</i>



PORO POINT MANAGEMENT CORPORATION

	1.6 Prepare Final Report and/or compliance with additional requirements of the PPMC Board (if any)	None	1 day	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
2. Receive copy of the Final Report	2. Provide Final Report to Corporate Planning and Finance Office	None	1 hour	<i>Business Development Manager</i> Office for Business Development <i>Business Development Officer</i> Office for Business Development <i>VP for Airport Management</i> Office for Airport Management
TOTAL		None	20 Working Days	



PORO POINT MANAGEMENT CORPORATION

**Office for Regulatory Services
Enterprise Regulations
External Services**

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PORO POINT MANAGEMENT CORPORATION

1. Application for Certificate of Entitlement to Tax Incentives (CETI) using the Fiscal Incentives Registration and Monitoring System (FIRMS)

The Certificate of Entitlement to Tax Incentives (CETI) refers to the document issued to Registered Business Enterprises (RBEs) upon application by RBEs prior to the filing of its Income Tax Return (ITR) as proof of entitlement for incentive upon verification of the compliance with Terms and Conditions of its registration.

FIRMS is an online registration and incentives application portal for investors or enterprises to submit and monitor applications for incentives in any of the investment promotion agencies.

Office or Division:	Office for Regulatory Services – Enterprise Regulations
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses
Who may avail:	Registered Business Enterprises with PPFZ Certificate of Registration

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
12. PPFZ Certificate of Registration	Poro Point Management Corporation
13. Compliance with Registration Terms and Conditions	Client availing the service
14. Proof of Payment of Certificate of Entitlement to Tax Incentives (CETI) Fee	Client availing the service
15. Proof of Performance Metric Attainment and/or Justification for non-compliance	Client availing the service
16. Annual Report of beneficial ownership of the organization and related parties	Client availing the service
17. Duly accomplished/filled out FIRMS online CETI Form	Client availing the service
18. Other Supporting Documents as may be required by PPMC	Client availing the service

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to FIRMS account Accomplish/fill out the requested information in the FIRMS CETI	1. Orient/assist the applicant/client in the application process	None	15 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division



Forms and save a copy				<p><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division</p> <p><i>Vice President for Regulatory Services</i> <i>Office for Regulatory Services</i></p>
<p>2. Submit complete information and/or documentary requirements, to wit:</p> <p>2.1 PPFZ Certificate of Registration</p> <p>2.2 Compliance with Registration Terms and Conditions</p> <p>2.3 Duly accomplished/filled out FIRMS online CETI Form</p> <p>2.4 Proof of Performance Metric Attainment and/or Justification for non-compliance</p> <p>2.5 Other supporting documents as may be required by PPMC</p>	<p>2. Receives documentary requirements and notifies/tags applicant/client for complete submission.</p> <p>Evaluate submitted information and documents. Tags the application for evaluation.</p> <p>If incomplete submission, notifies/tags applicant/client for justification or for completion (if there are discrepancies or lacking information)</p> <p>Advise the applicant/client to submit CETI applications in the FIRMS.</p>	None	5 working days	<p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division</p> <p><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division</p> <p><i>Vice President for Regulatory Services</i> <i>Office for Regulatory Services</i></p>
3. Submit CETI application in the FIRMS and notify	3. Receives Application for CETI	None	15 minutes	<i>Enterprise Regulations Officer</i>



PPMC once submitted.				<p>Enterprise Regulations Division</p> <p><i>Enterprise Regulations Assistant Enterprise Regulations Division</i></p> <p><i>Vice President for Regulatory Services Office for Regulatory Services</i></p>
	3.1. Prepares an evaluation report and recommendation to the President and CEO for approval	None	1 working day	<p><i>Enterprise Regulations Officer Enterprise Regulations Division</i></p> <p><i>Enterprise Regulations Assistant Enterprise Regulations Division</i></p> <p><i>Vice President for Regulatory Services Office for Regulatory Services</i></p>
	3.2. Review recommendation and approval of application	None	5 working days	<p><i>President and CEO Office of the President & CEO</i></p>
4. Receives notification on PPMC action	4. Notifies/Tags the applicant/client of the approval or disapproval of the application	None	1 working day	<p><i>Enterprise Regulations Officer Enterprise Regulations Division</i></p>



PORO POINT MANAGEMENT CORPORATION

	If approved, notify the applicant/client of the payment of CETI Fee			<i>Enterprise Regulations Assistant</i> <i>Enterprise Regulations Division</i> <i>Vice President for Regulatory Services</i> <i>Office for Regulatory Services</i>
<p>5. Pay the CETI Fee</p> <p>The said fee can be paid thru Bank with the following details:</p> <p>Account Name: Poro Point Management Corporation</p> <p>Account Number: 0202-0218-24</p> <p>Bank Branch: Landbank, San Fernando City, La Union</p> <p>Please transmit copy of the deposit slip to regserv.poropointfreeport@gmail.com</p>	5. Accept/Check proof of payment and issue official receipt	CETI Fee = PhP5,000.00	1 working day	<i>Enterprise Regulations Officer</i> <i>Enterprise Regulations Division</i> <i>Enterprise Regulations Assistant</i> <i>Enterprise Regulations Division</i> <i>Vice President for Regulatory Services</i> <i>Office for Regulatory Services</i>
6. Receive the approved Certificate of Entitlement to Tax Incentives (CETI)	6. Generate Certificate of Entitlement to Tax Incentives (CETI) and issue to the applicant/client	None	1 working day	<i>Enterprise Regulations Officer</i> <i>Enterprise Regulations Division</i>



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				<i>Enterprise Regulations Assistant Enterprise Regulations Division</i> <i>Vice President for Regulatory Services Office for Regulatory Services</i>	
		TOTAL	CETI Fee = PhP5,000.00	14 working days	



PORO POINT MANAGEMENT CORPORATION

2. Renewal of Certificate of Registration

A Registered Business Enterprise (RBE) of Poro Point Management Corporation who is a holder of a PPFZ Certificate of Registration (CR) may renew its existing certificate of registration upon expiration of the previously issued CR. The Certificate of Registration shall be the RBE's license to operate business and shall be an equivalent business registration inside the Poro Point Freeport Zone (PPFZ).

Office or Division:	Office for Regulatory Services - Enterprise Regulations
Classification:	Complex
Type of Transaction:	G2B - Government to Business
Who may avail:	All PPFZ Registered Business Enterprises under the PRE-CREATE law (Republic Act No. 11534, otherwise known as the "Corporate Recovery and Tax Incentives for Enterprises" Act) with transitory /sunset period of registration until April 2023.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Business Proposal with Project Implementation Plan – one (1) original copy	Client availing the service
2. Duly signed PPFZ Renewal of Registration Form – (1) original copy	PPMC Customs Clearance Area – Enterprise Regulations
3. Board Resolution or Secretary's Certificate of Authorized Representative(s) or Signatory(ies) - one (1) photocopy	Client availing the service
4. Updated General Information Sheet (GIS) and copy of <u>amendments</u> of the following, if any: <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration • SEC Articles of Incorporation and By-Laws - one (1) photocopy	Securities and Exchange Commission (SEC)
5. Employment Generated Report for the previous year of operation – one (1) original copy	Client availing the service
6. Proof of Financial Capability/Assets <ul style="list-style-type: none"> i. Audited Financial Statement for the previous year of operation – one (1) photocopy 	Auditing Firm of the Client availing the service
7. 5% GIE proofs of payment to BIR and LGU for the applicable quarters.	Client availing the service

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission by the client of the complete Documentary Requirements to the Customs Clearance Area (CCA).	1. Receive from the client complete documentary requirements	None	40 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>OR</p> <p>For Online Submission: Email the requirements to regserv.poropointfreeport@gmail.com</p>				<p><i>Environment & Safety Officer</i> Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division</p>
	<p>1.1 Review the authenticity and accuracy of the documents submitted</p>	<p>None</p>	<p>2 working days</p>	<p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division</p> <p><i>Environment & Safety Officer</i> Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division</p> <p><i>PPMC Heads of Office</i></p>
	<p>1.2 Draft Certificate of Registration and endorsement to the President & CEO or to his alternate for approval & signing</p>	<p>None</p>	<p>2 hours</p>	<p><i>VP for Regulatory Services</i> Office for Regulatory Services</p> <p><i>Enterprise Regulations Officer</i> Enterprise</p>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Regulations Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.3 Review and sign the renewed Certificate of Registration	None	3 working days	<i>President & CEO</i> Office of the President and CEO
	1.4 Notify the applicant/client on the approved/signed Certificate of Registration and the payment of required fees	None	30 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
2. Pay the required fees OR The said fee can be paid thru Bank with the following details: Account Name: Poro Point Management Corporation	2. Receive payment and issue Official Receipt	Filing Fee- PhP2,000.00 Processing Fee- Php2,000.00 Certificate of Registration (CR) - Php4,000.00	20 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Account Number: 0202-0218-24 Bank Branch: Landbank, San Fernando City, La Union Please transmit copy of the deposit slip to regserv.poropointfreeport@gmail.com		Endorsement to the Bureau of Internal Revenue (BIR) - Php1,000.00		<i>Enterprise Regulations Assistant Enterprise Regulations Division</i>
3. Receive duly signed Certificate of Registration	3. Issue duly signed Certificate of Registration	None	1 working day	<i>Enterprise Regulations Officer Enterprise Regulations Division</i> <i>Environment & Safety Officer Environmental Management and Health Services Division</i> <i>Enterprise Regulations Assistant Enterprise Regulations Division</i>
	TOTAL	PhP9,000.00	6 working days	



PORO POINT MANAGEMENT CORPORATION

3. Granting of New and Renewal of Existing Certificate of Accreditation or Permit to Operate

Business entity who does business inside the Zone but holds office outside the PPFZ and recognized by PPMC as a business enterprise that complied with the minimum standards and basic legal requirements in the conduct of the establishment and operation, must apply for a new/renewal of a Certificate of Accreditation.

On the other hand, Permit to Operate (PTO) refers to the permit/license issued to a PPFZ Business Enterprise or business entity doing business inside the PPFZ evidencing registration without fiscal incentives.

Office or Division:	Office for Regulatory Services - Enterprise Regulations		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Any sole proprietorship, partnership, corporation, association or other form of business entity		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. PPFZ Application for Certificate of Accreditation Form – one (1) original copy		PPMC Customs Clearance Area – Enterprise Regulations	
2. DTI Registration Certificate/ SEC Registration, if corporation/ Cooperative Development Authority (CDA) registration, for cooperative – one (1) photocopy		Department of Trade and Industry (DTI); Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA)	
2. BIR Form 2303/ BIR Certificate of Registration – one (1) photocopy		Bureau of Internal Revenue (BIR)	
3. Mayor’s Permit/Business Permit/Sublease Agreement with PPFZ Registered Enterprise – one (1) photocopy		City or municipality where the principal place of business of the client is located, or the equivalent document for Exclusive Economic Zones or Areas	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit PPFZ Application for Certificate of Accreditation and complete Documentary Requirements to the PPMC Customs Clearance Area (CCA). OR For Online Submission: Email the requirements to regserv.poropointfreeport@gmail.com	1. Receive application for accreditation or permit to operate, including required documents	None	30 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i>



PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Enterprise Regulations Division
	1.2 Review, evaluate and verify submitted documents	None	1 hour	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.3. Prepare Certificate of Accreditation/Permit to Operate for approval and signing	None	1 hour	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.4 Review and sign the Certificate of Accreditation or Permit to Operate	None	1 hour	<i>VP for Regulatory Services</i>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Office for Regulatory Services <i>Enterprise Regulations Officer</i> Enterprise Regulations Division (Alternate)
<p>2. Payment of prescribed Accreditation/Permit to Operate fee</p> <p>OR</p> <p>The said fee can be paid thru Bank with the following details:</p> <p>Account Name: Poro Point Management Corporation</p> <p>Account Number: 0202-0218-24</p> <p>Bank Branch: Landbank, San Fernando City, La Union</p> <p>Please transmit copy of the deposit slip to regserv.poropointfreeport@gmail.com</p>	<p>2. Receive payment and issue Official Receipt</p>	<p>Processing Fee- Php2,000.00</p> <p>Endorsement to the Bureau of Internal Revenue (BIR) - Php1,000.00</p> <p>Certificate of Accreditation or Permit to Operate – Php2,000.00</p>	<p>10 minutes</p>	<p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division</p> <p><i>Environment & Safety Officer</i> Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division</p>
<p>3. Receive duly signed Certificate of Accreditation/Permit to Operate</p>	<p>3. Issue/Release Certificate of Accreditation/Permit to Operate</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division</p> <p><i>Environment & Safety Officer</i> Environmental</p>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	TOTAL	PhP5,000.00	4 hours	



PORO POINT MANAGEMENT CORPORATION

4. Issuance of Permit to Bring-In Local Articles

Permit issued pursuant to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001) for local articles brought inside the Poro Point Freeport Zone

Office or Division:	Office for Regulatory Services - Enterprise Regulations
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	All duly registered business enterprises inside and accredited enterprises doing business in the PPFZ.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1) Present upon application any of the following documents, or its equivalent: <ul style="list-style-type: none"> • Material/Supply List • Official Purchase Order • Official Delivery Receipt • Official Commercial Invoice • Cash Sales Invoice/Charge Sales Invoice • Sales Invoice • Order Slip 	Client availing the service
2) Duly filled in and signed PPFZ Local Purchase Form – four (4) original copies	PPMC Customs Clearance Area – Enterprise Regulations
3) Duly filled in and signed PPFZ Request for Inspection Form – four (4) original copies	PPMC Customs Clearance Area – Enterprise Regulations

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit duly accomplished Local Purchase Form (LPF) upon presentation of the documentary requirement	1. Receive and review completeness of submitted documents and endorse for approval to authorized signatories.	None	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division



PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Nurse</i> Environmental Management and Health Services Division
2. Secure and submit duly accomplished PPFZ Request for Inspection (RFI) Form indicating the date and time of arrival of the local article(s)	2. Receive duly accomplished RFI and inspect the local article(s) or good(s)	None	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division <i>Nurse</i> Environmental Management and Health Services Division
3. Pay processing fee.	3. Collect processing fee, issue official receipt, and affix PPMC dry seal to the duly signed Local Purchase Form	Processing Fee – Php250.00	3 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations</i>



PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Assistant</i> Enterprise Regulations Division <i>Nurse</i> Environmental Management and Health Services Division
4. Receive copy of duly approved LPF and RFI	4. Release of duly accomplished and approved LPF and RFI of inspected articles	None	2 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division <i>Nurse</i> Environmental Management and Health Services Division
	TOTAL	PhP250.00	15 minutes	



PORO POINT MANAGEMENT CORPORATION

5. Issuance of Permit to Bring-In Imported Articles

Permit issued pursuant to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001) for imported articles exempt from duties and taxes which are brought inside the Poro Point Freeport Zone in relation to registered business enterprise PPMC approved activity/purpose.

Office or Division:	Office for Regulatory Services - Enterprise Regulations		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All duly registered business enterprises doing business in the PPFZ.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application for Permit to Bring-In (APBI) – four (4) original copies		PPMC Customs Clearance Area – Enterprise Regulations	
2. Upon Application: a. Official Commercial Invoice (or its equivalent) – one (1) original, three (3) photocopies b. Bill of Lading/Airway Bill – one (1) original, three (3) photocopies c. Approved import permit/clearance from other government agency(ies) issuing duty and tax exemption/s, if applicable - one (1) original, three (3) photocopies		Client availing the service Client availing the service Other tax/duty-exempt/government authority	
3. Upon Arrival of Article/s: 1. Permit to Bring-Out from the Port of Exit, if applicable – four (4) photocopies; or 2. BOC Single Administrative Document/TSAD and attachments – four (4) copies		Other tax/duty-exempt/government authority Bureau of Customs	
4. Duly filled in and signed PPFZ Request for Inspection Form – four (4) original copies (refer to service – Request for Inspection Procedure)		PPMC Customs Clearance Area – Enterprise Regulations	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit duly accomplished Application for Permit to Bring-In (APBI) together with the documentary requirements	1. Brief applicant about the service. Receive and review completeness of submitted documents and endorse for approval to authorized signatories.	None	30 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.1 Validate submitted documents, affix signature and recommend approval of the President & CEO.	None	2 working days	<i>VP for Regulatory Services</i> Office for Regulatory Services <i>Enterprise Regulations Officer</i> Enterprise Regulations Division
	1.2 Review documents, approve and sign the APBI.	None	3 working days	<i>President and CEO</i> Office of the President and CEO
	1.3 Notify the client/applicant the approval of permit application and the payment of processing fee	None	30 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
2. Pay processing fee.	2. Collect processing fee, issue official receipt, and affix	Processing Fee	3 minutes	<i>Enterprise Regulations Officer</i> Enterprise



PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	PPMC dry seal to the APBI.	For Commercial Use (Finished Articles for Sale) - PhP250.00 For Non-Commercial use (Raw Materials, Equipment for Processing, or Company Use) - PhP100.00 Scrap/ Waste - PhP200.00		Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	2.1 Release duly approved APBI.	None	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	TOTAL	Processing Fee For Commercial Use (Finished Articles for Sale) - PhP250.00	3 working days	



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		For Non-Commercial use (Raw Materials, Equipment for Processing, or Company Use) - Php100.00 Scrap/ Waste - Php200.00		



PORO POINT MANAGEMENT CORPORATION

6. Issuance of Permit to Bring Out Local Articles

Permit issued pursuant to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001) for local articles brought outside the Poro Point Freeport Zone

Office or Division:	Office for Regulatory Services - Enterprise Regulations
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	All duly registered enterprises doing business in the PPFZ.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Application for Permit to Bring-Out (APBO) – four (4) original copies	PPMC Customs Clearance Area – Enterprise Regulations
2. Commercial Invoice, or its equivalent reflecting the name of consignee/buyer – one (1) original, three (3) photocopies	Client availing the service
3. Previously used Permit to Bring-In Local Articles – one (1) original copy, three (3) photocopies	PPMC Customs Clearance Area – Enterprise Regulations
4. Duly filled in and signed PPFZ Request for Inspection Form – four (4) original copies	PPMC Customs Clearance Area – Enterprise Regulations

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit duly accomplished Application for Permit to Bring-Out (APBO) and the documentary requirements	1. Brief applicant about the service. Receive and review completeness of submitted documents and endorse to the Vice President for Regulatory Services (VPRS) or his alternate	None	30 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.1 Review documents, approve and sign the APBO.	None	1 working day	<i>VP for Regulatory Services</i> Office for Regulatory Services



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Enterprise Regulations Officer</i> Enterprise Regulations Division
2. Pay processing fee.	2. Collect processing fee, issue official receipt, and affix PPMC dry seal.	Processing Fee With no commercial value – Php100.00 With Commercial Value *Up to USD10,000.00 - Php500.00 *Above USD10,000.00 - Php1,000.00 Scrap/ Waste - Php200.00	3 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	2.1 Release duly approved APBO.	None	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Secure and submit duly accomplished Request for Inspection (RFI) Form and indicate the date and time of arrival of the articles at the Customs Clearance Area (CCA).	3. Issue and receive duly accomplished RFI indicating the date and time of arrival of articles at the CCA	None	10 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	3.1 Inspect articles vis-à-vis supporting documents Sign the exit clearance in the APBO	None	3 hours	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division <i>Security Officer</i> Zone Security and Public Safety
	TOTAL	Processing Fee	1 working day	



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		With no commercial value – Php100.00 With Commercial Value *Up to USD10,000.00 - PhP500.00 *Above USD10,000.00 - PhP1,000.00 Scrap/ Waste - PhP200.00		

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PORO POINT MANAGEMENT CORPORATION

7. Issuance of Permit to Bring Out Imported Articles

Permit issued pursuant to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001) for imported articles brought outside the Poro Point Freeport Zone

Office or Division:	Office for Regulatory Services - Enterprise Regulations
Classification:	Complex
Type of Transaction:	G2B - Government to Business
Who may avail:	All duly registered enterprises doing business in the PPFZ.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Permit to Bring-Out (APBO) – four (4) original copies	PPMC Customs Clearance Area – Enterprise Regulations
2. Commercial Invoice, or its equivalent reflecting the name of consignee/buyer – one (1) original copy, three (3) photocopies	Client availing of the service
3. Packing List reflecting the name of consignee/buyer – one (1) original copy, three (3) photocopies	Client availing of the service
4. Purchase Order reflecting the name of consignee/buyer – one (1) original copy, three (3) photocopies	Client availing of the service
5. Proof of Payment of Duties and Taxes/Surety Bond approved by BOC – one (1) original copy, three (3) photocopies	Bureau of Customs
6. Permit to Bring-In from other tax-exempt territory (if applicable) or previous permit issued by PPMC – one (1) original copy, three (3) photocopies	Client availing of the service
7. Duly filled in and signed PPFZ Request for Inspection Form – four (4) original copies (refer to Request for Inspection Procedure)	PPMC Customs Clearance Area – Enterprise Regulations

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit duly accomplished Application for Permit to Bring-Out (APBO) and the documentary requirements	1. Brief applicant about the service Receive and review completeness of submitted documents and endorse to PPMC	None	1 working day	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and



PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approving signatories			Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.1 Review documents, approve and sign the APBO.	None	3 working days	<i>President and CEO</i> Office of the President and CEO <i>VP for Regulatory Services</i> Office for Regulatory Services
2. Pay processing fee.	2. Collect processing fee, issue official receipt, and affix PPMC dry seal.	Processing Fee With no commercial value – Php100.00 With Commercial Value *Up to USD10,000.00 - Php500.00 *Above USD10,000.00 - Php1,000.00 Scrap/ Waste - Php200.00	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.1 Release duly approved APBO.	None	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<p><i>Environment & Safety Officer</i> Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division</p>
	TOTAL	<p>Processing Fee</p> <p>With no commercial value – Php100.00</p> <p>With Commercial Value *Up to USD10,000.00 - PhP500.00</p> <p>*Above USD10,000.00 - PhP1,000.00</p> <p>Scrap/ Waste - Php200.00</p>	4 working days	

PPMC
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PORO POINT MANAGEMENT CORPORATION

8. Issuance of Import Permit

Permit/Clearance issued pursuant to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001), Customs Modernization and Tariff Act (CMTA) and applicable customs orders for all importations needed by the Registered Business Enterprise in its operations inside the Poro Point Freeport Zone such as raw materials, machineries, spare parts, supplies and other articles, directly involved with its operations are exempt from the payment of import/customs duties and internal revenue taxes.

Office or Division:	Office for Regulatory Services - Enterprise Regulations
Classification:	Complex
Type of Transaction:	G2B - Government to Business
Who may avail:	All duly registered business enterprises doing business in the PPFZ.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Application of Import Permit (AIP) – four (4) original copies	PPMC Customs Clearance Area – Enterprise Regulations
2. Upon Application: <ul style="list-style-type: none"> Letter of Intent – one (1) original copy, three (3) photocopies Pro-forma or Commercial Invoice, or its equivalent – one (1) original copy, three (3) photocopies Purchase Order – one (1) original copy, three (3) photocopies 	Client availing of the service
3. Upon Arrival of Shipment: <ul style="list-style-type: none"> Packing List – four (4) photocopies Permit to Bring-In/Clearance from other tax-exempt authority (if applicable) – four (4) photocopies Airway Bill/Bill of Lading Proof of Payment of Duties and Taxes – four (4) photocopies BOC Single Administrative Document/TSAD and attachments 	Client availing of the service Other Tax-Exempt Authority/Government issuing authority Client availing of the service Bureau of Customs Bureau of Customs
4. Duly filled in and signed PPFZ Request for Inspection Form – four (4) original copies (refer to Request for Inspection Procedure)	PPMC Customs Clearance Area – Enterprise Regulations

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved and signed by the PPMC President and CEO the following documentary requirements	1. Receive and review submitted documents Issue Application of Import Permit (AIP).	None	30 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
2. Submit duly filled in and signed Application of Import Permit (AIP) accomplished in four (4) copies	2. Receive and review completeness of submitted documents and endorse for approval to authorized signatories.	None	1 working day	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	2.1 Review documents, approve and sign the AIP.	None	3 working days	<i>President and CEO</i> Office of the President and CEO <i>VP for Regulatory Services</i> Office for Regulatory Services
	2.2 Notify the applicant/client the approval of application and pay the processing fee	None	30 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																										
				<i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division																										
3. Pay processing fee.	3. Collect processing fee, issue official receipt, and affix PPMC dry seal.	Processing Fees: <table border="1" data-bbox="699 884 1031 2027"> <tr> <td>Processing Fee</td> <td>Php300.00</td> </tr> <tr> <td>With No Commercial Value</td> <td>100.00</td> </tr> <tr> <td>With Commercial Value</td> <td></td> </tr> <tr> <td>Up to US\$1,000.00</td> <td>100.00</td> </tr> <tr> <td>US\$1,001.00 to US\$10,000.00</td> <td>150.00</td> </tr> <tr> <td>US\$10,001.00 to US\$50,000.00</td> <td>300.00</td> </tr> <tr> <td>US\$50,001.00 to US\$100,000.00</td> <td>350.00</td> </tr> <tr> <td>US\$100,001.00 to US\$500,000.00</td> <td>500.00</td> </tr> <tr> <td>Over US\$500,000.00</td> <td>700.00</td> </tr> <tr> <td>With out an Approved Permit</td> <td> <table border="1" data-bbox="778 1624 1031 2027"> <tr> <td>1st</td> <td>50,000.00 or 1% of the invoice value of goods/items, whichever is higher</td> </tr> <tr> <td>2nd</td> <td>Php 100,000.00 or 1% of the invoice value of goods/items, whichever is higher</td> </tr> <tr> <td>3rd</td> <td>200,000.00 and Termination of Lease/Sub-Lease</td> </tr> </table> </td> </tr> </table>	Processing Fee	Php300.00	With No Commercial Value	100.00	With Commercial Value		Up to US\$1,000.00	100.00	US\$1,001.00 to US\$10,000.00	150.00	US\$10,001.00 to US\$50,000.00	300.00	US\$50,001.00 to US\$100,000.00	350.00	US\$100,001.00 to US\$500,000.00	500.00	Over US\$500,000.00	700.00	With out an Approved Permit	<table border="1" data-bbox="778 1624 1031 2027"> <tr> <td>1st</td> <td>50,000.00 or 1% of the invoice value of goods/items, whichever is higher</td> </tr> <tr> <td>2nd</td> <td>Php 100,000.00 or 1% of the invoice value of goods/items, whichever is higher</td> </tr> <tr> <td>3rd</td> <td>200,000.00 and Termination of Lease/Sub-Lease</td> </tr> </table>	1 st	50,000.00 or 1% of the invoice value of goods/items, whichever is higher	2 nd	Php 100,000.00 or 1% of the invoice value of goods/items, whichever is higher	3 rd	200,000.00 and Termination of Lease/Sub-Lease	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
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PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE												
		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">fees</td> <td style="width: 50%;">Agreement/Contract</td> </tr> </table> <p><i>Importation of Tax-Exempt Vehicles (TEVs)</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Processing Fee</td> <td style="width: 50%;">Php 880.00</td> </tr> <tr> <td style="width: 50%;">Transfer of Ownership</td> <td style="width: 50%;">1% on the gross sale and/or compensation received in consideration of the sale, assignment or transfer of any TEV or Php8,800.00, whichever is higher</td> </tr> </table> <p><i>Importation of Motor Vehicles</i></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">TYPE</th> <th style="width: 50%;">Processing Fee</th> </tr> </thead> <tbody> <tr> <td>used Trucks, Special Purpose Vehicle (SPV) and buses</td> <td>4,000.00 per unit</td> </tr> <tr> <td>Industrial/Heavy Equipment</td> <td>8,000.00 per unit</td> </tr> </tbody> </table>	fees	Agreement/Contract	Processing Fee	Php 880.00	Transfer of Ownership	1% on the gross sale and/or compensation received in consideration of the sale, assignment or transfer of any TEV or Php8,800.00, whichever is higher	TYPE	Processing Fee	used Trucks, Special Purpose Vehicle (SPV) and buses	4,000.00 per unit	Industrial/Heavy Equipment	8,000.00 per unit		
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TYPE	Processing Fee															
used Trucks, Special Purpose Vehicle (SPV) and buses	4,000.00 per unit															
Industrial/Heavy Equipment	8,000.00 per unit															
	2.2 Release duly approved AIP.	None	5 minutes	<p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division</p> <p><i>Environment & Safety Officer</i> Environmental Management and Health Services Division</p>												



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																					
				<i>Enterprise Regulations Assistant Enterprise Regulations Division</i>																					
	TOTAL	Processing Fees: <table border="1" data-bbox="699 629 1031 2016"> <tr> <td data-bbox="703 658 874 712">Processing Fee</td> <td data-bbox="877 658 1026 712">Php300.00</td> </tr> <tr> <td data-bbox="703 741 874 824">With No Commercial Value</td> <td data-bbox="877 741 1026 824">100.00</td> </tr> <tr> <td data-bbox="703 853 874 987">With Commercial Value Up to US\$1,000.00</td> <td data-bbox="877 853 1026 987">100.00</td> </tr> <tr> <td data-bbox="703 1016 874 1099">US\$1,001.00 to US\$10,000.00</td> <td data-bbox="877 1016 1026 1099">150.00</td> </tr> <tr> <td data-bbox="703 1128 874 1211">US\$10,001.00 to US\$50,000.00</td> <td data-bbox="877 1128 1026 1211">300.00</td> </tr> <tr> <td data-bbox="703 1240 874 1323">US\$50,001.00 to US\$100,000.00</td> <td data-bbox="877 1240 1026 1323">350.00</td> </tr> <tr> <td data-bbox="703 1375 874 1458">US\$100,001.00 to US\$500,000.00</td> <td data-bbox="877 1375 1026 1458">500.00</td> </tr> <tr> <td data-bbox="703 1509 874 1563">Over US\$500,000.00</td> <td data-bbox="877 1509 1026 1563">700.00</td> </tr> <tr> <td data-bbox="703 1570 778 1787" rowspan="2">Without an Approved Permit</td> <td data-bbox="778 1570 826 1787">1st Offer</td> <td data-bbox="826 1570 1026 1787">50,000.00 or 1% of the invoice value of goods/items, whichever is higher</td> </tr> <tr> <td data-bbox="778 1794 826 2011">2nd Offer</td> <td data-bbox="826 1794 1026 2011">Php 100,000.00 or 1% of the invoice value of goods/items, whichever is higher</td> </tr> </table>	Processing Fee	Php300.00	With No Commercial Value	100.00	With Commercial Value Up to US\$1,000.00	100.00	US\$1,001.00 to US\$10,000.00	150.00	US\$10,001.00 to US\$50,000.00	300.00	US\$50,001.00 to US\$100,000.00	350.00	US\$100,001.00 to US\$500,000.00	500.00	Over US\$500,000.00	700.00	Without an Approved Permit	1 st Offer	50,000.00 or 1% of the invoice value of goods/items, whichever is higher	2 nd Offer	Php 100,000.00 or 1% of the invoice value of goods/items, whichever is higher	4 working days	
Processing Fee	Php300.00																								
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PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE						
		<table border="1"> <tr> <td data-bbox="703 353 778 566">3rd Offer Extension</td> <td data-bbox="778 353 1024 566">200,000.00 and Termination of Lease/Sub-Lease Agreement/Contract</td> </tr> </table>	3 rd Offer Extension	200,000.00 and Termination of Lease/Sub-Lease Agreement/Contract						
3 rd Offer Extension	200,000.00 and Termination of Lease/Sub-Lease Agreement/Contract									
		<i>Importation of Tax-Exempt Vehicles (TEVs)</i>								
		<table border="1"> <tr> <td data-bbox="703 667 850 734">Processing Fee</td> <td data-bbox="850 667 1024 734">Php 880.00</td> </tr> <tr> <td data-bbox="703 734 850 1137">Transfer of Ownership</td> <td data-bbox="850 734 1024 1137">1% on the gross sale and/or compensation received in consideration of the sale, assignment or transfer of any TEV or Php8,800.00, whichever is higher</td> </tr> </table>	Processing Fee	Php 880.00	Transfer of Ownership	1% on the gross sale and/or compensation received in consideration of the sale, assignment or transfer of any TEV or Php8,800.00, whichever is higher				
Processing Fee	Php 880.00									
Transfer of Ownership	1% on the gross sale and/or compensation received in consideration of the sale, assignment or transfer of any TEV or Php8,800.00, whichever is higher									
		<i>Importation of Motor Vehicles</i>								
		<table border="1"> <thead> <tr> <th data-bbox="703 1238 850 1305">TYPE</th> <th data-bbox="850 1238 1024 1305">Processing Fee</th> </tr> </thead> <tbody> <tr> <td data-bbox="703 1305 850 1529">used Trucks, Special Purpose Vehicle (SPV) and buses</td> <td data-bbox="850 1305 1024 1529">4,000.00 per unit</td> </tr> <tr> <td data-bbox="703 1529 850 1632">Industrial/ Heavy Equipment</td> <td data-bbox="850 1529 1024 1632">8,000.00 per unit</td> </tr> </tbody> </table>	TYPE	Processing Fee	used Trucks, Special Purpose Vehicle (SPV) and buses	4,000.00 per unit	Industrial/ Heavy Equipment	8,000.00 per unit		
TYPE	Processing Fee									
used Trucks, Special Purpose Vehicle (SPV) and buses	4,000.00 per unit									
Industrial/ Heavy Equipment	8,000.00 per unit									

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PORO POINT MANAGEMENT CORPORATION

9. Issuance of Export Clearance

Permit/Clearance issued pursuant to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001) for all exportations needed by the Registered Business Enterprise in its operations inside the Poro Point Freeport Zone such as raw materials, machineries, spare parts, supplies and other articles, directly involved with its operations are exempt from the payment of export/customs duties and internal revenue taxes.

Office or Division:	Office for Regulatory Services - Enterprise Regulations
Classification:	Complex
Type of Transaction:	G2B - Government to Business
Who may avail:	All duly registered enterprises doing business in the PPFZ.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Export Declaration Form filed with DTI – four (4) photocopies	Department of Trade and Industry (DTI)
2. Application for Export Clearance – four (4) original copies	PPMC Customs Clearance Area – Enterprise Regulations
3. For Export: <ul style="list-style-type: none"> Commercial Invoice or its equivalent – one (1) original copy, three (3) photocopies Packing List – one (1) original copy, three (3) photocopies Purchase Order or its equivalent – one (1) original copy, three (3) photocopies Commodity Clearance from the Government Agency involved – one (1) original copy, three (3) photocopies Export Declaration – one (1) original copy, three (3) photocopies Letter of Authorization for the Representative/Agent handling the shipment – one (1) original copy, three (3) photocopies 	Client availing of the service Client availing of the service Client availing of the service Client availing of the service Accredited Export Authority Client availing of the service
4. For Re-Export: <ul style="list-style-type: none"> Commercial Invoice or its equivalent – one (1) original copy, three (3) photocopies Packing List – one (1) original copy, three (3) photocopies Approved re-export letter from the Bureau of Customs – one (1) original copy, three (3) photocopies Import documents (single administrative declaration, invoice, tally sheet, bill of lading) – one (1) original copy, three (3) photocopies Clearance/permit from other government agencies (if necessary) – one (1) original copy, three (3) photocopies 	Client availing of the service Client availing of the service Bureau of Customs Client availing of the service Client availing of the service
5. Duly filled in and signed PPFZ Request for Inspection Form – four (4) original copies (refer to Request for Inspection Procedure)	PPMC Customs Clearance Area – Enterprise Regulations



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Application for Export Clearance (PPMC Form) and submit to PPMC with supporting documents	1. Issue Application of Export Clearance (AEC)	None	10 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.1 Receive and review completeness of submitted documents and endorse for approval to authorized signatories	None	1 working day	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.2 Review documents, approve and sign the AEC.	None	3 working days	<i>President and CEO</i> Office of the President and CEO



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>VP for Regulatory Services</i> Office for Regulatory Services
2. Receive the approved AEC	2. Release duly approved AEC.	None	10 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	TOTAL	None	4 working days	



PORO POINT MANAGEMENT CORPORATION

10. Issuance of Gate Pass

Permit issued pursuant to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001) for tools and equipment brought inside or outside the Poro Point Freeport Zone.

Office or Division:	Office for Regulatory Services - Enterprise Regulations
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	All suppliers/ contractors/ service providers/ consultants of duly registered/accredited enterprise in the PPFZ.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Application for Gate Pass – four (4) original copies	PPMC Customs Clearance Area – Enterprise Regulations
2. Nomenclature/ Description of Articles/ Equipment/List of Materials – to be written in the Gate Pass Form	Client availing the service

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File and submit application for Gate Pass. Hence, all articles/ equipment bound for the PPFZ Registered Business Enterprise (RBE) shall be substantiated with the nomenclature/ description of the same; while articles/ equipment brought out from the PPFZ RBE shall be confirmed by a gate pass or authorization/ certification from the PPFZ RBE.	1. Brief applicant of the service Receive and evaluate the application together with the supporting documents	None	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division <i>Nurse</i> Environmental Management and Health Services <i>Security Officer</i> Zone Security and Public Safety



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Review and validate document. Approve the application	None	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division <i>Nurse</i> Environmental Management and Health Services <i>Security Officer</i> Zone Security and Public Safety
2. Pay processing fee.	2. Collect processing fee and issue official receipt.	Processing Fee – Php100.00	3 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Enterprise Regulations Division <i>Nurse</i> Environmental Management and Health Services
	3.1 Inspect articles/equipment. Release articles/equipment.	None	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division <i>Security Officer</i> Zone Security and Public Safety Division
	TOTAL	PhP100.00	18 minutes	

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PORO POINT MANAGEMENT CORPORATION

11. Issuance of Certified True Copy of permit(s) issued at the PPMC Customs Clearance Area

Authentic copy of permit issued in relation to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001) for any legal purpose/intent that the PPFZ Registered Business Enterprise may need.

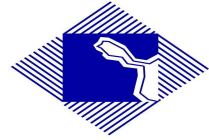
Office or Division:	Office for Regulatory Services - Enterprise Regulations
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	All suppliers/ contractors/ service providers/ consultants of duly registered/accredited enterprise in the PPFZ.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Copy of permit(s) to be certified – number of copies depending on the request of the client	Client availing of the service

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide copy of permit issued by PPMC for authentication or request for a Certified True Copy	1. Brief applicant of the service Receive and evaluate the application together with the copy of permit to be certified.	None	4 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.1 Stamp the certification mark in the permit and secure approval/signature from authorized PPMC Official	None	10 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	1.2 Sign the permit to be certified as true copy	None	10 minutes	<i>President and CEO</i> Office of the President and CEO



PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>VP for Regulatory Services</i> Office for Regulatory Services
2. Pay processing fee.	2. Collect processing fees and issue official receipt.	Processing Fee – PhP50.00 per page	4 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
3. Receive duly certified true copy of the permit	3. Issue the certified true copy of the permit requested	None	2 minutes	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
	TOTAL	Processing Fee – PhP50.00 per page	30 minutes	



PORO POINT MANAGEMENT CORPORATION

12. REQUEST FOR INSPECTION OF IMPORTED ARTICLES PROCEDURE

Request for Inspection on permit/s issued in relation to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001), Customs Modernization and Tariff Act or customs laws, rules and regulations for entry or exit clearance of raw materials, machineries, spare parts, supplies and other articles, directly which are tax and duty free exempt involved with PPFZ Registered Business Enterprises operation and approved registered activity.

Office or Division:	Office for Regulatory Services - Enterprise Regulations
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	All PPFZ Registered Business Enterprises
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Any of the following PPMC approved permit: - Permit to Bring In Imported Articles - Permit to Bring Out Imported Articles - Import Permit - Export Clearance	Client availing of the service
2. Request for Inspection Form	PPMC – Customs Clearance Area

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform/notify CCA authorized representative(s) , Bureau of Customs examiner(s) and other appropriate government authority, if necessary, for the inspection proper at the PPMC Customs Clearance Area/RBEs leased area when the applied articles has arrived at the PPFZ	1. Receive notification and confirm availability	None	3 hours	<i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division
2. Secure and submit duly accomplished Request for Inspection (RFI) Form and	1. Issue RFI.	None	5 minutes	<i>Enterprise Regulations Officer</i> Enterprise



PORORO POINT MANAGEMENT CORPORATION

<p>indicate the applicable permit number, date and time of inspection</p>	<p>Receive duly accomplished RFI with indicated permit number, date and time of inspection</p>			<p>Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division</p>
<p>2. Submit duly approved PPMC applicable permit to the Bureau of Customs or other government authority, if necessary, for revalidation. Present the items to be inspected</p>	<p>2. Inspect articles vis-à-vis supporting documents with the Bureau of Customs and other government authority, if necessary</p>	<p>None</p>	<p>1 working day</p>	<p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i> Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division <i>Security Officer</i> Zone Security and Public Safety</p>
	<p>2.1 Release articles and sign the appropriate entry/exit clearance in the permit</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division <i>Environment & Safety Officer</i></p>



PORO POINT MANAGEMENT CORPORATION

				Environmental Management and Health Services Division <i>Enterprise Regulations Assistant</i> Enterprise Regulations Division <i>Security Officer</i> Zone Security and Public Safety
	TOTAL	Processing Fee – NONE	1 working day	

Note: Inspected articles which are over quantified, identified for misdeclaration (i.e. false declaration of goods description, country of origin and the like), misclassification, undervaluation in goods declaration from the clearance permit approved by PPMC shall be subjected to BOC customs laws, rules and regulations and other government authority over the applicable regulated item/s.

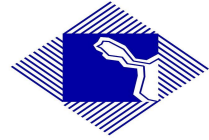
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PORO POINT MANAGEMENT CORPORATION

**Office for Regulatory Services
Environmental Management and Health Services
External Services**

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PORORO POINT MANAGEMENT CORPORATION

1. Endorsement letter for application of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) to DENR-EMB Region I

Endorsement letter for application of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) to DENR-EMB Region I

Office or Division:	Office for Regulatory Services - Environmental Management and Health Services			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization to be registered to do business in the PPFZ.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter – one (1) original copy		Client availing of the service		
2. Project Description Report (PDR) – one (1) original copy		Department of Environment and Natural Resources through the Environmental Management Bureau (DENR-EMB) Region I		
3. Environmental Performance Report and Management Report (EPRMR) or Environmental Impact Statement (EIS) – one (1) original copy		Department of Environment and Natural Resources through the Environmental Management Bureau (DENR-EMB) Region I		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter including the PDR, IEE, EPRMP or EIS	1. Provide the client with a briefing on the service and its requirements	None	1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
2. If incomplete, submit additional information	2. Receive from the client complete requirements.	None	1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services

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PORORO POINT MANAGEMENT CORPORATION

	2.1 Review and Verify information / data submitted	None	5 hours	<i>Environment and Safety Officer</i>
				Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	2.2 Evaluate Application	None	2 days	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	2.3 Sign the endorsement letter	None	30 min	<i>Vice President for Regulatory Services</i> Office for Regulatory Services
3. Receive duly signed endorsement letter	3. Issue the sign endorsement letter	None	30 min	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	TOTAL	None	3 working days	
<i>Note: Applicant to provide a copy of ECC or CNC to ORS-EMHS</i>				

2. Endorsement letter for application of Tree Cutting Permit to DENR – Region I

Endorsement letter for application of Tree Cutting Permit to DENR – Region I

Office or Division:	Office for Regulatory Services - Environmental Management and Health Services
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PORORO POINT MANAGEMENT CORPORATION

Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization to be registered to do business in the PPFZ.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter – one (1) original copy		Client availing the service		
2. Site development plan indicating the exact location of trees – one (1) original copy		Client availing the service		
3. Tree inventory – one (1) original copy		Client availing the service		
4. Photos of Trees affected – one (1) original copy		Client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter including the needed requirements	1. Provide the client with a briefing on the service and its requirements	None	1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
2. If incomplete, submit additional information	2. Receive from the client complete requirements	None	1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	2.1 Review and Verify information / data submitted	None	5 hours	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services

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PORO POINT MANAGEMENT CORPORATION

	2.2 Evaluate Application	None	2 days	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	2.3 Sign the endorsement letter	None	30 min	<i>Vice President for Regulatory Services</i> Office for Regulatory Services
3. Receive duly signed endorsement letter	3. Issue the signed endorsement letter	None	30 min	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	TOTAL	None	3 working days	
<i>Note: Applicant to provide a copy of Tree Cutting Permit</i>				

3. Submission of Annual Medical Report to Department of Labor and Employment (DOLE) Region 1

Submission of Annual Medical Report to Department of Labor and Employment (DOLE) Region 1

Office or Division:	Office for Regulatory Services - Environmental Management and Health Services		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Department of Labor and Employment (DOLE) Region 1		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	1. Annual Medical Report Checklist (Report on Disease's for the present calendar year) – one (1) original copy	Department of Labor and Employment (DOLE) Region 1	
	2. Annual Form (AMRF) -	Department of Labor and Employment (DOLE) Region 1	



Medical Rep one (1) original copy				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Issuance of the Annual Medical Report Checklist (AMRC) and Annual Medical Report Form.	1. Receive checklist and form Provide the employees with a briefing in the accomplishing the AMRC	None	3 hours	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.1 Collection and consolidation of accomplished AMRC	None	3 days	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.2 Accomplish the Annual Medical Report Form (AMRF) from DOLE R1	None	3 hours	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.3 Review and evaluate the AMR	None	3 days	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services



PORORO POINT MANAGEMENT CORPORATION

	1.4 Sign the AMRF	None	30 minutes	<i>Vice President for HR & Administration</i> Office for HR and Administration <i>Nurse</i> Environmental Management and Health Services
2. Receive duly signed Annual Medical Report	2. Submit the signed AMR	None	1 hour and 30 minutes	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	TOTAL	None	7 Working Days	

4. Assist DOLE Region 1 in ensuring the compliance of Locators with Occupational Safety and Health Standards

Assist DOLE Region 1 in ensuring the compliance of Locators with Occupational Safety and Health Standards

Office or Division:	Office for Regulatory Services - Environmental Management and Health Services			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Department of Labor and Employment (DOLE) Region 1			
CHECKLIST OF RE QUIREMENTS		WHERE TO SECURE		
1. Request letter – one (1) original copy		Department of Labor and Employment (DOLE) Region 1		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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PORO POINT MANAGEMENT CORPORATION

1. Submit Request letter	1. Receive letter and inform Locators for the compliance and Quarterly inspection of Occupational Safety and Health Standards	None	1 day	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.1 Prepare the inspection checklist	None	3 hours	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.2 Conduct quarterly inspection	None	7 days	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.3 Fill-up the inspection checklist	None	4 hours	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services

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PORO POINT MANAGEMENT CORPORATION

	1.4 Evaluate and review the inspection checklist	None	5 days	<i>VP for Regulatory Services</i> <i>Office for Regulatory Services</i> <i>Environment and Safety Officer</i> <i>Environmental Management and Health Services</i> <i>Nurse</i> <i>Environmental Management and Health Services</i>
	1.5 Sign the inspection checklist to be issued on the next quarterly Locators meeting	None	30 minutes	<i>VP for Regulatory Services</i> <i>Office for Regulatory Services</i> <i>Environment and Safety Officer</i> <i>Environmental Management and Health Services</i> <i>Nurse</i> <i>Environmental Management and Health Services</i>
2. Receive duly signed Monthly Inspection Checklist	2. Issue the signed inspection checklist and brief locators regarding the result of the inspection	None	30 minutes	<i>Environment and Safety Officer</i> <i>Environmental Management and Health Services</i> <i>Nurse</i> <i>Environmental Management and Health Services</i>
	TOTAL	None	14 Working Days	

5. Coordination with hospitals and medical specialist to address stakeholders/employees needs

Coordination with hospitals and medical specialist to address stakeholders/employees needs

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PORO POINT MANAGEMENT CORPORATION

Office or Division:	Office for Regulatory Services - Environmental Management and Health Services			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stakeholders and Employees inside the Poro Point Freeport Zone			
CHECKLIST OF RE QUIREMENTS		WHERE TO SECURE		
No Documentary Requirements		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform PPMC Representative	1. Receive verbal request of Stakeholders or Employees	None	1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.1 Get the necessary information regarding on the medical condition of the patient	None	1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.2 Coordinate / call the hospital or medical specialist for medical consultation.	None	2 hours	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.3 Ambulance coordination for the transportation of the patient if needed.	None	1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services



PORO POINT MANAGEMENT CORPORATION

	1.4 Transport patient to the chosen health care facility.	None	1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.5 Endorse the patient to the chosen health care facility.	None	1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.6 Record the patient's care and management done during the consultation.		1 hour	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	TOTAL	None	1 Working Day	

6. Emergency Response to incidents within the Poro Point Freeport Zone

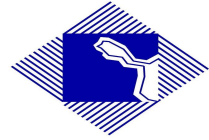
Emergency Response to incidents within the Poro Point Freeport Zone

Office or Division:	Office for Regulatory Services - Environmental Management and Health Services	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Stakeholders and Employees inside the Poro Point Freeport Zone	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Incident Report – one (1) original copy		Client availing the service
2. Emergency Response Form – one (1) original copy		PPMC Customs Clearance Area – Environmental Management & Health Services



PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report the incident	1. Receive incident report and get necessary information regarding the incident	None	1 minute	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.1 Emergency Response Team mobilize and respond	None	3 minutes	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.2 Assessment and administer first aid of the victim before transporting	None	3 minutes	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.3 Transport patient to the nearest health care facility, if necessary.	None	5 minutes (nearest hospital)	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.4 Endorse the patient to the chosen health care facility.	None	2 minutes	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	1.5 Record the patient's care and management done at the health care facility.	None	3 minutes	<i>Environment and Safety Officer</i> Environmental Management and Health Services <i>Nurse</i> Environmental Management and Health Services
	TOTAL	None	17 minutes	



PORO POINT MANAGEMENT CORPORATION

**Office for Regulatory Services
Zone Security and Public Safety
External Services**



1. Provision of Emergency Response

The Provision of Emergency Response provided to any person to include employees, incoming guest and visitors is one way of promoting good customers satisfaction in terms of emergency response inside Poro Point Freeport Zone

Office or Division:	Office for Regulatory Services - Zone Security and Public Safety			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2B - Government to Business			
Who may avail:	Any person, firm association, partners, corporation or any form of business organization regardless of nationality.			
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE		
1. Identification Card of Client (GSIS, SSS, Philhealth, Passport , Driver's License, Residence Certificate , or any government-issued IDs) – Present original Identification Card		Client availing of the service		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for assistance/emergency response. Ask for direction/location Locates Office/Department concerned or see personnel concerned.	1. Gets details, calls from concerned office/personnel.	None	2 minutes	<i>Senior Security Officer</i> Zone Security and Public Safety <i>Security Officer</i> Zone Security and Public Safety
	1.1 Provide the needed emergency response like nurse, ambulance and bring affected person/s to the nearest hospital if necessary.	None	8 minutes	<i>Senior Security Officer</i> Zone Security and Public Safety <i>Security Officer</i> Zone Security and Public Safety
TOTAL		None	10 Minutes	

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PORO POINT MANAGEMENT CORPORATION

2. Conduct of Incident Investigation

Conduct of Incident Investigation is one way of promoting good customers satisfaction inside Poro Point Freeport Zone.

Office or Division:	Office for Regulatory Services - Zone Security and Public Safety			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2B - Government to Business			
Who may avail:	Any person, firm association, partners, corporation or any form of business organization regardless of nationality.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card of Client (GSIS, SSS, Philhealth, Passport, Driver's License, Residence Certificate, or any government-issued IDs) – Present original Identification Card		Client availing of the service		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Incident Investigation/make inquiries.	1. Gets details, calls from concerned office/personnel.	None	5 minutes	<i>Senior Security Officer</i> Zone Security and Public Safety <i>Security Officer</i> Zone Security and Public Safety
2. Ask for direction/location	2. Guides the client to the Office/Department concerned/Issues Visitors Pass when necessary	None	2 minutes	<i>Senior Security Officer</i> Zone Security and Public Safety <i>Security Officer</i> Zone Security and Public Safety
3. Locates Office/Department concerned or see personnel concerned	3. Ensures client locate appropriate office/department or personnel to be contacted	None	3 minutes	<i>Senior Security Officer</i> Zone Security and Public Safety <i>Security Officer</i> Zone Security and Public Safety
4. Request for Incident Investigation	4. Conducts investigation of the Incident	None	4 hours	<i>Senior Security Officer</i> Zone Security and Public Safety <i>Security Officer</i> Zone Security and Public Safety

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5. Gets Incident Investigation Report	5. Makes the needed Incident Investigation Report	None	3 hours 50 minutes	<i>Senior Security Officer</i> Zone Security and Public Safety <i>Security Officer</i> Zone Security and Public Safety
TOTAL		None	1 Working Day	

3. Submission of Vessel Status Report to the Philippine National Police (PNP) and Other Government Agencies

Submission of Vessel Status Report to the Philippine National Police (PNP) and Other Government Agencies

Office or Division:	Office for Regulatory Services - Zone Security and Public Safety			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Philippine National Police (PNP) and Other Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form – one (1) original copy		PPMC Security Operations Center		
2. Seaport Monitoring Reports/Inbound and Outbound Tally Sheet		PPMC Security Operations Center		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit duly accomplished request form to the Security Operations Center	1. Provide the client with a briefing on the service and requirement. Issue request form.	None	2 minutes	<i>Security Officer</i> Zone Security and Public Safety
	1.1 Receive and review the authenticity and accuracy of the document submitted.	None	3 minutes	<i>Security Officer</i> Zone Security and Public Safety
	1.2 Prepare and print the document requested.	None	10 minutes	<i>Security Officer</i> Zone Security and Public Safety



PORO POINT MANAGEMENT CORPORATION

2. Receive the requested document(s) and sign the request form and security log book.	2. Release the requested document.	None	2 minutes	<i>Security Officer Zone Security and Public Safety</i>
TOTAL		None	17 minutes	

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PORO POINT MANAGEMENT CORPORATION

**Office for Regulatory Services
Zone Security and Public Safety
Internal Services**



1. Conduct of Background Investigation

The Conduct of Background Investigation provided to PPMC HR-Admin or any other Department is one way of giving assistance to concerned departments in ensuring that applicants or persons subject of background investigation are fully checked before being hired or allowed entry at the Poro Point Management Corporation.

Office or Division:	Office for Regulatory Services - Zone Security and Public Safety			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Office for HR and Administration and other PPMC Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written Request for Background Investigation – one (1) original copy		Office for HR and Administration and other Requesting PPMC Offices		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for Background Investigation.	1. Receive request and secure travel order and cash advance if address of person subject of investigation is outside La Union.	None	1 day	<i>Security Officer on Duty Zone Security and Public Safety</i>
	1.1 Security Officer assigned to conduct investigation will proceed to the Barangay where subject of investigation resides and then conduct background investigation and secures Barangay Clearance.	None	4 hours	<i>Assigned Security Officer Zone Security and Public Safety</i>
	1.2 Security Officer assigned to conduct investigation will proceed to the Court and request for court clearance	None	4 hours	<i>Assigned Security Officer Zone Security and Public Safety</i>
	1.3 Make Background Investigation Report to be signed by	None	1 day	<i>Senior Security Officer</i>



PORO POINT MANAGEMENT CORPORATION

	Director and VP for Regulatory Services then submit to HR Admin or the Office requesting such.			Zone Security and Public Safety
	TOTAL	None	3 Working Days	

2. Conduct of Performance Evaluation of Security Provider

The Conduct of Performance Evaluation of Security Provider is one way of ensuring that high standard security service is maintained by the security provider at Poro Point Management Corporation.

Office or Division:	Office for Regulatory Services - Zone Security and Public Safety			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Office of the President and CEO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request/ Memo/Notice/Instruction from the Office of the P PMC President & CEO – one (1) original copy		Office of the President and CEO, PPMC		
2. Report on Output of the Zone Security and Public Safety as the basis for the preparation of the report – one (1) original copy		Office for Regulatory Services - Zone Security and Public Safety		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office of the President, PPMC sends letter of request/memo/notice/instruction	1. Receive request from the Office of the President, PPMC.	None	3 minutes	<i>Security Officer on Duty Zone Security and Public Safety</i>
	1.1 Log the letter/incoming communication in the Security Office logbook for recording purposes.	None	2 minutes	<i>Security Officer on Duty Zone Security and Public Safety</i>
	1.2 Endorsement of said communication to the Senior Security Officer for proper action.	None	5 minutes	<i>Security Officer on Duty Zone Security and Public Safety</i>



PORO POINT MANAGEMENT CORPORATION

	1.3 Meeting with Security Officers for the overall	None	2 hours	<i>Senior Security Officer</i>
	evaluation of guards' performance duty, skills, bearing, tardiness, completeness of uniform, etc.			Zone Security and Public Safety
	1.4 Check with Security Officers and Detachment Commander if equipment (vehicles, firearms and radios) are complete and functional and in compliance to the TOR of the contract entered into between PPMC and the security service provider.	None	2 hours	<i>Senior Security Officer</i> Zone Security and Public Safety
	1.5 Interview with security guards if their salaries, bonus, other benefits and government remittances are paid and received on time.	None	1 working day	<i>Senior Security Officer</i> Zone Security and Public Safety <i>Security Officer on Duty</i> Zone Security and Public Safety
	1.6 Check Monthly Accomplishment Report of the Security Provider	None	1 hour	<i>Senior Security Officer</i> Zone Security and Public Safety <i>Security Officer on Duty</i> Zone Security and Public Safety

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	1.7 Check List of Violation of Security Guards	None	1 hour	<i>Senior Security Officer Zone Security and Public Safety</i> <i>Security Officer on Duty Zone Security and Public Safety</i>
	1.8 Prepare the Performance Evaluation Report	None	3 hours	<i>Senior Security Officer Zone Security and Public Safety</i>
	1.9 Submit the Performance Evaluation Report	None	5 minutes	<i>Security Officer on Duty Zone Security and Public Safety</i>
	TOTAL	None	2 Working Days, 1 Hour and 15 minutes	

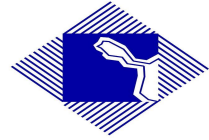
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PORO POINT MANAGEMENT CORPORATION

Office for Airport Management External Services

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PORORO POINT MANAGEMENT CORPORATION

1. Approval of Request for Extension of Operating Hours

Republic Act No.9497, also known as the Civil Aviation Authority Act of 2008 was enacted on the 23rd of July 2007.

The Manual of Standards (MOS) is one mechanism that Civil Aviation Authority of the Philippines (CAAP) uses to meet the responsibilities of the Republic Act No. 9497 to ensure the safety regulation of the aerodromes.

Office or Division:	Office for Airport Management			
Classification:	Simple			
Type of Transaction:	G2B – Government to Businesses and G2G – Government to Government			
Who may avail:	All Airport users that will use the Airport beyond or earlier than the published Airport Operational Hours shall apply to the Airport Management			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Company I.D. – one (1) photocopy		Client availing the service		
2. Form CAAP ORCC AE1-09 – one (1) original copy		San Fernando Airport Operations Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN 1. Client proceeds to the Airport Operations Office and requests for Form CAAP ORCC AE1-09.	Provide client with Form CAAP ORCC AE1-09	None	None	<i>Ground Operations Officer</i> or <i>Duty Officer of the Day</i> Office of Airport Management
E-MAIL 1. Client fills out <i>Airport Hours of Service Extension Request Form</i> (downloadable from https://caap.gov.ph/application-forms/)				

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PORO POINT MANAGEMENT CORPORATION

2. Submit duly accomplished form to Airport Operations Office or to the Ground Operations Officer (e-mail) at least one (1) day before the intended date of extension of airport operating hour/s.	2. Download and print form if from e-mail. Check and review form. Affix signature on form if approved.	None	1 hour	Ground Operations Officer or Duty Officer of the Day Office of Airport Management
	2.1 Endorse to ATC and wait for approval	None	30 minutes	Ground Operations Officer or Duty Officer of the Day Office of Airport Management Utility Personnel
	2.2 Receive CAAP duly approved Form and send e-copy to Operations Center and await CADAS approval from control tower.	None	30 minutes	Ground Operations Officer or Duty Officer of the Day Office of Airport Management
	2.3 Notify client of the approved the request.	None	6 hours	Ground Operations Officer or Duty Officer of the Day Office of Airport Management
TOTAL		None	Day (8 hours)	

2. Approval of Request to Enter Vehicle at Airside

Republic Act No.9497, also known as the Civil Aviation Authority Act of 2008 was enacted on the 23rd of July 2007.

The Manual of Standards (MOS) is one mechanism that Civil Aviation Authority of the Philippines (CAAP) uses to meet the responsibilities of the Republic Act No. 9497 to ensure the safety regulation of the aerodromes.



PORORO POINT MANAGEMENT CORPORATION

Under Section 10.9 of MOS “Control of Airside Access and Vehicle Control” the procedures for preventing unauthorized entry into the movement area, including the arrangements for controlling airside access, and airside vehicle control, are to be included in the Aerodrome Manual.

Office or Division:	Office for Airport Management			
Classification:	Simple			
Type of Transaction:	G2B – Government to Businesses and G2G – Government to Government			
Who may avail:	All vehicle operator(s)/driver(s) requesting to enter the Airside part of the Airport shall secure Airside Vehicle Clearance from the Office for Airport Management.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Company I.D. – one (1) photocopy		Client availing the service		
2. Valid Drive r’s License – one (1) photocopy		Client availing the service		
3. Airside Vehicle Clearance Form – one (1) original copy		San Fernando Airport Operations Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to proceed to San Fernando Airport Operations Office (Note: The clients must be at least 1 hour early, prior to the requested time of entry)	1. Provide client with Airside Vehicle Clearance Form	None	None	<i>Ground Handling Officer</i> or <i>Duty Officer of the Day</i> Office for Airport Management
2. Submit duly accomplished Airside Vehicle Clearance form and provide the requirements needed	2.1 Receive and check form and requirements Approval of the accomplished form	None	15 minutes	<i>Ground Handling Officer</i> or <i>Duty Officer of the Day</i> Office for Airport Management

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	2.2 Notify the Air Traffic Controller through call for approval	None	2 minutes	<i>Ground Handling Officer</i> or <i>Duty Officer of the Day</i> Office for Airport Management
	2.3 Approval of the Air Traffic Controller	None	35 minutes	<i>Air Traffic Controller</i> Civil Aviation Authority of the Philippines - CAAP San Fernando Airport
	2.4 Notify the client on the approval of the Air Traffic Controller	None	3 minutes	<i>Ground Handling Officer</i> or <i>Duty Officer of the Day</i> Office for Airport Management
3. The client will sign the approved form once received		None	2 minutes	
4. The client will proceed to the gate with the approved Airside Vehicle Clearance form The client will surrender the form to the guard on duty	4. The guard will allow the client to pass the gate after checking and retrieving the approved form	None	3 minutes	<i>Guard on Duty</i> Gate or entrance of the airport's apron
TOTAL		None	1 hour	



3. Issuance of Notice to Airmen (NOTAM)

Republic Act No.9497, also known as the Civil Aviation Authority Act of 2008 was enacted on the 23rd of July 2007.

The Manual of Standards (MOS) is one mechanism that Civil Aviation Authority of the Philippines (CAAP) uses to meet the responsibilities of the Republic Act No. 9497 to ensure the safety regulation of the aerodromes. Under Section 10.3 of MOS “Initiating a NOTAM” filling a NOTAM is one of the most important aerodrome safety functions, so the process and procedures for initiating a NOTAM ‘s must be clearly set out in the Aerodrome Manual and all persons involved must be fully informed and trained.

Office or Division:	Office for Airport Management			
Classification:	Simple			
Type of Transaction:	G2B – Government to Businesses and G2G – Government to Government			
Who may avail:	All Airport users and all contractor who have work to be done during Operational Hours at the Aerodrome Airside particularly at Runway, Taxiways and Apron shall notify the Airport Management and apply for NOTAM.			
CHECKLIST O F REQUIREMENTS		WHERE TO SECURE		
1. Work schedule – one (1) original copy		Client availing the service		
2. Manpower details – one (1) original copy		Client availing the service		
3. Equipment details – one (1) original copy		Client availing the service		
4. Valid Company I.D. – one (1) photocopy		Client availing the service		
5. Form CAA P/AIS/QP-001 F004 VERSION 1.2. – one (1) original copy		San Fernando Airport Operations Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to Proceed to San Fernando Airport Operations Office to submit duly accomplished Request Form Or Email duly accomplished	1.Acknowledge the request	None	5 minutes	<i>Terminal Operations Officer</i> Office for Airport Management <i>Ground Handling Officer</i> Office for Airport Management



<p>Request Form to Ground Handling Officer/Terminal Operations Officer</p> <p>(Note: This shall be done 7 days prior to the Issuance of Notice to Airmen)</p>				
	<p>2. Accomplish Form CAAP/AIS/OP-01 F004 Version 1.2. (http://ats.caap.gov.ph/FORMS/AIPAF_rev2.pdf)</p> <p>Endorse to VP for Airport Management for Approval</p>	<p>None</p>	<p>1 hour</p>	<p><i>Terminal Operations Officer</i> Office for Airport Management</p> <p><i>Ground Handling Officer</i> Office for Airport Management</p>
	<p>2.1 Review and Approval of the VP for Airport Management Sign Submitted Form.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>VP for Airport Management</i> Office for Airport Management</p>
	<p>2.2 Endorse to CAAP Air Traffic Controller for Approval</p>	<p>None</p>	<p>1 hour</p>	<p><i>Terminal Operations Officer</i> Office for Airport Management</p> <p><i>Ground Handling Officer</i> Office for Airport Management</p>
	<p>2.3 Review and Approval of the CAAP In-Charge of Air Traffic Controller. Sign Submitted Form.</p>	<p>None</p>	<p>1 hour</p>	<p><i>Air Traffic Controller</i> Civil Aviation Authority of the Philippines - San Fernando Airport</p>
	<p>2.4 Receive CAAP In-Charge Air Traffic Controller Duly Approved form.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Terminal Operations Officer</i> Office for Airport Management</p> <p><i>Ground Handling Officer</i></p>



				Office for Airport Management
	2.5 Send a copy to AFPD (Airspace and Flight Procedure Design) and CADAS and wait for approval.	None	5 minutes	<i>Terminal Operations Officer</i> Office for Airport Management <i>Ground Handling Officer</i> Office for Airport Management
	*** CADAS will send an approved form to the Air Traffic Controller. This will be forwarded to the Ground Handling Officer for documentation. *** 2.6 Receive the approved form from the Air Traffic Controller sent by CAAP Operations Center.		2 Days	<i>Terminal Operations Officer</i> Office for Airport Management <i>Ground Handling Officer</i> Office for Airport Management
	2.7 Notify Client of the Approval of the Request through a printed copy or email.		15 minutes	<i>Terminal Operations Officer</i> Office for Airport Management <i>Ground Handling Officer</i> Office for Airport Management
	TOTAL	None	2 days 4 hours	

4. Provision of Crash Fire and Rescue at the Aerodrome

Pursuant to Republic Act 9497 an Act creating the Civil Aviation Authority of the Philippines, authorizing the appropriation of funds therefore, and for other purposes be it enacted by the Senate and House of Representatives of the Philippines in congress assembled this act known as the Civil Aviation Authority Act of 2008.



PORO POINT MANAGEMENT CORPORATION

The Manual of Standards (MOS) is one mechanism that Civil Aviation Authority of the Philippines (CAAP) uses to meet the responsibilities of the Republic Act No. 9497 to ensure the safety regulation of the aerodromes. Under Section 14.1.1 of MOS “Rescue and firefighting service” the principle objective of a rescue and firefighting is to save lives in the event of an aircraft accident or incident occurring at, or in the immediate vicinity of an aerodrome.

Office or Division:	Office for Airport Management			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Businesses and G2G – Government to Government			
Who may avail:	All airport users and clients using the San Fernando Airport			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verbal Report for Assistance through phone call		Not applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal Report for Assistance through phone call	1. Air Traffic Controller Alarm shall set off (long siren sounds)	None	1 minute	<i>OIC-Air Traffic Controller CAAP San Fernando Flight Service Station</i>
	1.1 Proceed to area where incident/accident occur and assess the situation Determine the equipment and additives to be used	None	1 minute	<i>Fire Crew Chief San Fernando Airport – Crash, Fire and Rescue</i>
	1.2 Call VP for Airport Management to activate and coordinate the responders such as but not limited to Bureau of Fire Protection, Hospital	None	1 minute	<i>Fire Crew Chief San Fernando Airport – Crash, Fire and Rescue</i>

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	1.3 Extinguish the fire and rescue the victim/s	None	3 to 5 minutes (depending the size of aircraft and the volume of passengers)	<i>Crash, Fire and Rescue Team</i> San Fernando Airport <i>Responders</i> Bureau of Fire Protection
	1.4 VP for Airport Management inform the Aircraft operator, inform CAAP-Aircraft	None	1 minute	<i>VP for Airport Management</i> San Fernando Airport
	Accident Investigation Board			<i>Terminal Operations Officer</i> San Fernando Airport
	1.5 Coordinate with Aviation Security Group and PPMC Security Officers	None	1 minute	<i>VP for Airport Management</i> San Fernando Airport <i>Terminal Operations Officer</i> San Fernando Airport
	1.6 Secure the Incident/Accident Area Preserve evidence	None	1 minute	<i>Station Chief</i> PNP - Aviation Security Group <i>Security Officer</i> Zone Security and Public Safety
TOTAL		None	11 Minutes	

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PORO POINT MANAGEMENT CORPORATION

**Office for Human Resources and
Administration
External Services**

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PORO POINT MANAGEMENT CORPORATION

1. Registration of Applicants in the Labor Center

The creation of PPMC Labor Center is premised on the following sections of the Implementing Rules and Regulations governing the Poro Point Freeport Zone (PPFZ):

Section 125 Objective and Policy

One of the principal objectives of Bases Conversion and Development Authority and PPMC is to create jobs through vibrant economic activity in order to address the needs of displaced former base workers and the people of the City of San Fernando, La Union and the municipalities surrounding it.

Bases Conversion and Development Authority and PPMC adopt a policy of industrial peace, harmony and productivity within the PPFZ giving due consideration to the concept of the Freeport Zone in to order establish a business and commercial atmosphere which encourages investments and simultaneously promotes and enhances the lives and dignity of all workers. PPMC adheres to the policy of the state that assures the rights of workers to self-organization, collective bargaining, security of tenure and just and humane conditions of work.

Section 127 Labor Center

A Labor Center shall be established within PPMC. The Center shall provide labor assistance to the PPFZ Registered Enterprises subject to regular coordination with DOLE Regional Office which shall be the principal to implement the labor, laws, rules and regulations and other related programs. The Department of Labor and Employment (DOLE) can visit the labor center during reasonable hours of the day.

Section 128 Requirements of All Persons Seeking Employment within the PPFZ

All persons seeking employment within the PPFZ must first register and secure clearance from the PPMC Labor Center. For this purpose, the applicant must provide PPMC information on his / her educational / vocational background and / or work experience and skills, as well as other information as maybe required by the PPMC. The applicant must likewise be generally aware of the policy objectives of the PPFZ as provided under the Act and these Rules, and proclamation of the National Government and the PPMC.

Office or Division:	Office for HR and Administration	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	All Applicants	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Labor Center Employment Application Form (LCEAF) – one (1) original copy	PPMC Office for HR and Administration
	2. Letter of Intent/Application Letter – one (1) original copy	Client availing of the service



PORO POINT MANAGEMENT CORPORATION

3. Updated Resume/Bio Data with latest 2x2 picture – one (1) original copy		Client availing of the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Labor Center Employment Application Form (LCEAF)	1. Brief the applicant on the services and its requirements Issue LCEAF	None	4 minutes	<i>HR Assistant</i> Office for HR and Administration
2. Submit the duly accomplished LCEAF and other pertinent requirements	2. Receive and review application Check completeness and veracity of information	None	3 minutes	<i>HR Assistant</i> Office for HR and Administration
	2.1 Input registration of applicant into the Labor Center Database	None	3 minutes	<i>HR Assistant</i> Office for HR and Administration
	TOTAL:	None	10 minutes	

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PORO POINT MANAGEMENT CORPORATION

**Office for Human Resources and
Administration**
Human Resources Management and Development
Internal Services

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1. Recruitment, Selection and Placement of Personnel

The Company considers its manpower as its important resource. In their hands rest the success of the organization. Each hiring is treated as a long-term investment that has to be protected to ensure efficient performance. Employee selection and placement in the Company is carried out on the basis of qualification, merit, and fitness.

To establish and maintain hiring policies, requirements and procedures that shall attract, retain, and reward competent employees.

Office or Division:	Office for HR and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Office where there is a need for additional staff/replacement			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSNL Form 2 – Personnel Requisition Form (in triplicate copies)		Office for HR and Administration		
PSNL Form 3 – Personnel Status Form (in triplicate copies)				
Purchase Request for Pre-Employment Medical Examination (in triplicate copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure PSNL Form 2	1. Provide a briefing about the service and its requirements 1.1 Issue PSNL Form 2	None	5 minutes	<i>HR Assistant</i> Office for HR and Administration
2. Accomplish the PSNL Form 2 and submit to the Vice President for HR and Administration	2. Receive the filled-out PSNL Form 2 and sign the form	None	2 minutes	<i>Vice President for HR and Administration</i> Office for HR and Administration
3. Forward the signed PSNL Form 2 to Finance Manager	3. Receive and sign the PSNL Form 2 to certify that funds are available to cover salaries	None	2 minutes	<i>Finance Manager</i> Office for Finance

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4. Endorse the request/ PSNL Form 2 to the President and CEO	4. Review and approve the request	None	5 minutes	<i>President and CEO</i> Office of the President & CEO
5. Provide the Office for HR and Administration a copy of the approved PSNL Form 2a	5. Receive and file the approved PSNL form 2.	None	3 minutes	<i>HR Assistant</i> Office for HR and Administration
	5.1 Prepare an advertisement of Job Vacancy.	None	10 minutes	<i>HR Officer</i> Office for HR and Administration
	<p>1.2 Post the prepared advertisement in the following:</p> <ul style="list-style-type: none"> • Bulletin Boards of PPMC • Public Employment Service Offices: • Provincial Capitol • City Hall • DOLE • Radio Stations • PPFZ impacted barangays • Build Build Build Jobs Portal • Schools <p><i>Advertisement shall be posted for 7 working days.</i></p>	None	1 working day	<i>HR Assistant</i> Office for HR and Administration



	<p>5.3 Vice President for HR and Administration will organize a Selection Committee:</p> <p>This committee shall be composed of the following:</p> <p><input type="checkbox"/> For Heads of Offices: President and CEO; VP for HR and Administration</p>	None	5 minutes per applicant	<i>HR Assistant</i> Office for HR and Administration
	<p><input type="checkbox"/> For other positions: VP for HR and Administration; Head of Office Concerned</p>			
	<p>5.4 Check the completeness of documents submitted and conduct screening of applications</p> <p>After 7 working days of posting the vacancy, prepare a list of applicants who passed the initial screening. Forward the consolidated list to the Head of Office Concerned and to the Vice President for HR and Administration</p>	None	5 minutes per applicant	<i>HR Assistant</i> Office for HR and Administration

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<p>2. Prepare an exam for the applicants</p>	<p>6. Call the applicants for initial interview and examination</p> <p>Prepare examination papers, interview forms and name of reference forms.</p>	<p>None</p>	<p>3 minutes per applicant</p> <p>15 minutes</p>	<p><i>HR Assistant</i> Office for HR and Administration</p>
	<p>6.1 Facilitate the conduct of written examination</p> <p><i>(Conduct of practical examination can be facilitated by the Head of Office</i></p>	<p>None</p>	<p>1 hour</p>	<p><i>HR Assistant</i> Office for HR and Administration</p>
	<p><i>Concerned or its designated representative)</i></p>			
	<p>6.2 Conduct initial interview</p>	<p>None</p>	<p>10 minutes per applicant</p>	<p><i>HR Officer</i> Office for HR and Administration</p>
<p>7. Check the examination</p>	<p>3. Consolidate the results of the examination and initial interview</p> <p>Forward the results to the Head of Office Concerned and VP for HR and Administration</p>	<p>None</p>	<p>15 minutes per applicant</p>	<p><i>HR Assistant</i> Office for HR and Administration</p>
<p>4. Provide the schedule for the Panel Interview</p>	<p>8. Inform applicants regarding the schedule of Panel Interview</p> <p>Prepare interview forms for the panel interview</p>	<p>None</p>	<p>3 minutes per applicant</p>	<p><i>HR Assistant</i> Office for HR and Administration</p>

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5. Conduct Panel Interview together with other Members of the Selection Committee	9. Prepare summary of results of the hiring process	None	15 minutes per applicant	<i>HR Assistant</i> Office for HR and Administration
	9.1 Check the results of the hiring process. Provide the Head of Office Concerned and the VP for HR and Administration a copy of the result of the hiring process.	None	15 minutes	<i>HR Officer</i> Office for HR and Administration
	9.2 Applicant who got the highest rating will be subjected for Background Investigation.	None	10 minutes	<i>HR Assistant</i> Office for HR and Administration
	Prepare a memorandum addressed to the VP for Regulatory Services regarding the conduct of Background Check. Provide the necessary information about the applicant			
	9.3 Contact references for the purpose of background check	None	10 minutes per reference	<i>HR Assistant</i> Office for HR and Administration

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	<p>9.4 Conduct market study regarding the conduct of Pre-employment Medical Examination, Drug Testing and Psychological Examination</p> <p>Prepare Purchase Request.</p>	None	1 working day	<i>HR Assistant</i> Office for HR and Administration
	<p>9.5 Conduct Procurement for the conduct of Pre-employment Medical Examination, Drug Testing and Psychological Examination</p>	None	7 working days	Please refer to the procurement process
	<p>9.6 Inform the applicant regarding schedule of Pre-employment Medical Examination, Drug Testing</p>	None	3 minutes	<i>HR Assistant</i> Office for HR and Administration
	<p>and Psychological Examination</p> <p>Secure results from the testing center</p>		Depends on the availability of results	

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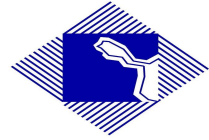
	<p>9.7 Consolidate the results of the Background Check, Pre-employment Medical Examination, Drug Testing and Psychological Examination</p> <p>Provide consolidated results to the Selection Committee</p>	None	10 minutes	<i>HR Assistant</i> Office for HR and Administration
	<p>9.8 Transmit the endorsement to the Office of the President and CEO and secure approval.</p>	None	5 minutes	<i>HR Officer</i> Office for HR and Administration
	<p>9.9 Inform the applicant regarding the schedule of Final Interview</p>	None	3 minutes	<i>HR Assistant</i> Office for HR and Administration
	<p>9.10 Prepare the Employment Contract/ Agreement and PSNL Form 3 and secure necessary signatures.</p> <p>Recommend approval of Employment Contract/ Agreement and</p>	None	10 minutes	<i>HR Officer</i> Office for HR and Administration
	<p>PSNL Form 3 to President and CEO</p>			

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	9.11 Approval of the Employment Contract/ Agreement and PSNL Form 3	None	5 minutes	<i>President and CEO</i> Office of the President & CEO
	9.12 Prepare orientation materials	None	1 hour	<i>HR Officer</i> Office for HR and Administration
	9.13 Receive and check completeness of pre-employment requirements submitted	None	10 minutes	<i>HR Assistant</i> Office for HR and Administration
	9.14 Prepare and issue PSNL Form 1	None	5 minutes	<i>HR Assistant</i> Office for HR and Administration
	9.15 Conduct orientation	None	1 hour	<i>Vice President for HR and Administration</i> Office for HR and Administration
	9.16 Issue Employment Agreement, PSNL Form 3 and Job Description	None	5 minutes	<i>HR Officer</i> Office for HR and Administration
	9.17 Introduce newly-hired employee to officers and staff Endorse the newly-hired employee to his/her Head of Office	None	1 hour	<i>HR Assistant</i> Office for HR and Administration
	9.18 Prepare and File employee's File 201	None	1 hour	<i>HR Assistant</i> Office for HR and Administration
	TOTAL:	None	20 working days	



2. Approval of Personnel Movement

It is the policy of the company to provide regular employment and security of tenure to employees doing regular duties. However, in case where exigencies arise, PPMC may hire casual employees as PPMC may deem necessary. Any change in employment status of an employee (e.g. terms, positions, pay, etc.) shall be properly recorded and documented.

To ensure the systematic, timely and accurate processing, documentation and updating of changes in employment status of employees.

Office or Division:	Office for HR and Administration			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSNL Form 3 – Personnel Status Form (in triplicate copies)		Office for HR and Administration		
PSNL Form 23 – Performance Appraisal Form (1 copy)		Office for HR and Administration		
Memo from the Head of Office and HR regarding the Personnel Movement (in triplicate copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Identify employees who are due for personnel movements At the start of the year, prepare a monitoring sheet of all employees who are due for personnel movements <i>(For regularization and Step Increase Only)</i>	None	1 hour	<i>HR Officer</i> Office for HR and Administration
	1.1 Prepare 3 copies of Notice of Salary Adjustments <i>(if applicable)</i> and 3 copies of PSNL Form 3 reflecting the personnel movement	None	10 minutes	<i>HR Assistant</i> Office for HR and Administration



	1.2 Review Notice of Salary Adjustment (<i>if applicable</i>)	None	10 minutes	<i>Vice President for HR and Administration</i>
	Review and sign PSNL Form 3			Office for HR and Administration
	1.3 Review and sign PSNL Form 3, certify that funds are available to cover salaries	None	10 minutes	<i>Finance Manager</i> Office for Finance
	1.4 Review and approve Notice of Salary Adjustment (<i>if applicable</i>) and PSNL Form 3	None	10 minutes	<i>President and CEO</i> Office of the President and CEO
2. Sign and acknowledge Notice of Salary Adjustment or PSNL Form 3	2. Inform employee regarding approval of Notice of Salary Adjustment (<i>if applicable</i>) and PSNL Form 3	None	15 minutes	<i>HR Assistant</i> Office for HR and Administration
	2.1 Provide a copy of the PSNL Form 3 and Notice of Salary Adjustment to the employee-concerned and Office for Finance	None	15 minutes	<i>HR Assistant</i> Office for HR and Administration
	2.2 File a copy of the document in the employee's File 201	None	10 minutes	<i>HR Assistant</i> Office for HR and Administration
	TOTAL:	None	2 hours and 20 minutes	

3. Preparation of Monthly Report on Attendance

The Company expects from its employees exemplary work attendance and punctuality at all times.

All employees must observe the prescribed working days, office hours and rules on attendance.

Employees are required to keep a record of attendance to ensure that each employee is paid for work rendered and that the requirements of overtime calculation are followed.

To provide for a systematic method of recording employee attendance and basis of computing employee's pay.



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Office or Division:	Office for HR and Administration			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSNL Form 5 – Request for Overtime (in triplicate copies)		Office for HR and Administration		
PSNL Form 6 – Request for Compensatory Time (in triplicate copies)				
PSNL Form 7a – Application for Leave of Absence for employees whose Salary Grade is 22 and below (in triplicate copies)				
PSNL Form 7b – Application for Leave of Absence for employees whose Salary Grade is 23 and above (in triplicate copies)				
Individual Daily Time Record (DTR) of employee (original DT R and duplicate copies of DTR)				
Monthly Report on Tardiness (in duplicate copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Verify overtime/compensatory time rendered using PSNL Form 5 and PSNL Form 6 respectively. Compare overtime and compensatory time rendered with the Daily Time Record (DTR)	None	5 minutes	<i>HR Assistant</i> Office for HR and Administration

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	1.1 Verify leave of absence using PSNL Form 7a or PSNL Form 7b. Compare leave of absence with the Daily Time Record (DTR)	None	5 minutes	<i>HR Assistant</i> Office for HR and Administration
	1.2 Verify tardiness of employees	None	15 minutes	<i>HR Assistant</i> Office for HR and Administration
	1.3 Prepare Monthly Report on Tardiness	None	30 minutes	<i>HR Assistant</i> Office for HR and Administration
	1.4 Submit Monthly Report on Tardiness to the Vice President for HR and Administration for notation	None	5 minutes	<i>HR Assistant</i> Office for HR and Administration
	TOTAL	None	1 hour	

4. Approval of Request for Change of Work Schedule

The Company expects from its employees exemplary work attendance and punctuality at all times.

All employees must observe the prescribed working days, office hours and rules on attendance.

To provide procedures and guidelines for employees who wish to change their work schedule.

Office or Division:	Office for HR and Administration	
Classification:	G2G – Government to Government	
Type of Transaction:	Simple	
Who may avail:	All Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
PSNL Form 4 – Change of Day Off/Work Schedule (in duplicate copies)		Office for HR and Administration



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out PSNL Form 4 in duplicate copies	1. Provide a briefing about the service and its requirements Issue PSNL Form 4	None	5 minutes	<i>HR Assistant Office for HR and Administration</i>
	1.1 Sign duly accomplished PSNL Form 4	None	4 minutes	<i>Head of Office Concerned</i>
2. Forward PSNL Form 4 to VP for HR and Administration for notation	2. Sign the PSNL Form 4	None	3 minutes	<i>Vice President for HR and Administration Office for HR and Administration</i>
3. Furnish 1 copy of approved PSNL Form 4 to the employee concerned and 1 copy to HR & Administration for attendance monitoring	3. Receive and file PSNL Form 4	None	3 minutes	<i>HR Assistant Office for HR and Administration</i>
	TOTAL:	None	15 minutes	

5. Approval of Overtime/Compensatory Time Request

In addition to the employee's regular basic hourly rate, the Company shall provide for premium pay for work performed beyond: a.) required number of work hours/week; and b.) for work performed on holidays/rest days as provided for in the Labor Code.

To provide additional payment for work performed beyond the employee's regular work hours or working days.

Office or Division:	Office for HR and Administration
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All PPMC Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



PSNL Form 5 – Request for Overtime (in triplicate copies)		Office for HR and Administration		
PSNL Form 6 – Request for Compensatory Time (in triplicate copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Project additional work hours to be rendered and identify work/s to be done	None	3 minutes	<i>Head of Office Concerned</i>
	1.2 Fill out PSNL Form 5 for overtime or PSNL Form 6 for compensatory time request	None	4 minutes	<i>Head of Office Concerned</i>
	1.3 Forward duly accomplished request to the President and CEO or his duly authorized representative (VP-HRA) for approval	None	3 minutes	<i>Head of Office Concerned</i>
	1.4 Approve request for overtime/ compensatory time	None	5 minutes	<i>President and CEO Office of the President & CEO</i>
	TOTAL:	None	15 minutes	

6. Approval of Application for Leave of Absence

The Company shall extend leave benefits to qualified employees without diminution in their current earnings.

To assure that employees are paid when they cannot earn their day's due to illness, and other valid reasons and to afford employees the needed rest to replenish worn out energies and acquire new vitality to enable them to efficiently perform their duties.

Office or Division:	Office for HR and Administration
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Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSNL Form 7a – Application for Leave of Absence for employees whose Salary Grade is 22 and below (in triplicate copies)		Office for HR and Administration		
PSNL Form 7b - Application for Leave of Absence for employees whose Salary Grade is 23 and above (in triplicate copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure PSNL Form 7a or PSNL Form 7b from the Office for HR and Administration	1. Provide a briefing about the service and its requirements Issue PSNL Form 7a or PSNL Form 7b	None	3 minutes	<i>HR Assistant</i> Office for HR and Administration
2. Forward duly accomplished PSNL Form 7a or PSNL Form 7b to the Head of Office Concerned	2. Receive the filled-out PSNL Form 7a or PSNL Form 7b and recommend approval or disapproval of the application	None	3 minutes	<i>Head of Office Concerned</i>
3. Forward request to the HR Assistant for certification of leave credits	3. Fill out certification of leave credits and forward request to the Vice President for HR and Administration for approval	None	4 minutes	<i>HR Assistant</i> Office for HR and Administration
	3.1 Approval of Application for Leave of Absence	None	5 minutes	<i>Vice President for HR and Administration</i> Office for HR and Administration
	TOTAL:	None	15 minutes	

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7. Approval of Application for Travel Authorization for employees on Official Business outside La Union

To provide procedures and guidelines in applying for Travel Authorization of employees on Official Business outside La Union.

Office or Division:	Office for HR and Administration			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees on Official Business outside La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSNL Form 11 – Travel Authorization (in triplicate copies)		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out PSNL Form 11	1. Sign duly accomplished PSNL Form 11	None	3 minutes	<i>Head of Office Concerned</i>
2. Forward PSNL Form 11 to the	2. Assign driver and vehicle	None	3 minutes	<i>Administrative Officer</i>
Office for HR and Administration for notation				Office for HR and Administration
3. Forward duly accomplished PSNL Form 11 to the Office of the PCEO	3. Approve request	None	3 minutes	<i>President and CEO Office of the President & CEO</i>
4. Furnish 1 copy of approved PSNL Form 11 to Finance for computation of travel expenses; 1 copy to HR & Admin for attendance monitoring & retain 1 copy	4. Receive copy of approved PSNL Form 11	None	3 minutes	<i>Finance Analyst Office for Finance HR Assistant Office for HR and Administration</i>
5. Submit Certificate of Appearance to Office for HR & Admin and Office for Finance upon return	5. Receive Certificate of Appearance	None	3 minutes	<i>HR Assistant Office for HR and Administration Finance Analyst Office for Finance</i>
	TOTAL:	None	15 minutes	

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8. Participation in Public-Run Trainings for PPMC Employees

The development and retention of a competent work force is a primary concern of PPMC. The company shall ensure that a continuing program of career and personal development be established for all the employees at all levels and shall create an environment or work climate conducive to the development of human resource knowledge, skills, abilities, attitudes and values for better service and performance.

To provide procedures and guidelines for employees who will participate in public run trainings.

Office or Division:	Office for HR and Administration			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSNL Form 14 – Training Nomination (in triplicate copies)		Office for HR and Administration		
PSNL Form 15 – Training Report (in triplicate copies)				
Training Effectiveness Report – one (1) original copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Identify Public Run Human Resource Development (HRD) Program	None	1 day and 4 hours	<i>Head of Office Concerned</i> <i>Vice President for HR and Administration</i> Office for HR and Administration
	1.1 Prepare PSNL Form 14	None	30 minutes	<i>Head of Office Concerned</i> <i>Vice President for HR and Administration</i> Office for HR and Administration
2. Sign conformity to submit PSNL Form 15	2. Endorse PSNL Form 14 to the President and CEO	None	5 minutes	<i>HR Assistant</i> Office for HR and Administration



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	2.1 Approve PSNL Form 14	None	10 minutes	<i>President and CEO Office of the President & CEO</i>
	2.2 Submit approved PSNL Form 14 to the Office for Finance	None	5 minutes	<i>HR Assistant Office for HR and Administration</i>
	2.3 Prepare payment for the Public-Run HRD Program	None	1 day	<i>Finance Analyst Office for Finance</i>
3. Attend Public-Run HRD Program and submit PSNL Form 15 in 3 copies to the President and CEO through the Vice President for HR and Administration and Head of Office concerned within one (1) month from conduct of training	3. Approve PSNL Form 15 and return 1 copy to the Office for HR and Administration and 1 copy to the employee	None	<i>Day/s vary/ies on the length of training</i>	<i>President and CEO Office of the President & CEO</i>
	3.1 Submit Training Effectiveness Report to the Vice President for HR and Administration	None	3 hours	<i>Head of Office Concerned</i>
	3.2 Approve Training Effectiveness Report	None	10 minutes	<i>President and CEO Office of the President & CEO</i>
	TOTAL:	None	3 working days	

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9. Conduct of In-House Trainings for PPMC Employees

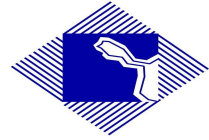
The development and retention of a competent work force is a primary concern of PPMC. The company shall ensure that a continuing program of career and personal development be established for all the employees at all levels and shall create an environment or work climate conducive to the development of human resource knowledge, skills, abilities, attitudes and values for better service and performance.

To provide procedures and guidelines in the conduct of in-house trainings for PPMC employees.

Office or Division:	Office for HR and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees			
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE		
Employee's Agreement (in triplicate copies)		Office for HR and Administration		
PSNL Form 15 – Training Report (in triplicate copies)				
Training Effectiveness Report – one (1) original copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Identify In-house Training Program	None	4 hours	<i>Vice President for HR and Administration</i> Office for HR and Administration
	1.1 Identify the participants and inform participants on the In-house Training Program	None	4 hours	<i>HR Officer</i> Office for HR and Administration
	1.2 Prepare Resource Requirements needed in the In-house Training Program	None	5 days	<i>HR Officer</i> Office for HR and Administration
	1.3 Prepare Budget for the In-house Training Program	None	1 day	<i>HR Officer</i> Office for HR and Administration



	1.4 Endorse the Inhouse Training Plan and Budget to the Finance Manager for Certification for Funds Availability	None	4 hours	<i>HR Assistant Office for HR and Administration</i>
	1.5 Certify Funds Availability	None	1 hour	<i>Finance Manager Office for Finance</i>
2. Sign Employee's Agreement	2. Endorse the Inhouse Training Plan and Budget to the President and CEO	None	30 minutes	<i>Vice President for HR and Administration Office for HR and Administration</i>
	2.1 Approve the Inhouse Training Plan	None	30 minutes	<i>President and CEO Office of the President & CEO</i>
3. Attend the In-house training program and submit PSNL Form 15 in 3 copies to the President and CEO through the Vice President for HR and Administration and Head of Office concerned	3. Implement the Inhouse Training Program	None	<i>Day/s vary on the length of training</i>	<i>Vice President for HR and Administration, HR Officer and HR Assistant Office for HR and Administration</i>
	3.1 Approve PSNL Form 15 and return 1 copy to the Office for HR and Administration and 1 copy to the employee	None	1 hour	<i>President and CEO Office of the President & CEO</i>
	3.2 Submit Training Effectiveness	None	1 day	<i>Head of Office Concerned</i>
	Report to the Vice President for HR and Administration			
	3.3 Approve Training Effectiveness Report	None	1 hour	<i>President and CEO Office of the President & CEO</i>
	TOTAL:	None	9 working days	



10. Conduct of Disciplinary Action

It is the policy of the Company to prevent and correct misdemeanors and unsatisfactory work habits in order to maintain productive, safe and pleasant working conditions. In the pursuance of this policy, the Company expects that each employee shall at all times conduct himself/herself with proper decorum. Likewise, the Company has established a set of rules and regulations to protect the group from any misbehavior of any of its members.

To provide procedures and guidelines in implementing Disciplinary Actions.

Office or Division:	Office for HR and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSNL Form 17 – Notice to Explain (in triplicate copies)		Office for HR and Administration		
PSNL Form 19 – Decision to Suspend/Dismiss (in triplicate copies)				
PSNL Form 20 – Employee Disciplinary sheet (in triplicate copies)				
PSNL Form 21 – Disciplinary Action Report (in triplicate copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File initial complaint against any officer or employee in writing by the aggrieved party or informant	1. Receive complaint	None	10 minutes	<i>Head of Office Concerned</i> <i>Vice President for HR and Administration</i> Office for HR and Administration
	1.1 Issue PSNL Form 17 to the	None	30 minutes	<i>Head of Office Concerned</i>
	concerned employee to notify him/her of the complaint/report			<i>Vice President for HR and Administration</i> Office for HR and Administration

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2. Submit response to notice	2. Conduct preliminary investigation to establish probable cause of disciplinary action	None	7 days	<i>Head of Office Concerned</i> <i>Vice President for HR and Administration</i> Office for HR and Administration
	2.1 Conduct hearing, if violation/s is/are established. Otherwise, issue a decision to dismiss case.	None	7 days	<i>President and CEO</i> Office of the President & CEO
	2.2 Having ascertained all facts on committed violation, submit recommendation to the Office concerned. Fill out PSNL Form 19, PSNL Form 20 and PSNL Form 21, if the violation calls for recommendation to reprimand or suspend or terminate.	None	2 days	<i>Head of Office Concerned</i> <i>Vice President for HR and Administration</i> Office for HR and Administration
	2.3 Approve PSNL Form 19, PSNL Form 20 and PSNL Form 21 and issue decision to employee copy furnished the Office for HR and Administration	None	3 hours	<i>President and CEO</i> Office of the President & CEO



3. If the employee disagrees with the disposition of his/her case, he/she can file an appeal.	3. Create Personnel Board (members of which shall be selected by the Vice President for HR and Administration) to review such referred case and recommend appropriate action to the President and CEO	None	2 days	<i>Vice President for HR and Administration Office for HR and Administration</i>
	3.1 Approve recommendations and issue decision to employee copy furnished the Office for HR and Administration. The decision of the President and CEO shall be final and executory.	None	1 day and 4 hours	<i>President and CEO Office of the President & CEO</i>
	3.2 Include the decision in the employee's File 201	None	20 minutes	<i>HR Assistant Office for HR and Administration</i>
	TOTAL:	None	20 working days	

11. Conduct of Performance Appraisal

The Company shall develop and maintain a performance appraisal and incentive program that will establish and strengthen employee performance output, and enhance the inter-relationship between the employee's personal goal and the Company's goals.

To provide a systemic evaluation of the employee's performance output and his/her potential for development, which shall serve as the basis for rewarding employee contribution towards the achievement of corporate goals.

Office or Division:	Office for HR and Administration
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government



Who may avail:		All PPMC Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSNL Form 22 – Individual Performance Agreement – one (1) original copy		Office for HR and Administration		
PSNL Form 23 – Performance Appraisal Form – one (1) original copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of the accomplished PSNL Form 22 to the immediate supervisor and to the Vice President for HR and Administration	1. Discuss the accomplished PSNL Form 22 with the immediate supervisor	None	4 hours	<i>Head of Office Concerned</i> <i>Vice President for HR and Administration</i> Office for HR and Administration
	1.1 Conduct Rating and Fill-up the PSNL Form 23	None	1 day	<i>Head of Office Concerned</i>
	1.2 Discuss Performance Rating	None	1 day	<i>Head of Office Concerned</i>
	1.3 Review Performance Rating	None	2 days	<i>Vice President for HR and Administration</i> Office for HR and Administration
	1.4 Approve Performance Rating	None	2 days	<i>President and CEO</i> Office of the President & CEO
	1.5 Include Performance Evaluation Form in the employee File 201	None	4 hours	<i>HR Assistant</i> Office for HR and Administration
	TOTAL:	None	7 working days	

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12. Approval of Promotion

It is the Company's policy to "promote from within" whenever a qualified employee is available.

To ensure the systematic and accurate observance of PPMC Merit Promotion Plan which provides:

1. A promotion system characterized by strict observance of the merit principles in the selection of employees for promotion to higher position;
2. Equal opportunity for advancement to all qualified and competent employees;
3. A judicious and fair adjudication of protests of aggrieved employees regarding promotion.

Office or Division:	Office for HR and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees			
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE		
PSNL Form 24 – Individual Assessment Form (in triplicate copies)		Office for HR and Administration		
PSNL Form 25 – Promotional Line-Up Form (in triplicate copies)				
PSNL Form 26 – Promotional Recommendation For m (in triplicate copies)				
PSNL Form 27 – Promotion Protest Form (in triplicate copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare Notice of Vacant Positions and Post the vacancy for hiring within the organization	None	3 days	<i>HR Assistant</i> Office for HR and Administration
2. File Applications for Vacant Position	2. Consolidate intent of application and resumes submitted	None	1 day	<i>HR Assistant</i> Office for HR and Administration
	2.1 Review qualification of employees based on the qualification	None	1 day	<i>HR Officer</i> Office for HR and Administration
	2.2 Prepare PSNL Form 24 and PSNL Form 25	None	1 day	<i>HR Officer</i> Office for HR and Administration



	2.3 Screen Applicants	None	5 days	<i>Selection Committee</i>
	2.4 Endorse PSNL Form 26	None	1 day	<i>HR Officer Office for HR and Administration</i>
	2.5 Approve PSNL Form 26	None	4 hours	<i>President and CEO Office of the President & CEO</i>
	2.6 Prepare employment agreement and PSNL Form 3	None	4 hours	<i>HR Officer Office for HR and Administration</i>
	2.7 Post Notice of Promotion	None	4 hours	<i>HR Assistant Office for HR and Administration</i>
	2.8 If there is no protest, recommend PSNL Form 3 for approval of the President and CEO	None	1 day	<i>Vice President for HR and Administration Office for HR and Administration</i>
	2.9 Approves employment agreement and PSNL Form 3	None	1 day	<i>President and CEO Office of the President & CEO</i>
	2.10 Issue PSNL Form 3 to promoted employee	None	4 hours	<i>HR Officer Office for HR and Administration</i>
3. If there is the presence of protest to the notice of promotion, aggrieved employee files PSNL Form 27	3. Evaluation of PSNL Form 27	None	1 day	<i>Investigation Team</i>
	3.1 Reviews action of protest	None	1 day	<i>President and CEO Office of the President & CEO</i>
	3.2 Release Action/Decision	None	4 hours	<i>Vice President for HR and Administration Office for HR and Administration</i>
	TOTAL:	None	18 working days and 4 hours	



PORO POINT MANAGEMENT CORPORATION

13. Approval of Application for Resignation

The Company shall respect the decision of its employees relative to the voluntary discontinuance of their employment.

To provide procedures and guidelines for employees who wish to resign.

Office or Division:	Office for HR and Administration			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees			
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE		
Application for Resignation (in triplicate copies)				
PSNL Form 28 – Clearance Form (in triplicate copies)		Office for HR and Administration		
PSNL Form 29 – Exit Interview (in triplicate copies)		Office for HR and Administration		
PSNL Form 30 – Release of Quit Claim (in 4 copies)		Office for Finance		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written notice in relation to resignation at least 30 days from its effectivity	1. Endorse to the President and CEO the notice in relation to resignation	None	30 minutes	<i>Head of Office Concerned</i>
	1.1 Approve the Resignation	None	1 hour	<i>President and CEO Office of the President and CEO</i>
	1.2 Issue Memo re: requirements in relation to resignation	None	1 hour	<i>Vice President for HR and Administration Office for HR and Administration</i>
2. Complete requirements in relation to resignation		None	1 day	<i>Employees Concerned</i>
3. Submit Requirements in relation to resignation including PSNL Form 28 and PSNL Form 29	3. Compute resignation benefits	None	4 hours	<i>HR Officer Office for HR and Administration</i>



PORO POINT MANAGEMENT CORPORATION

4. Submit to Finance the PSNL Form 28 and the computed resignation benefits	4. Prepare PSNL Form 30	None	1 hour	<i>Finance Manager Office for Finance</i>
5. Sign PSNL Form 30	5. Release Resignation Benefits	None	30 minutes	<i>Finance Manager Office for Finance</i>
	TOTAL:	None	2 working days	

14. Approval of Application for Retirement

The Company shall provide Retirement Program to bonafide employees. This will provide an avenue for the company to give recognition for services rendered by employees and at the same time enable the company to comply with the provisions of the Labor Laws of the Philippines.

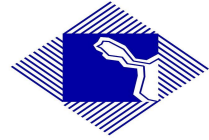
Office or Division:	Office for HR and Administration			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PPMC Employees			
CHECKLIST OF RE QUIREMENTS		WHERE TO SECURE		
Application for Retirement (in triplicate copies)				
PSNL Form 28 – Clearance Form (in triplicate copies)		Office for HR and Administration		
PSNL Form 29 – Exit Interview (in triplicate copies)		Office for HR and Administration		
PSNL Form 30 – Release of Quit Claim (in 4 copies)		Office for Finance		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written notice in relation to retirement	1. Endorse to the President and CEO the notice in relation to retirement	None	30 minutes	<i>Head of Office Concerned</i>
	1.1 Approve the Retirement	None	1 hour	<i>President and CEO Office of the President and CEO</i>



PORORO POINT MANAGEMENT CORPORATION

	1.2 Issue Memo re: requirements in relation to retirement	None	1 hour	<i>Vice President for HR and Administration Office for HR and Administration</i>
2. Complete requirements in relation to retirement		None	1 day	<i>Employees Concerned</i>
3. Submit Requirements in relation to retirement including PSNL Form 28 and PSNL Form 29	3. Compute retirement benefits	None	4 hours	<i>HR Officer Office for HR and Administration</i>
4. Submit to Finance the PSNL Form 28 and the computed retirement benefits	4. Prepare PSNL Form 30	None	1 hour	<i>Finance Manager Office for Finance</i>
5. Sign PSNL Form 30	5. Release Retirement Benefits	None	30 minutes	<i>Finance Manager Office for Finance</i>
	TOTAL:	None	2 working days	

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PORO POINT MANAGEMENT CORPORATION

Office for Human Resources and Administration
Property and General Services
Internal Services

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PORO POINT MANAGEMENT CORPORATION

1. Issuance of Supplies, Materials, Properties and Equipment

To establish proper procedure in the request for groceries, office supplies and materials.

Office or Division:	Office for HR and Administration			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issue Slip (RIS) Form - 2 copies: 1 original, 1 duplicate copy		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Requisition and Issue Slip (RIS) Form	1. Provide the client with a briefing on the services and its requirements Provide Requisition and Issue Slip (RIS) Form	None	2 minutes	<i>Property Assistant</i> Office for HR and Administration
2. Fill out Requisition and Issue Slip (RIS) Form Secure approval of Head of Office	2. Review and approve RIS Form	None	3 minutes	<i>Respective Head of Office</i>
3. Submit approved RIS Form	3. Receive RIS Form and check if requested supplies and materials are available in PPMC Inventory	None	2 minutes	<i>Property Assistant</i> Office for HR and Administration
4. Receive requested supplies and materials	4. Inspect the supplies and materials which will be issued	None	3 minutes	<i>Administrative Officer</i> Office for HR and Administration
	4.1 Issue stocks to requisitioner	None	5 minutes	<i>Property Assistant</i> Office for HR and Administration
5. Present stock issued to the Head of Office	5. Attest the veracity of supplies requested	None	10 minutes	<i>Respective Head of Office</i>



PORORO POINT MANAGEMENT CORPORATION

6. Surrender duly signed RIS Form to the Property Assistant for record purposes	6.1 Receive and file submitted RIS Form Update list of inventory of supplies and materials	None	5 minutes	<i>Property Assistant</i> Office for HR and Administration
TOTAL:		None	30 minutes	

2. Approval of Repair and Maintenance of Vehicles

To establish proper procedure in the request for repair and maintenance of vehicles.

Office or Division:	Office for HR and Administration			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Maintenance Job Order Form - 2 copies: 1 original, 1 duplicate copy		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Maintenance Job Order Form	1. Provide the client with a briefing on the service and its requirements Issue Maintenance Job Order Form	None	3 minutes	<i>Administrative Officer</i> Office for HR and Administration
2. Fill-out Maintenance Job Order Form Submit filled-out Maintenance Job Order Form	2. Receive filled-out Maintenance Job Order Form	None	3 minutes	<i>Administrative Officer</i> Office for HR and Administration
	2.1 Assess/ analyze the vehicle	None	20 minutes	<i>Driver/Mechanic</i> Office for HR and Administration

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	2.1 Prepare Certification of Pre-repair inspection	None	30 minutes	<i>Driver/Mechanic</i> Office for HR and Administration
	Prepare Purchase Request			
	2.2 Determine Request if in the Annual Procurement Plan	None	10 minutes	<i>Administrative Officer</i> Office for HR and Administration
	2.3 Procurement Process	None		BAC, BAC Secretariat, Vice President for HR and Administration, President and CEO
	2.4 Prepare Post repair Inspection Report	None	10 minutes	<i>Driver/Mechanic</i> Office for HR and Administration
	2.5 Prepare Waste Material Report and Acceptance Daily Report	None	10 minutes	<i>Property Assistant</i> Office for HR and Administration
	TOTAL:	None	1 hour and 26 minutes	

3. Approval of Request for Use of Vehicles

To establish proper procedure in the request for use of vehicles.

Office or Division:	Office for HR and Administration			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Trip Ticket - 1 original Travel Order Form - 3 copies: 1 original, 2 duplicate copy		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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<p>1. Secure and fill-out Request for Use of Vehicle Form</p>	<p>1. Provide the client with a briefing on the service and its requirements</p> <p>Issue Request for Use of Vehicle Form</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Administrative Officer</i> Office for HR and Administration</p>
<p>2. A. If within La Union, fill out Vehicle Trip Ticket</p> <p>B. If outside La Union, fill out PSNL Form 11 in triplicate copies and Vehicle Trip Ticket</p>	<p>2. A. Sign duly accomplished Trip Ticket and assign driver (within La Union)</p> <p>2. B. Sign duly accomplished Trip Ticket and PSNL Form 11 and assign driver</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Administrative Officer</i> Office for HR and Administration</p>
<p>3. Forward filled-out and signed PSNL Form 11 to President and CEO</p>	<p>3. Review and approve PSNL Form 11</p>	<p>None</p>	<p>3 minutes</p>	<p><i>President and CEO</i> Office for the President and CEO</p>
<p>4. A. If within La Union</p> <p>B. If outside La Union – Furnish 1 copy of approved PSNL Form 11 to finance for computation of travel expenses; 1 copy to HR and Administration for attendance monitoring and retain 1 copy</p>	<p>4. A. Show Vehicle Trip Ticket to Guard on duty (if within La Union)</p> <p>4. B. Show vehicle trip ticket and PSNL Form 11 to Guard on duty</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Driver/Mechanic or Driver/Messenger</i> Office for HR and Administration</p>
	<p>4.1 Submit Certificate of Appearance and Certificate of Travel Completed to HR and</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Driver/Mechanic or Driver/Messenger</i> Office for HR and Administration</p>



PORORO POINT MANAGEMENT CORPORATION

	Administration upon return			
	4.2 Prepare Summary of Report of Official travels per month and submit to Administrative Officer	None	6 minutes	BAC, BAC Secretariat, Vice President for HR and Administration, President and CEO
	TOTAL:	None	21 minutes	

4. Receipt of Supplies, Materials, Properties and Equipment

To establish proper procedure in the receipt of supplies, materials, properties and equipment.

Office or Division:	Office for HR and Administration			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)			
Who may avail:	PPMC Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order - 3 copies: 1 original, 2 duplicate copy Delivery Receipt - 1 original copy		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the items and provide Delivery Receipt and a copy of the issued Purchase Order	1. Check the requisites of a complete Purchase Order Check the data on the Delivery Receipt vis-à-vis the Purchase Order	None	10 minutes	<i>Property Assistant</i> Office for HR and Administration

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2. Present the delivered items Assist in the inspection of delivered items	2. Conduct the inspection of delivered items Make notation on the Invoice	None	1 hour	<i>Property Assistant</i> Office for HR and Administration <i>End-user</i>
3. Receive the duplicate copy of the noted/ signed invoice	3. Prepare the Inspection and Acceptance Report	None	30 minutes	<i>Property Assistant</i> Office for HR and Administration
	3.1 Secure signature of the end-user, Administrative Officer and Vice President for HR and Administration in the Inspection and Acceptance Report	None	10 minutes	<i>Property Assistant</i> Office for HR and Administration <i>End-user</i> <i>Administrative Officer</i> Office for HR and Administration <i>Vice President for HR and Administration</i> Office for HR and Administration
	3.2 Provide Office for Finance and Commission on Audit a copy of the Inspection and Acceptance Report	None	5 minutes	<i>Property Assistant</i> Office for HR and Administration
	3.3 Update list of inventory of supplies and materials		5 minutes	<i>Property Assistant</i> Office for HR and Administration
	TOTAL:	None	2 hours	

5. Approval of Request for Gas and Oil

To establish proper procedure in the request for fuel, oil and other services such as oil change.

Office or Division:	Office for HR and Administration
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	PPMC Employees



PORORO POINT MANAGEMENT CORPORATION

CHECKLIST OF R REQUIREMENTS		WHERE TO SECURE		
Authorization Slip (Gasoline) - 2 copies: 1 original, 1 duplicate copy		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Authorization Slip (Gasoline)	1. Provide the client with a briefing on the service and its requirements Issue Authorization Slip (Gasoline)	None	1 minute	<i>Administrative Officer</i> Office for HR and Administration
2. Fill-out Authorization Slip (Gasoline) in duplicate copy	2. Assign Slip Number and input in the Logbook of Issuance of Authorization Slips Sign the duly accomplished Authorization Slip (Gasoline) in duplicate copy	None	3 minutes	<i>Administrative Officer</i> Office for HR and Administration
3. Receive the original copy of the Authorization Slip	3. Issue the signed Authorization Slip File the duplicate copy	None	1 minute	<i>Administrative Officer</i> Office for HR and Administration
TOTAL:		None	5 minutes	

6. Preparation and Submission of Annual Inventory Report

To establish proper procedure in the preparation and submission of Annual Inventory Report.

Office or Division:	Office for HR and Administration
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Commission on Audit
CHECKLIST OF R REQUIREMENTS	WHERE TO SECURE
Inventory Report of Previous Year - 3	



PORO POINT MANAGEMENT CORPORATION

original copies Monthly Reports on Supplies and Materials - 3 original copies		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive the letter of invitation regarding	1. Prepare a letter regarding the invitation for the	None	30 minutes	<i>Vice President for HR and Administration</i>
the conduct of Annual Inventory	scheduled Annual Inventory			Office for HR and Administration
	1.1 Prepare and consolidate the Inventory Report of Previous Year and Monthly Reports on Supplies and Materials	None	30 minutes	<i>Property Assistant</i> Office for HR and Administration
2. Attend the Annual Inventory	2. Conduct the Annual Inventory	None	5 days	<i>Vice President for HR and Administration</i> Office for HR and Administration <i>Administrative Officer</i> Office for HR and Administration <i>Property Assistant</i> Office for HR and Administration <i>Finance Manager</i> Office for Finance
	2.1 Prepare the Report on the Physical Count of Inventories and Report on the Physical Count of Property Plant and Equipment	None	1 day	<i>Administrative Officer</i> Office for HR and Administration <i>Property Assistant</i> Office for HR and Administration



PORORO POINT MANAGEMENT CORPORATION

	2.2 Review the Report on the Physical Count of Inventories and Report on the Physical Count of Property Plant and Equipment	None	2 hours	<i>Vice President for HR and Administration</i> Office for HR and Administration
	2.3 Review the Report on the Physical Count of Inventories and Report on the Physical Count of Property Plant and Equipment	None	2 hours	<i>Finance Manager</i> Office for Finance
	2.4 Review the Report on the Physical Count of Inventories and Report on the Physical Count of Property Plant and Equipment	None	2 hours	<i>President and CEO</i> Office of the President and CEO
3. Receive the Report on the Physical Count of Inventories and Report on the Physical Count of Property Plant and Equipment	3. Provide Commission on Audit copies of the Physical Count of Inventories and Report on the Physical Count of Property Plant and Equipment		1 hour	<i>Property Assistant</i> Office for HR and Administration
	TOTAL:	None	7 working days	

7. Disposal of Waste Materials and Unserviceable Properties (With Value)

To establish proper procedure in the disposal of waste material and unserviceable properties.

Office or Division:	Office for HR and Administration
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government



Who may avail:		All employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Inventory of Items for Disposal - 3 original copies		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Turn-over unserviceable properties/waste materials to Property Assistant.	1. Prepares the detailed Inventory of Items for Disposal Take picture of the unserviceable properties/ waste materials	None	1 hour	<i>Property Assistant</i> Office for HR and Administration
	1.1 Review the detailed Inventory of Items for Disposal	None	1 hour	<i>Administrative Officer</i> Office for HR and Administration
	1.2 Provide the following data on the Inventory of Items for Disposal: <ul style="list-style-type: none"> • Unit Cost • Total Cost • Accumulated Depreciation • Net Book Value 	None	2 hours	<i>Accountant</i> Office for Finance
	1.3 Conduct the inspection and appraisal Prepare the appraisal report Submit the Disposal Program	None	9 days	Disposal Committee
	1.4 Review and approve the Disposal Program	None	1 hour	Bids and Awards Committee on Disposal

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	1.5 Notify COA regarding the Disposal Program	None	30 minutes	<i>Vice President for HR and Administration</i> Office for HR and Administration
	1.6 Conduct the bidding Evaluate the bids	None	10 days	Bids and Awards Committee on Disposal
	1.7 Recommend the Award	None	30 minutes	Bids and Awards Committee on Disposal
	1.8 Approve the Award	None	30 minutes	<i>President and CEO</i> Office of the President and CEO
	1.9 Notify COA and Office for Finance regarding the result of bidding and date of hauling	None	30 minutes	<i>Vice President for HR and Administration</i> Office for HR and Administration
	1.10 Receive payment of the winning bidder	None	30 minutes	<i>Cashier</i> Office for Finance
	1.11 Issue unserviceable properties/ waste materials to the highest bidder	None	30 minutes	<i>Property Assistant</i> Office for HR and Administration
	TOTAL:	None	20 working days	

8. Renewal of Insurance for Buildings/ Facilities and Contents

To establish proper procedure in renewal of insurance for building facilities and contents.

Office or Division:	Office for HR and Administration
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	PPMC Management
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Inventory of Items for Insurance - 2 original copies	Office for HR and Administration



PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare the following requirements for the renewal of Insurance for Buildings/ Facilities and Contents: <ul style="list-style-type: none"> • Inventory of Buildings/ Facilities and Contents which will be insured • Pictures of Buildings/ Facilities and Contents which will be insured • Duly Filled-up Property Insurance Form of GSIS • Photocopy of the previous Insurance Policy 	None	4 hours	<i>Administrative Officer</i> Office for HR and Administration
	1.1 Review the requirements for the renewal of insurance for Buildings/ Facilities and Contents	None	1 hour	<i>Vice President for HR and Administration</i> Office for HR and Administration
	1.2 Submit the requirements for the renewal of insurance for Buildings/ Facilities and Contents to GSIS	None	30 minutes	<i>Property Assistant</i> Office for HR and Administration

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	1.3 Receive the Statement of Account from GSIS and provide a copy of Statement of Account to the Office for Finance	Payment to be determined by GSIS	30 minutes	<i>Property Assistant</i> Office for HR and Administration
	1.4 Prepare payment for the Insurance Coverage	None	1 hour	<i>Finance Analyst</i> Office for Finance
	1.5 Pay the Insurance Coverage at GSIS	None	30 minutes	<i>Cashier</i> Office for Finance
	1.6 Receive and file the Insurance Policy	None	30 minutes	<i>Administrative Officer</i> Office for HR and Administration
	TOTAL:	Payment to be determined by GSIS	1 working day	

9. Request for Insurance of Vehicles

To establish proper procedure in the insurance of vehicles.

Office or Division:	Office for HR and Administration			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Management			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Motor Vehicle Insurance Application Form - 1 original copy		Government Service Insurance System		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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	<p>1. Prepare the following requirements for the Insurance of Vehicles</p> <ul style="list-style-type: none"> • Pictures of the motor vehicle • Duly Filled up Motor Vehicle Insurance Application Form of GSIS • Photocopy of the previous Insurance Policy, if previously insured • Photocopy of the OR/CR of the vehicle or Sales Invoice for brand new vehicles • Photocopy of the stencil of motor and chasis number for brand new vehicles 	None	4 hours	<i>Administrative Officer</i> Office for HR and Administration
	1.1 Review the requirements for the insurance of vehicles	None	1 hour	<i>Vice President for HR and Administration</i> Office for HR and Administration
	1.2 Submit the requirements for the insurance of vehicles	None	30 minutes	<i>Property Assistant</i> Office for HR and Administration

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	1.3 Receive the Statement of Account from GSIS and provide a copy of Statement of Account to the Office for Finance	Payment to be determined by GSIS	30 minutes	<i>Property Assistant</i> Office for HR and Administration
	1.4 Prepare payment for the Insurance Coverage	None	1 hour	<i>Finance Analyst</i> Office for Finance
	1.5 Pay the Insurance Coverage at GSIS	None	30 minutes	<i>Cashier</i> Office for Finance
	1.6 Receive and file the Insurance Policy	None	30 minutes	<i>Administrative Officer</i> Office for HR and Administration
	TOTAL:	Payment to be determined by GSIS	1 working day	

10. Request for Registration of Vehicles

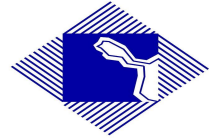
To establish proper procedure in the registration of vehicles.

Office or Division:	Office for HR and Administration			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Management			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
LTO Motor Vehicle Registration Form - 1 original copy		Land Transportation Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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	<p>1. Prepare the following requirements for registration:</p> <ul style="list-style-type: none"> • Original/ one photocopy of Certificate of Registration (If previously registered) • Original LTO Copy of electronically transmitted appropriate insurance Certificate of Cover (COC) • Original duly accomplished Motor Vehicle Inspection Report • Original Certificate of Emission Compliance 	None	5 hours	<i>Administrative Officer</i> Office for HR and Administration
	1.1 Review the requirements for the insurance of vehicle	None	1 hour	<i>Vice President for HR and Administration</i> Office for HR and Administration
	1.2 Submit the requirements for the registration of vehicles	None	1 hour	<i>Property Assistant</i> Office for HR and Administration
	1.3 Pay the Registration Fee	Payment to be determined by LTO	30 minutes	<i>Property Assistant</i> Office for HR and Administration
	1.4 Receive the vehicle sticker	None	30 minutes	<i>Property Assistant</i> Office for HR and Administration
	TOTAL:	Payment to be determined by LTO	1 working day	



PORO POINT MANAGEMENT CORPORATION

Office for Human Resources and Administration
Procurement
Internal Services

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1. Procurement of Goods and Services with an Approved Budget for the Contract above Php1 Million through Public Bidding

To establish proper procedure in procurement of goods and services through Public Bidding

Office or Division:	Office for HR and Administration
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-users and Bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Client: End-User</p> <ol style="list-style-type: none"> Board Resolution approving the Public Bidding of the Contract Complete Bidding Documents including Technical Specifications 	<p>To be provided by the End-user to the Office for HR and Administration</p>
<p>Client: Bidders</p> <p>Eligibility Documents</p> <p>Class “A” Documents</p> <ol style="list-style-type: none"> PhilGEPS Certificate of Registration and Membership Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the <u>BID DATA SHEET.</u> <p>The two statements required shall indicate for each contract the following: name of the contract; date of the contract; contract duration; owner’s name and address; kinds of Goods;</p>	

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For Statement of Ongoing Contracts amount of contract and value of outstanding contracts;

For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; date of delivery; and end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

4. NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Document:

1. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

Technical Documents:

1. Bid security

If the Bidder opts to submit the bid security in the form of:

a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is



<p>authorized to issue such instruments;</p> <ol style="list-style-type: none"> 2. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and 3. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Documents 4. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product. <p>Documents Comprising the Bid: Financial Component</p> <ol style="list-style-type: none"> 1. Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with ITB Clauses 15.1 and 15.4. 2. If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with ITB Clause 27, unless otherwise provided in the <u>BID DATA SHEET</u>; and 3. Any other document related to the financial component of the bid as stated in the <u>BID DATA SHEET</u> 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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<p>1. Client: End-user</p> <p>Provide the following requirements for the conduct of preprocurement:</p> <ul style="list-style-type: none"> • Board Resolution approving the Public Bidding of the Contract • Complete Bidding Documents including Technical Specifications 	<p>1. Conduct Preprocurement Conference</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>End-user Unit</p> <p>BAC Secretariat</p>																
<p>2. Client: End-user</p> <p>Provide the final and complete Bidding Documents including Technical Specifications approved during the Pre-procurement Conference</p>	<p>2. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board</p>	<p>None</p>	<p>7 Calendar Days</p>	<p>BAC Secretariat</p>																
<p>3. Client: Bidders</p> <p>Pay the required fees for the Bidding Documents</p>	<p>3. Issue Bidding Documents</p>	<table border="1"> <thead> <tr> <th>Approved Budget for the Contract in PhP</th> <th>Maximum Cost of Bidding Documents in PhP</th> </tr> </thead> <tbody> <tr> <td>500,000 and below</td> <td>500.00</td> </tr> <tr> <td>More than 500,000 up to 1 Million</td> <td>1,000.00</td> </tr> <tr> <td>More than 1 Million up to 5 Million</td> <td>5,000.00</td> </tr> <tr> <td>More than 5 Million up to 10 Million</td> <td>10,000.00</td> </tr> <tr> <td>More than 10 Million up to 50 Million</td> <td>25,000.00</td> </tr> <tr> <td>More than 50 Million up to 500 Million</td> <td>50,000.00</td> </tr> <tr> <td>More than 500 Million</td> <td>75,000.00</td> </tr> </tbody> </table>	Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP	500,000 and below	500.00	More than 500,000 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00	<p>30 minutes</p>	<p>BAC Secretariat</p>
Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP																			
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<p>4. Client: Bidders</p> <p>Attend the Pre-Bid Conference</p>	<p>4. Conduct Pre- Bid Conference</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p>																



				Technical Working Group End-user Unit BAC Secretariat Observers Prospective Bidders
5. Client: Bidders Inquire or secure Supplemental/Bid Bulletin(s), if any	5. Upload Minutes of the Pre-bid Conference at the PPMC Website Prepare and upload Supplemental/Bid Bulletin at PPMC Website, PhilGEPS and Post at Bulletin Boards, if any	None	1 day	Bids and Awards Committee BAC Secretariat
6. Client: Bidders Submit Bid Envelope	6. Receive the Bid Envelope Opening of the Technical Proposal and Evaluation Opening and Evaluation of Financial Proposal	None	1 day	Bids and Awards Committee Technical Working Group BAC Secretariat Observers Prospective Bidders
7. Client: Bidders Receive the notification	7. Notify all the bidders who submitted their bid proposals	None	1 day	BAC Secretariat

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8. Client: Bidders	8. Conduct Bid Evaluation and determine Lowest	None	1 day	Bids and Awards Committee
Receive the Notice	Calculated Bid (LCB) or Single Calculated Bid (SCB)			Technical Working Group
Receive the Notice	Determine the Lowest Calculated Bid			BAC Secretariat
	Approval of the Lowest Calculated Bid			Observers
	Issue Notice regarding the result of Bid Evaluation			
	Issue Notice to the LCB or SCB to submit documentary requirements for Post-qualification			
9. Client: Bidders	9. Conduct Post qualification	None	2 days	Bids and Awards Committee
Submit documentary requirements for the conduct of Post qualification				Technical Working Group
				Observers
	9.1 Discuss the result of the Post-qualification	None	1 day	Bids and Awards Committee
	Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award			Technical Working Group
				Observers



PORO POINT MANAGEMENT CORPORATION

10. Client: Bidders Sign conformity on the Notice of Award	10. Issue the approved Notice of Award	None	1 day	BAC Secretariat																
11. Client: Bidders Submit the posted Performance Security	11. Receive the posted Performance Security Prepare the Notice of Proceed and Contract	None	1 day	BAC Secretariat																
12. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	12. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat																
	12.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat																
	TOTAL:	<table border="1"> <thead> <tr> <th>Approved Budget for the Contract in PhP</th> <th>Maximum Cost of Bidding Documents in PhP</th> </tr> </thead> <tbody> <tr> <td>500,000 and below</td> <td>500.00</td> </tr> <tr> <td>More than 500,000 up to 1 Million</td> <td>1,000.00</td> </tr> <tr> <td>More than 1 Million up to 5 Million</td> <td>5,000.00</td> </tr> <tr> <td>More than 5 Million up to 10 Million</td> <td>10,000.00</td> </tr> <tr> <td>More than 10 Million up to 50 Million</td> <td>25,000.00</td> </tr> <tr> <td>More than 50 Million up to 500 Million</td> <td>50,000.00</td> </tr> <tr> <td>More than 500 Million</td> <td>75,000.00</td> </tr> </tbody> </table>	Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP	500,000 and below	500.00	More than 500,000 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00	Minimum of 26 Calendar Days; Maximum of 136 Calendar Days pursuant to Annex "C" of the 2016 Revised IRR of RA 9184 Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR	
Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP																			
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2. Procurement of Infrastructure Projects with an Approved Budget for the Contract above Php 1 Million through Public Bidding

To establish proper procedure in procurement of Infrastructure Projects through Public Bidding

Office or Division:	Office for HR and Administration	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)	
Who may avail:	End-users and Bidders	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Client: End-User</p> <ol style="list-style-type: none"> Board Resolution approving the Public Bidding of the Contract Complete Bidding Documents including Detailed Engineering Design <p>Client: Bidders</p> <p>Eligibility Documents</p> <p>Class “A” Documents</p> <ol style="list-style-type: none"> PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and 	<p>To be provided by the End-user to the Office for HR and Administration</p> <p>To be provided by the Bidder to the Bids and Awards Committee</p>



3. Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BID DATA SHEET**.

The two statements required shall indicate for each contract the following: name of the contract; date of the contract; contract duration; owner's name and address; nature of work; contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation; total contract value at award; date of completion or estimated completion time; total contract value at completion, if applicable; percentages of planned and actual accomplishments, if applicable; and value of outstanding works, if applicable.

The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed,

Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;

Unless otherwise provided in the **BID DATA SHEET**, a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project; and

4. NFCC computation in accordance with ITB Clause 5.5

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Class "B" Document:

1. If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

Technical Documents:

1. Bid security

If the Bidder opts to submit the bid security in the form of:

a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from

a Universal or Commercial Bank;
or

a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;

2. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
3. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Documents



<p>4. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.</p> <p>Documents Comprising the Bid: Financial Component</p> <p>Unless otherwise stated in the BID DATA SHEET, the financial component of the bid shall contain the following:</p> <ol style="list-style-type: none"> 1. Financial Bid Form, which includes bid prices and the applicable Price Schedules, if the Bidder claims preference as a Domestic Bidder, a certification from the DTI; 2. Any other document related to the financial component of the bid as stated in the <u>BID DATA SHEET</u>. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Client: End-user</p> <p>Provide the following requirements for the conduct of preprocurement:</p> <ul style="list-style-type: none"> • Board Resolution approving the Public Bidding of the Contract • Complete Bidding Documents including Technical Specifications 	<p>1. Conduct Preprocurement Conference</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>End-user Unit</p> <p>BAC Secretariat</p>



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<p>2. Client: End-user</p> <p>Provide the final and complete Bidding Documents including Technical Specifications approved during the Pre-procurement Conference</p>	<p>2. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board</p>	<p>None</p>		<p>7 Calendar Days</p>	<p>BAC Secretariat</p>																
<p>3. Client: Bidders</p> <p>Pay the required fees for the Bidding Documents</p>	<p>3. Issue Bidding Documents</p>	<table border="1"> <thead> <tr> <th>Approved Budget for the Contract in PhP</th> <th>Maximum Cost of Bidding Documents in PhP</th> </tr> </thead> <tbody> <tr> <td>500,000 and below</td> <td>500.00</td> </tr> <tr> <td>More than 500,000 up to 1 Million</td> <td>1,000.00</td> </tr> <tr> <td>More than 1 Million up to 5 Million</td> <td>5,000.00</td> </tr> <tr> <td>More than 5 Million up to 10 Million</td> <td>10,000.00</td> </tr> <tr> <td>More than 10 Million up to 50 Million</td> <td>25,000.00</td> </tr> <tr> <td>More than 50 Million up to 500 Million</td> <td>50,000.00</td> </tr> <tr> <td>More than 500 Million</td> <td>75,000.00</td> </tr> </tbody> </table>		Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP	500,000 and below	500.00	More than 500,000 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00	<p>30 minutes</p>	<p>BAC Secretariat</p>
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<p>4. Client: Bidders</p> <p>Attend the Pre-Bid Conference</p>	<p>4. Conduct Pre- Bid Conference</p>	<p>None</p>		<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>End-user Unit</p> <p>BAC Secretariat</p> <p>Observers</p> <p>Prospective Bidders</p>																

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<p>5. Client: Bidders</p> <p>Inquire or secure Supplemental/Bid Bulletin(s), if any</p>	<p>5. Upload Minutes of the Pre-bid Conference at the PPMC Website</p> <p>Prepare and upload Supplemental/ Bid Bulletin at PPMC Website, PhilGEPS and Post at Bulletin Boards, if any</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
<p>6. Client: Bidders</p> <p>Submit Bid Envelope</p>	<p>6. Receive the Bid Envelope</p> <p>Opening of the Technical Proposal and Evaluation</p> <p>Opening and Evaluation of Financial Proposal</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p> <p>Observers</p> <p>Prospective Bidders</p>
<p>7. Client: Bidders</p> <p>Receive the notification</p>	<p>7. Notify all the bidders who submitted their bid proposals</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>



<p>8. Client: Bidders</p> <p>Receive the Notice</p> <p>Receive the Notice</p>	<p>8. Conduct Bid Evaluation and determine Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB)</p> <p>Determine the Lowest Calculated Bid</p> <p>Approval of the Lowest Calculated Bid</p> <p>Issue Notice regarding the result of Bid Evaluation</p> <p>Issue Notice to the LCB or SCB to submit documentary requirements for Post-qualification</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p> <p>Observers</p>
<p>9. Client: Bidders</p> <p>Submit documentary requirements for the conduct of Post qualification</p>	<p>9. Conduct Post qualification</p>	<p>None</p>	<p>2 days</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>Observers</p>
	<p>9.1 Discuss the result of the Post qualification</p> <p>Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>Observers</p>
<p>10. Client: Bidders</p> <p>Sign conformity on the</p>	<p>10. Issue the approved Notice of Award</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>



Notice of Award				
11. Client: Bidders Submit the posted Performance Security	11. Receive the posted Performance Security Prepare the Notice of Proceed and Contract	None	1 day	BAC Secretariat
12. Client: Bidders Submit the following supporting documents of the contract: <ul style="list-style-type: none"> • Construction Schedule and S-Curve • Manpower Schedule • Construction Methods • Equipment utilization schedule • Construction Safety and health 	12. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat
<p>program approved by DOLE</p> <p><input type="checkbox"/> PERT/CPM of other acceptable tools of project scheduling for infrastructure projects</p> <p>Sign conformity on the Notice to Proceed and enter into a contract</p>				

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	12.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat																
	TOTAL:	<table border="1"> <tr> <th>Approved Budget for the Contract in PhP</th> <th>Maximum Cost of Bidding Documents in PhP</th> </tr> <tr> <td>500,000 and below</td> <td>500.00</td> </tr> <tr> <td>More than 500,000 up to 1 Million</td> <td>1,000.00</td> </tr> <tr> <td>More than 1 Million up to 5 Million</td> <td>5,000.00</td> </tr> <tr> <td>More than 5 Million up to 10 Million</td> <td>10,000.00</td> </tr> <tr> <td>More than 10 Million up to 50 Million</td> <td>25,000.00</td> </tr> <tr> <td>More than 50 Million up to 500 Million</td> <td>50,000.00</td> </tr> <tr> <td>More than 500 Million</td> <td>75,000.00</td> </tr> </table>	Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP	500,000 and below	500.00	More than 500,000 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00	<p>Minimum of 26 Calendar Days; Maximum of 141 or 156 Calendar Days pursuant to Annex "C" of the 2016 Revised IRR of RA 9184</p> <p>Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR</p>	
Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP																			
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3. Procurement of Consulting Services with an Approved Budget for the Contract above Php 1 Million through Public Bidding

To establish proper procedure in procurement of Consulting Services through Public Bidding

Office or Division:	Office for HR and Administration
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-users and Bidders
CHECKLIST OF REQUIREMENTS	
Client: End-User	To be provided by the End-user to the Office for HR and Administration
<ol style="list-style-type: none"> Board Resolution approving the Public Bidding of the Contract Complete Bidding Documents including Terms of Reference 	
Client: Bidders	To be provided by the Bidder to the Bids and Awards Committee
Eligibility Documents	



The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted:

Class "A" Documents

Legal Documents

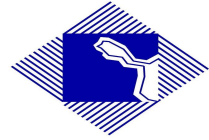
1. PhilGEPS Certificate of Registration and Membership

Technical Documents

1. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the ELIGIBILITY DATA SHEET. The statement shall include, for each contract, the following: the name and location of the contract; date of award of the contract; type and brief description of consulting services; consultant's role (whether main consultant, subconsultant, or partner in a JV) amount of contract; contract duration; and certificate of satisfactory completion or equivalent document specified in the ELIGIBILITY DATA SHEET issued by the client, in the case of a completed contract;
2. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

Class "B" Document:

1. If applicable, the Joint Venture Agreement (JVA) in case the joint



venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

Documents Comprising the Bid:Technical Proposal

1. Technical Proposal Submission
Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1).
2. Bid security
If the bidder opts to submit the bid security in the form of:

a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument
Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms:
3. A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature. For each project, the outline should indicate inter alia, the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an



association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subconsultants, but can be claimed by the individuals themselves in their CVs.

Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.

4. Comments, if any, on the TOR to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.
5. A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project.
6. An organizational chart of the key and support staff indicating their tasks and



<p>relationships amongst the Consultant and any partner and/or subconsultant the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task.</p>				
<p>7. The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.</p> <p>8. A Time Schedule indicating clearly A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule</p> <p>9. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form.</p> <p>Documents Comprising the Bid: Financial Proposal</p> <p>10.1. The Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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<p>1. Client: End-user</p> <p>Provide the following requirements for the conduct of preprocurement:</p>	<p>1. Conduct Preprocurement Conference</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p>																		
<p><input type="checkbox"/> Board Resolution approving the Public Bidding of the Contract</p> <p><input type="checkbox"/> Complete Bidding Documents including Technical Specifications</p>				<p>End-user Unit</p> <p>BAC Secretariat</p>																		
<p>2. Client: End-user</p> <p>Provide the final and complete Bidding Documents including Technical Specifications approved during the Pre-procurement Conference</p>	<p>2. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board</p>	<p>None</p>	<p>7 Calendar Days</p>	<p>BAC Secretariat</p>																		
<p>3. Client: Bidders</p> <p>Pay the required fees for the Bidding Documents</p>	<p>3. Issue Bidding Documents</p>	<table border="1"> <thead> <tr> <th data-bbox="799 1090 954 1160">Approved Budget for the Contract in PHP</th> <th data-bbox="959 1090 1098 1160">Maximum Cost of Bidding Documents in PHP</th> </tr> </thead> <tbody> <tr> <td data-bbox="799 1167 954 1218">500,000 and below</td> <td data-bbox="959 1167 1098 1218">500.00</td> </tr> <tr> <td data-bbox="799 1225 954 1276">More than 500,000 up to 1 Million</td> <td data-bbox="959 1225 1098 1276">1,000.00</td> </tr> <tr> <td data-bbox="799 1283 954 1335">More than 1 Million up to 5 Million</td> <td data-bbox="959 1283 1098 1335">5,000.00</td> </tr> <tr> <td data-bbox="799 1341 954 1393">More than 5 Million up to 10 Million</td> <td data-bbox="959 1341 1098 1393">10,000.00</td> </tr> <tr> <td data-bbox="799 1400 954 1451">More than 10 Million up to 50 Million</td> <td data-bbox="959 1400 1098 1451">25,000.00</td> </tr> <tr> <td data-bbox="799 1458 954 1509">More than 50 Million up to 500 Million</td> <td data-bbox="959 1458 1098 1509">50,000.00</td> </tr> <tr> <td data-bbox="799 1516 954 1568">More than 500 Million</td> <td data-bbox="959 1516 1098 1568">75,000.00</td> </tr> <tr> <td data-bbox="799 1574 954 1608"></td> <td data-bbox="959 1574 1098 1608"></td> </tr> </tbody> </table>	Approved Budget for the Contract in PHP	Maximum Cost of Bidding Documents in PHP	500,000 and below	500.00	More than 500,000 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00			<p>30 minutes</p>	<p>BAC Secretariat</p>
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<p>4. Client: Bidders</p> <p>Attend the Pre-Bid Conference</p>	<p>4. Conduct Pre- Bid Conference</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>End-user Unit</p> <p>BAC Secretariat</p> <p>Observers Prospective Bidders</p>
<p>5. Client: Bidders</p> <p>Inquire or secure Supplemental/Bid Bulletin(s), if any</p>	<p>5. Upload Minutes of the Pre-bid Conference at the PPMC Website</p> <p>Prepare and upload Supplemental/ Bid Bulletin at PPMC Website, PhilGEPS and Post at Bulletin Boards, if any</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>

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<p>6. Client: Bidders Submit Bid Envelope</p>	<p>6. Receive the Bid Envelope</p> <p>Opening of the Technical Proposal and Evaluation</p> <p>Opening and Evaluation of Financial Proposal</p> <p>Evaluation should be done through the use of Quality-Based Evaluation Procedure or Quality-Cost Based Evaluation Procedure</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p> <p>Observers</p> <p>Prospective Bidders</p>
<p>7. Client: Bidders Receive the notification</p>	<p>7. Notify all the bidders who submitted their bid proposals</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
<p>8. Client: Bidders</p>	<p>8. Conduct Bid Evaluation</p> <p>Evaluation should be done through the use of Quality-Based</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p>

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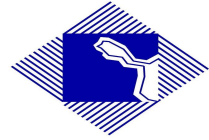


<p>Receive the Notice</p> <p>Receive the Notice</p>	<p>Evaluation Procedure or Quality-Cost Based Evaluation Procedure</p> <p>Determine the Highest Rated Bid</p> <p>Approval of the Highest Rated Bid</p> <p>Issue Notice regarding the result of Bid Evaluation</p> <p>Issue Notice to the Highest Rated Bid</p>			<p>BAC Secretariat</p> <p>Observers</p>
<p>9. Client: Bidders</p> <p>Attend the Negotiation</p>	<p>9. Conduct Negotiation</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p> <p>Observers</p>
<p>10. Client: Bidders</p> <p>Submit documentary requirements for the conduct of Post qualification</p>	<p>10. Conduct Post qualification</p>	<p>None</p>	<p>2 days</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>Observers</p>
	<p>10.1 Discuss the result of the Post-qualification</p> <p>Submit Recommendation to the Head</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p>



	of Procuring Entity (HOPE) the Approval of the Notice of Award			Observers																
11. Client: Bidders Sign conformity on the Notice of Award	11. Issue the approved Notice of Award	None	1 day	BAC Secretariat																
12. Client: Bidders Submit the posted Performance Security	12. Receive the posted Performance Security Prepare the Notice of Proceed and Contract	None	1 day	BAC Secretariat																
13. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	13. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat																
	13.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat																
	TOTAL:	<table border="1"> <thead> <tr> <th>Approved Budget for the Contract in PHP</th> <th>Maximum Cost of Bidding Documents in PHP</th> </tr> </thead> <tbody> <tr> <td>500,000 and below</td> <td>500.00</td> </tr> <tr> <td>More than 500,000 up to 1 Million</td> <td>1,000.00</td> </tr> <tr> <td>More than 1 Million up to 5 Million</td> <td>5,000.00</td> </tr> <tr> <td>More than 5 Million up to 10 Million</td> <td>10,000.00</td> </tr> <tr> <td>More than 10 Million up to 50 Million</td> <td>25,000.00</td> </tr> <tr> <td>More than 50 Million up to 500 Million</td> <td>50,000.00</td> </tr> <tr> <td>More than 500 Million</td> <td>75,000.00</td> </tr> </tbody> </table>	Approved Budget for the Contract in PHP	Maximum Cost of Bidding Documents in PHP	500,000 and below	500.00	More than 500,000 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00	<p>Minimum of 36 Calendar Days; Maximum of 180 Calendar Days pursuant to Annex "C" of the 2016 Revised IRR of RA 9184</p> <p>Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR</p>	
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4. Procurement of Goods and Consulting Services Through Limited Source Bidding

To establish proper procedure in procurement of Goods and Consulting Services Through Limited Source Bidding

Office or Division:	Office for HR and Administration
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-Users and Bidders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



Client: End-User

1. Board Resolution approving the Public Bidding of the Contract
2. Complete Bidding Documents including Technical Specifications for Goods and Terms of Reference for Consulting Services

To be provided by the End-user to the Office for HR and Administration

To be provided by the Bidder to the Bids and Awards Committee

Client: Bidders

FOR GOODS:

Eligibility Documents

Class "A" Documents

1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
2. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
3. Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BID DATA SHEET**.

The two statements required shall indicate for each contract the following: name of the contract; date of the

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contract; contract duration; owner's name and address; kinds of Goods;

For Statement of Ongoing Contracts amount of contract and value of outstanding contracts;

For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; date of delivery; and end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

4. NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Document:

1. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

2. Bid Security

If the Bidder opts to submit the bid security in the form of:

a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is



authorized to issue such instruments;

3. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
4. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form.
5. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

Documents Comprising the Bid:
Financial Component

1. Financial Bid Form, which includes bid prices and the applicable Price Schedules.
2. If the Bidder claims preference as a Domestic Bidder, a certification from the DTI.
3. Any other document related to the financial component of the bid as stated in the **BID DATA SHEET**.

FOR CONSULTING SERVICES:

Eligibility Requirements:

The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes

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of determining eligibility of prospective bidders:

Class "A" Documents –

Legal Documents

1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR

Technical Documents

1. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **ELIGIBILITY DATA SHEET**. The statement shall include, for each contract, the following: the name and location of the contract; date of award of the contract; type and brief description of consulting services; consultant's role (whether main consultant, subconsultant, or partner in a JV) amount of contract; contract duration; and certificate of satisfactory completion or equivalent document specified in the **ELIGIBILITY DATA SHEET** issued by the client, in the case of a completed contract;
2. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

Class "B" Document –

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1. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

Documents Comprising the Bid:
Technical Proposal

1. Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1).

2. Bid Security

If the bidder opts to submit the bid security in the form of:

a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument.

Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms.

3. A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature. For each project, the outline should indicate inter alia, the project, contract amount and the Consultant's involvement.



Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subconsultants, but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.

4. Comments, if any, on the TOR to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.

5. A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project.

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6. An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF Team Composition and Task.

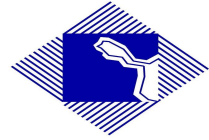
7. The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks should be presented in the CV Only one duly notarized CV for each consultant submitted for each involved in the Project may be submitted for each position.

The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert: is proposed for a domestic position but is not a Filipino citizen; failed to state nationality on the CV; or the CV is not signed in accordance with paragraph (v) above.

8. A Time Schedule indicating clearly A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule.

9. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed Documents Comprising the Bid:

Financial Proposal

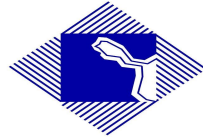


PORO POINT MANAGEMENT CORPORATION

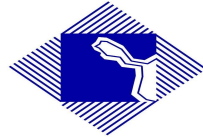
1. The Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare justification and recommend to the Head of	None	1 day	Bids and Awards Committee
	Procuring Entity the conduct of Alternative Method of Procurement			BAC Secretariat
<p>2. Client: End-user</p> <p>Provide the following requirements for the conduct of preprocurement:</p> <ul style="list-style-type: none"> • Board Resolution approving the Public Bidding of the Contract • Complete Bidding Documents including Technical Specifications for Goods and Terms of Reference for Consulting Services 	2. Conduct Preprocurement Conference	None	1 day	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>End-user Unit</p> <p>BAC Secretariat</p>
	2.1 Prepare the list of pre-selected suppliers from the government authority that has expertise in the type of procurement at hand or from the PhilGEPS Website	None	1 day	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>



<p>3. Client: End-user</p> <p>Provide the final and complete Bidding Documents including Technical Specifications approved during the Pre-procurement Conference</p>	<p>3. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board</p>	<p>None</p>	<p>7 Calendar Days</p>	<p>BAC Secretariat</p>																
<p>4. Client: Bidders</p> <p>Receive the invitation</p>	<p>4. Invite preselected suppliers/ consultants</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>																
<p>5. Client: Bidders</p> <p>Pay the required fees for the Bidding Documents</p>	<p>5. Issue Bidding Documents</p>	<table border="1"> <thead> <tr> <th>Approved Budget for the Contract in PHP</th> <th>Maximum Cost of Bidding Documents in PHP</th> </tr> </thead> <tbody> <tr> <td>500,000 and below</td> <td>500.00</td> </tr> <tr> <td>More than 500,000 up to 1 Million</td> <td>1,000.00</td> </tr> <tr> <td>More than 1 Million up to 5 Million</td> <td>5,000.00</td> </tr> <tr> <td>More than 5 Million up to 10 Million</td> <td>10,000.00</td> </tr> <tr> <td>More than 10 Million up to 50 Million</td> <td>25,000.00</td> </tr> <tr> <td>More than 50 Million up to 500 Million</td> <td>50,000.00</td> </tr> <tr> <td>More than 500 Million</td> <td>75,000.00</td> </tr> </tbody> </table>	Approved Budget for the Contract in PHP	Maximum Cost of Bidding Documents in PHP	500,000 and below	500.00	More than 500,000 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00	<p>30 minutes</p>	<p>BAC Secretariat</p>
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<p>6. Client: Bidders</p> <p>Attend the Pre-Bid Conference</p>	<p>6. Conduct Pre- Bid Conference</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>End-user Unit</p> <p>BAC Secretariat</p> <p>Observers</p> <p>Prospective Bidders</p>																



<p>7. Client: Bidders</p> <p>Inquire or secure Supplemental/Bid Bulletin(s), if any</p>	<p>7. Upload Minutes of the Pre-bid Conference at the PPMC Website</p> <p>Prepare and upload Supplemental/ Bid Bulletin at PPMC Website, PhilGEPS and Post at Bulletin Boards, if any</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
<p>8. Client: Bidders</p> <p>Submit Bid Envelope</p>	<p>8. Receive the Bid Envelope</p> <p>Opening of the Technical Proposal and Evaluation</p> <p>Opening and Evaluation of Financial Proposal</p> <p>Evaluation should be done through the use of Quality-Based Evaluation Procedure or Quality-Cost Based Evaluation Procedure for Consulting Services</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p> <p>Observers</p> <p>Prospective Bidders</p>
<p>9. Client: Bidders</p> <p>Receive the notification</p>	<p>9. Notify all the bidders who submitted their bid proposals</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
<p>10. Client: Bidders</p>	<p>10. Conduct Bid Evaluation</p> <p>Evaluation should be done through the use of Quality-Based Evaluation Procedure or Quality-Cost</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC</p>



	<p>Based Evaluation Procedure for Consulting Services Determine the Highest Rated Bid for Consulting Services. Determine the Lowest Calculated Bid for Goods</p> <p>Approval of the Highest Rated</p>			<p>Secretariat</p> <p>Observers</p>
<p>Receive the Notice</p> <p>Receive the Notice</p>	<p>Bid for Consulting Services. Approval of the Lowest Calculated Bid for Goods</p> <p>Issue Notice regarding the result of Bid Evaluation</p> <p>Issue Notice to the Highest Rated Bid for Consulting Services. Issue Notice to the LCB or SCB to submit documentary requirements for Post-qualification</p>			
<p>11. Client: Bidders</p> <p>Attend the Negotiation</p>	<p>11. Conduct Negotiation for Consulting Services</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p> <p>Observers</p>



12. Client: Bidders Submit documentary requirements for the conduct of Post qualification	12. Conduct Post qualification	None	2 days	Bids and Awards Committee Technical Working Group Observers
	12.1 Discuss the result of the Post-qualification Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award	None	1 day	Bids and Awards Committee Technical Working Group Observers
13. Client: Bidders Sign conformity on the Notice of Award	13. Issue the approved Notice of Award	None	1 day	BAC Secretariat
14. Client: Bidders Submit the posted Performance Security	14. Receive the posted Performance Security Prepare the Notice of Proceed and Contract	None	1 day	BAC Secretariat
15. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	15. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat
	15.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat



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TOTAL:	Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP	For Goods: Minimum of 20 Calendar Days; Maximum of 130 Calendar Days pursuant to Section 49.3 and Annex "H" of the 2016 Revised IRR of RA 9184 For Consulting Services Minimum of 30 Calendar
	500,000 and below	500.00	
	More than 500,000 up to 1 Million	1,000.00	
	More than 1 Million up to 5 Million	5,000.00	
	More than 5 Million up to 10 Million	10,000.00	
	More than 10 Million up to 50 Million	25,000.00	Days; Maximum of 174 Calendar Days pursuant to Section 49.3 and Annex "H" of the 2016 Revised IRR of RA 9184 Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR
	More than 50 Million up to 500 Million	50,000.00	
	More than 500 Million	75,000.00	

5. Procurement of Goods through Direct Contracting

To establish proper procedure in procurement of Goods through Direct Contracting

Office or Division:	Office for HR and Administration
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-Users and Suppliers

CHECKLIST OF R EQUIREMENTS	WHERE TO SECURE
Client: End-User 1. Survey of the industry to determine the supply source 2. Justification of item that may only be procured through Direct Contracting 3. Proof that there is no suitable substitute in the market that can be obtained at more advantageous terms 4. Board Resolution approving the Mode of Procurement 5. Purchase Request including Technical Specifications	To be provided by the End-user to the Office for HR and Administration



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Client: Suppliers 1. Mayor's/Business Permit 2. PhilGEPS Registration Number 3. Income/Business Tax Return for ABC above PhP 500,000.00		To be provided by the Suppliers to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the following requirements: <ul style="list-style-type: none"> • Survey of the industry to determine the supply source • Justification of item that may only be procured through Direct Contracting • Proof that there is no suitable substitute in the market that can be obtained at more advantageous terms • Board Resolution approving the Mode of Procurement • Purchase Request including Technical Specifications 	1. Prepare justification and recommend to the Head of Procuring Entity the conduct of Alternative Method of Procurement	None	1 day	Bids and Awards Committee BAC Secretariat
	1.1 Approve the BAC Resolution	None	1 day	<i>President and CEO</i> Office of the President and CEO
2. Client: Suppliers Receive the Request for Price Quotation	2. Request for Price Quotation	None	1 day	Bids and Awards Committee BAC Secretariat

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<p>3. Submit price quotation together with a copy of the Letter of Patent, Copyright or any other document establishing proprietary nature and exclusivity of the source of the items/goods intended to be procured and the following requirements:</p> <p><input type="checkbox"/> Mayor's/Business Permit</p>	<p>3. Receive the submitted quotation and requirements</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
<ul style="list-style-type: none"> • PhilGEPS Registration Number • Income/Business Tax Return for ABC above PhP500,000.00 				
	<p>3.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>Observers</p>
<p>4. Client: Suppliers</p> <p>Sign conformity on the Notice of Award</p>	<p>4. Issue the approved Notice of Award</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
<p>5. Client: Suppliers</p> <p>Submit the Performance Security</p>	<p>5. Receive the posted Performance Security</p> <p>Prepare the Contract</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
<p>6. Client: Suppliers</p> <p>Enter into a contract</p>	<p>6. Issue the Contract</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>

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	6.1 Post a copy of the Notice of Award and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat
	TOTAL:	None	Minimum of 9 Calendar Days; Maximum of 20 Calendar Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184 Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR	

6. Procurement of Goods through Repeat Order

To establish proper procedure in procurement of Goods through Repeat Order

Office or Division:	Office for HR and Administration		
Classification:	Highly Technical		
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)		
Who may avail:	End-Users and Suppliers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Client: End-User <ul style="list-style-type: none"> • Study and confirmation of the prevailing market price of the goods to be re-ordered and comparing this with the price of the goods in the original contract • Justification why re-ordering is being pursued • Board Resolution approving the Mode of Procurement • Purchase Request • Documents Pertaining to the previously awarded contract 		To be provided by the End-user to the Office for HR and Administration	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the following requirements: <ul style="list-style-type: none"> • Study and confirmation of the prevailing market price of the goods to be re-ordered and comparing this with the price of the goods in the original contract • Justification why reordering is being pursued • Board Resolution approving the Mode of Procurement • Purchase Request 	1. Prepare justification and recommend to the Head of Procuring Entity the conduct of Alternative Method of Procurement	None	1 day	Bids and Awards Committee BAC Secretariat
	1.1 Approve the BAC Resolution	None	1 day	<i>President and CEO</i> Office of the President and CEO
2. Client: Previous Winning Supplier Receive the Request for Price Quotation	2. Issue Request for Price Quotation to the previous bidder	None	1 day	Bids and Awards Committee BAC Secretariat
3. Client: Previous Winning Supplier Submit Price Quotation	3. Receive the price quotation	None	1 day	Bids and Awards Committee BAC Secretariat
	3.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award and Contract	None	1 day	Bids and Awards Committee Technical Working Group Observers
4. Client: Previous Winning Supplier Sign conformity on the Notice of Award	4. Issue the approved Notice of Award	None	1 day	BAC Secretariat



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5. Client: Suppliers Submit the Warranty Security	5. Receive the posted Performance Security Prepare the Contract	None	1 day	BAC Secretariat
6. Client: Suppliers Sign conformity on the Notice to Proceed and enter into a contract	6. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat
	6.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat
	TOTAL:	None	Minimum of 9 Calendar Days; Maximum of 20 Calendar Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184 Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR	

7. Procurement of Goods through Shopping (52.2 (b) – Above Php 50,000.00)

To establish proper procedure in procurement of Goods through Shopping

Office or Division:	Office for HR and Administration
Classification:	Complex
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-Users and Suppliers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Client: End-User <ul style="list-style-type: none"> • Purchase Request including Technical Specifications • Certificate of Non-Availability of Stocks from DB M-PS 	To be provided by the End-user to the Office for HR and Administration

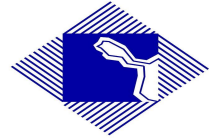


Client: Suppliers <ul style="list-style-type: none"> • Mayor's/Business Permit • PhilGEPS Registration Number 		To be submitted by the Supplier to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user	1. Secure Certificate of	None	1 day	Bids and Awards Committee
Provide the following requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Purchase Request including Technical Specifications 	Non-Availability of Stocks from DBM-PS			BAC Secretariat
	1.1 Prepare justification and recommend to the Head of Procuring Entity the conduct of Alternative Method of Procurement	None	Same day	Bids and Awards Committee BAC Secretariat
	1.2 Approve the BAC Resolution	None	Same day	<i>President and CEO</i> Office of the President and CEO
2. Client: Suppliers Receive the Request for Price Quotation	2. Prepare Request for Price Quotation Post request for quotation for 3 calendar days in the PhilGEPS, PPMC Website and Bulletin Boards Issue Request for Price Quotation to at least three (3) suppliers of known qualifications	None	3 days	Bids and Awards Committee BAC Secretariat



PORORO POINT MANAGEMENT CORPORATION

3. Client: Suppliers Submit Price Quotation and the following requirements: <ul style="list-style-type: none"> • Mayor's/Business Permit • PhilGEPS Registration Number 	3. Receive the price quotations	None	1 day	Bids and Awards Committee BAC Secretariat
	3.1 Prepare Abstract of Quotations and identification of supplier with the lowest price quotation	None	Same day	Bids and Awards Committee BAC Secretariat
	3.2 Prepare Purchase Order	None	Same day	BAC Secretariat
	3.3 Approve Purchase Order	None	1 day	<i>President and CEO</i> Office of the President and CEO <i>Vice President for HR and Administration</i> Office for HR and Administration <i>Finance Manager</i> Office for Finance
4. Client: Supplier Sign conformity on the Purchase Order	4. Issue Purchase Order to supplier with the lowest quotation	None	Same day	BAC Secretariat
	4.1 Post Award of Contract on the PhilGEPS, PPMC Website and Bulletin Boards	None	Same day	BAC Secretariat
	TOTAL:	None	6 Working Days	



PORORO POINT MANAGEMENT CORPORATION

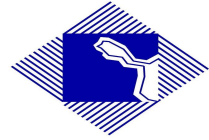
8. Procurement of Goods through Shopping (52.2 (b) – Php 50,000.00 and below)

To establish proper procedure in procurement of Goods through Shopping

Office or Division:	Office for HR and Administration			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)			
Who may avail:	End-Users and Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client: End-User <ul style="list-style-type: none"> • Purchase Request including Technical Specifications • Certificate of Non-Availability of Stocks from DBM-PS Client: Suppliers <ul style="list-style-type: none"> • Mayor's/Business Permit PhilGEPS Registration Number		To be provided by the End-user to the Office for HR and Administration To be submitted by the Supplier to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the following requirements: <input type="checkbox"/> Purchase Request including Technical Specifications	1. Secure Certificate of Non-Availability of Stocks from DBM-PS	None	1 day	Bids and Awards Committee BAC Secretariat
	1.1 Prepare justification and recommend to the Head of Procuring Entity the conduct of Alternative Method of Procurement	None	Same Day	Bids and Awards Committee BAC Secretariat
	1.2 Approve the BAC Resolution	None	Same Day	<i>President and CEO</i> Office of the President and CEO



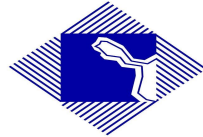
2. Client: Suppliers Receive the Request for Price Quotation	2. Prepare Request for Price Quotation Issue Request for Price Quotation to at least three (3) suppliers of known qualifications	None	Same day	Bids and Awards Committee BAC Secretariat
3. Client: Suppliers Submit Price Quotation and the following requirements:	3. Receive the price quotations	None	1 day	Bids and Awards Committee BAC Secretariat
<ul style="list-style-type: none"> • Mayor's/Business Permit • PhilGEPS Registration Number 				
	3.1 Prepare Abstract of Quotations and identification of supplier with the lowest price quotation	None	Same day	Bids and Awards Committee BAC Secretariat
	3.2 Prepare Purchase Order	None	Same day	BAC Secretariat
	3.3 Approve Purchase Order	None	1 day	<i>President and CEO</i> Office of the President and CEO <i>Vice President for HR and Administration</i> Office for HR and Administration <i>Finance Manager</i> Office for Finance
4. Client: Supplier Sign conformity on the Purchase Order	4. Issue Purchase Order to supplier with the lowest quotation	None	1 day	BAC Secretariat
	TOTAL:	None	4 Working Days	



9. Procurement of Goods through Shopping (52.1 (a) Unforeseen Contingency)

To establish proper procedure in procurement of Goods through Shopping

Office or Division:	Office for HR and Administration			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)			
Who may avail:	End-Users and Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client: End-User <ul style="list-style-type: none"> Purchase Request including Technical Specifications and indicating therein the urgency to address an identified need and the unforeseen contingency that caused its necessity Client: Suppliers <ul style="list-style-type: none"> Mayor's/Business Permit PhilGEPS Registration Number 		To be provided by the End-user to the Office for HR and Administration To be submitted by the Supplier to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the following requirements: <input type="checkbox"/> Purchase Request including Technical Specifications and indicating therein the urgency to address an identified need and the unforeseen contingency that caused its necessity	1. Prepare justification and recommend to the Head of Procuring Entity the conduct of Alternative Method of Procurement	None	1 day	Bids and Awards Committee BAC Secretariat
	1.1 Approve the BAC Resolution	None	Same day	<i>President and CEO Office of the President and CEO</i>



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2. Client: Supplier Receive the Request for Price Quotation	2. Prepare Request for Price Quotation Issue Request for Price Quotation to one (1) supplier	None	Same day	Bids and Awards Committee BAC Secretariat
3. Client: Supplier Submit Price Quotation and the following requirements: • Mayor's/Business Permit • PhilGEPS Registration Number	3. Receive the price quotation	None	1 day	Bids and Awards Committee BAC Secretariat
	3.1 Prepare Abstract of Quotations	None	Same day	Bids and Awards Committee BAC Secretariat
	3.2 Prepare Purchase Order	None	Same day	BAC Secretariat
	3.3 Approve Purchase Order	None	1 day	<i>President and CEO</i> Office of the President and CEO <i>Vice President for HR and Administration</i> Office for HR and Administration <i>Finance Manager</i> Office for Finance
4. Client: Supplier Sign conformity on the Purchase Order	4. Issue Purchase Order	None	Same Day	BAC Secretariat
	4.1 Post Notice of Award of Contract on the PhilGEPS, PPMC Website and Bulletin Board if ABC is more than Php 50,000.00	None	1 day	BAC Secretariat
	TOTAL:	None	4 Working Days	



10. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Highly Technical Consultants

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement – Highly Technical Consultants

Office or Division:	Office for HR and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)			
Who may avail:	End-users and Consultants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client: End-User <ul style="list-style-type: none"> • Justifications for the engagement of the individual consultant • Board Resolution approving the engagement of an individual consultant • Terms of Reference Client: Consultants <ul style="list-style-type: none"> • Professional License/Curriculum Vitae (Consulting Services) • PhilGEPS Registration Number • BIR Certificate of Registration 		To be provided by the End-user to the Office for HR and Administration To be provided by the Bidder to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the following requirements to the Bids and Awards Committee <ul style="list-style-type: none"> • Justifications for the engagement of the individual consultant • Board Resolution approving the engagement of an individual consultant • Terms of Reference 	1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement	None	1 day	Bids and Awards Committee BAC Secretariat



PORONG POINT MANAGEMENT CORPORATION

	1.1 Approve the BAC Resolution	None	Same day	<i>President and CEO Office of the President and CEO</i>
	1.2 Prepare and send letter to Highly Technical Consultant informing him/her the scope of work and inviting him/her for a Negotiation	None	1 day	Bids and Awards Committee
2. Client: Consultant Attend the Negotiation	2. Negotiate with Highly Technical Consultant	None	1 day	Bids and Awards Committee Technical Working Group BAC Secretariat
	2.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award	None	1 day	Bids and Awards Committee Technical Working Group
3. Client: Bidders Sign conformity on the Notice of Award	3. Issue the approved Notice of Award	None	1 day	BAC Secretariat
4. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	4. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat
	4.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	Same Day	BAC Secretariat
	TOTAL:	None	7 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184	



11. Procurement of Infrastructure Projects and Consulting Services through Negotiated Procurement – Adjacent/Contiguous (For infrastructure and consulting services)

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement – Adjacent/Contiguous (For infrastructure and consulting services)

Office or Division:	Office for HR and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)			
Who may avail:	End-users and Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client: End-User <ul style="list-style-type: none"> Board Resolution approving the Mode of Procurement Client: Bidders <ul style="list-style-type: none"> PCAB License NFCC 		To be provided by the End-user to the Office for HR and Administration To be provided by the Bidder to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the following requirements to the Bids and Awards Committee <ul style="list-style-type: none"> <input type="checkbox"/> Board Resolution approving the Mode of Procurement 	1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement	None	1 day	Bids and Awards Committee BAC Secretariat
	1.1 Approve the BAC Resolution	None	Same day	<i>President and CEO</i> Office of the President and CEO
2. Client: Bidders Attend the Negotiation	2. Negotiate with Contractor/ Consultant	None	1 day	Bids and Awards Committee Technical Working Group BAC Secretariat



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	2.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award	None	1 day	Bids and Awards Committee Technical Working Group
3. Client: Bidders Sign conformity on the Notice of Award	3. Issue the approved Notice of Award	None	1 day	BAC Secretariat
4. Client: Bidders Submit the posted Performance Security/Warranty	4. Receive the posted Performance Security/Warranty Prepare the Notice of Proceed and Contract	None	1 day	BAC Secretariat
5. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	5. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat
	5.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat
	TOTAL:	None	7 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184	

12. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement After Two Failed Biddings

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement after Two Failed Biddings

Office or Division:	Office for HR and Administration
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)



Who may avail:	End-users and Bidders	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>FOR GOODS</p> <p>Client: End-User</p> <ol style="list-style-type: none"> 1. Board Resolution approving the conduct of Negotiated Procurement for the Contract 2. Complete Bidding Documents including Technical Specifications 	<p>To be provided by the End-user to the Office for HR and Administration</p>	
<p>Client: Bidders</p> <p>Eligibility Documents</p> <p>Class "A" Documents</p> <ol style="list-style-type: none"> 1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR. 2. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and 3. Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the <u>BID DATA SHEET.</u> <p>The two statements required shall indicate for each contract the following: name of the contract; date of the contract; contract duration; owner's name and address; kinds of Goods; For Statement of Ongoing Contracts amount of contract and value of outstanding contracts</p>		



For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; date of delivery; and end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements

4. NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Document:

1. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

Technical Documents –

1. Bid security. If the Bidder opts to submit the bid security in the form of:

a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;

2. Conformity with technical specifications, as enumerated and



specified in Sections VI and VII of the Bidding Documents; and

3. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form.
4. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

Documents Comprising the Bid:
Financial Component

Unless otherwise stated in the **BID DATA SHEET**, the financial component of the bid shall contain the following:

1. Financial Bid Form, which includes bid prices and the applicable Price Schedules
2. If the Bidder claims preference as a Domestic Bidder, a certification from the DTI.

Any other document related to the financial component of the bid as stated in the **BID DATA SHEET**.

FOR INFRASTRUCTURE PROJECTS

Client: End-user

1. Board Resolution approving the Public Bidding of the Contract
2. Complete Bidding Documents including Detailed Engineering Design



Client: Bidders

Eligibility Documents –

Class “A” Documents:

1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
2. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
3. Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BID DATA SHEET.**

The two statements required shall indicate for each contract the following: name of the contract; date of the contract; contract duration; owner’s name and address; nature of work; contractor’s role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation; total contract value at award; date of completion or estimated completion time; total contract value at completion, if



applicable; percentages of planned and actual accomplishments, if applicable; and value of outstanding works, if applicable.

The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;

Unless otherwise provided in the **BID DATA SHEET**, a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project; and

4. NFCC computation in accordance with ITB Clause 5.5.

Class "B" Document:

1. If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

Technical Documents:

1. Bid security



If the Bidder opts to submit the bid security in the form of:

a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;

2. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
3. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Documents
4. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

Documents Comprising the Bid:
Financial Component

Unless otherwise stated in the BID DATA SHEET, the financial component of the bid shall contain the following:

4. Financial Bid Form, which includes bid prices and the applicable Price Schedules, if the Bidder claims



preference as a Domestic Bidder, a certification from the DTI;

Any other document related to the financial component of the bid as stated in the **BID DATA SHEET**.

FOR CONSULTING SERVICES

Client: End-User

1. Board Resolution approving the Public Bidding of the Contract
2. Complete Bidding Documents including Terms of Reference

Client: Bidders

Eligibility Documents

The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted:

Class "A" Documents

Legal Documents

1. PhilGEPS Certificate of Registration and Membership

Technical Documents

1. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the ELIGIBILITY DATA SHEET. The statement shall include, for each contract, the following: the name and location of the contract;



date of award of the contract; type and brief description of consulting services; consultant's role (whether main consultant, subconsultant, or partner in a JV) amount of contract; contract duration; and certificate of satisfactory completion or equivalent document specified in the ELIGIBILITY DATA SHEET issued by the client, in the case of a completed contract;

2. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

Class "B" Document:

1. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

Documents Comprising the Bid :Technical Proposal

1. Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1).

2. Bid security

If the bidder opts to submit the bid security in the form of:



a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument.

Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms:

3. A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature. For each project, the outline should indicate inter alia, the project, contract amount and the

Consultant's involvement.

Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subconsultants, but can be claimed by the individuals



themselves in their CVs.

Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.

4. Comments, if any, on the TOR to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.
5. A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project.
6. An organizational chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task.



7. The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.

The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert: is proposed for a domestic position but is not a Filipino citizen; failed to state nationality on the CV; or the CV is not signed in accordance with paragraph (v) above.

8. A Time Schedule indicating clearly

A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule.

9. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form.

Documents Comprising the Bid: Financial Proposal

1. The Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the requirements as identified above	1. Review the terms and conditions, specifications and cost estimates Revise and agree on the minimum technical specifications and if necessary, adjust the ABC but not by more than 20% of the ABC for the last failed bidding	None	1 day	Bids and Awards Committee Technical Working Group End-user Unit BAC Secretariat
	1.1 Prepare justification and recommend to the Head of Procuring Entity the conduct of Alternative Method of Procurement	None	1 day	Bids and Awards Committee BAC Secretariat
	1.2 Approve the BAC Resolution	None	1 day	Head of Procuring Entity
	1.3 Conduct Preprocurement Conference	None	1 day	Bids and Awards Committee Technical Working Group End-user Unit BAC Secretariat
2. Client: End-user Provide the final and complete Bidding Documents including Technical Specifications approved during the	2. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board	None	7 Calendar Days	BAC Secretariat



Preprocurement Conference				
3. Client: Bidders Receive the invitation	3. Issue invitation to at least 3 suppliers/ contractor of good standing to negotiate a contract	None	1 day	BAC Secretariat
4. Client: Bidders Attend the Pre-Bid Conference	4. Conduct Pre- Bid Conference	None	1 day	Bids and Awards Committee Technical Working Group End-user Unit BAC Secretariat Observers Prospective Bidders
5. Client: Bidders Attend the Negotiation	5. Conduct Negotiation	None	1 day	Bids and Awards Committee Technical Working Group End-user Unit BAC Secretariat Observers Prospective Bidders



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<p>6. Client: Bidders</p> <p>Inquire or secure Supplemental/Bid Bulletin(s), if any</p>	<p>6. Upload Minutes of the Pre-bid Conference at the PPMC Website</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	<p>Prepare and upload Supplemental/Bid Bulletin at PPMC Website, PhilGEPS and Post at Bulletin Boards, if any</p>			
<p>7. Client: Bidders</p> <p>Submit Bid Envelope</p>	<p>7. Receive the Bid Envelope</p> <p>Opening of the Technical Proposal and Evaluation</p> <p>Opening and Evaluation of Financial Proposal</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p> <p>Observers</p> <p>Prospective Bidders</p>
<p>8. Client: Bidders</p> <p>Receive the notification</p>	<p>8. Notify all the bidders who submitted their bid proposals</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>



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<p>9. Client: Bidders</p> <p>Receive the Notice</p> <p>Receive the Notice</p>	<p>9. Conduct Bid Evaluation and determine Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB)</p> <p>Determine the Lowest Calculated Bid</p> <p>Approval of the Lowest Calculated Bid</p> <p>Issue Notice regarding the result of Bid Evaluation</p> <p>Issue Notice to the LCB or SCB to submit documentary requirements for Post-qualification</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p> <p>Observers</p>
<p>10. Client: Bidders</p> <p>Submit documentary requirements for the conduct of Post qualification</p>	<p>10. Conduct Post qualification</p>	<p>None</p>	<p>2 days</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>Observers</p>
	<p>10.1 Discuss the result of the Post-qualification</p> <p>Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>Observers</p>



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11. Client: Bidders Sign conformity on the Notice of Award	11. Issue the approved Notice of Award	None	1 day	BAC Secretariat
12. Client: Bidders Submit the posted Performance Security	12. Receive the posted Performance Security Prepare the Notice of Proceed and Contract	None	1 day	BAC Secretariat
13. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	13. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat
	13.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat
	TOTAL:	None	For Goods and Infrastructure Projects:	

			<p>Minimum of 22 Calendar Days; Maximum of 132 Calendar Days pursuant to Annexes "C" and "H" of the 2016 Revised IRR of RA 9184</p> <p>For Consulting Services:</p> <p>Minimum of 32 Calendar Days; Maximum of 176 Calendar Days pursuant to Annex "C" of the 2016 Revised IRR of RA 9184</p> <p>Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR</p>	
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13. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Agency to Agency

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement – Adjacent/Contiguous (For infrastructure and consulting services)

Office or Division:	Office for HR and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	End-users and Government Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client: End-User <ul style="list-style-type: none"> • Justification that entering into an Agency-to-Agency Agreement with the Servicing Agency is more efficient and economical to the government • Board Resolution approving the Mode of Procurement 		To be provided by the End-user to the Office for HR and Administration		
Client: Bidders <input type="checkbox"/> Certification from the relevant officer of the Servicing Agency that the latter complies with all the required conditions stipulated in the 2016 Revised IRR of RA No. 9184		To be provided by the Bidder to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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<p>1. Client: End-user</p> <p>Provide the following requirements to the Bids and Awards Committee</p> <ul style="list-style-type: none"> • Justification that entering into an Agency-to-Agency Agreement with the Servicing Agency is more efficient and economical to the government • Board Resolution approving the Mode of Procurement • Certification from the relevant officer of the Servicing Agency that the latter complies with all the required conditions stipulated in the 2016 Revised IRR of RA No. 9184 	<p>1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	<p>1.1 Approve the BAC Resolution</p>	<p>None</p>	<p>Same day</p>	<p><i>President and CEO</i> Office of the President and CEO</p>
<p>2. Client: Bidders</p> <p>Sign conformity on the Memorandum of Agreement</p>	<p>2. Prepare and enter into a Memorandum of Agreement with the Servicing Agency</p>	<p>None</p>	<p>2 days</p>	<p>BAC Secretariat</p>
	<p>2.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website</p>	<p>None</p>	<p>Same Day</p>	<p>BAC Secretariat</p>

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	TOTAL:	None	3 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184	
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14. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Emergency Cases

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement – Emergency Cases

Office or Division:	Office for HR and Administration		
Classification:	Highly Technical		
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)		
Who may avail:	End-users and Bidders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
FOR GOODS			
Client: End-User <ul style="list-style-type: none"> • Purchase Request accompanied by appropriate supporting documents identifying the emergency sought to be addressed, and the necessary goods, civil works or consulting services (e.g., Technical Specifications, Scope of Work or Terms of Reference) that have to be procured to address the emergency • Board Resolution approving the Mode of Procurement 		To be provided by the End-user to the Office for HR and Administration	
Client: Bidders/ Suppliers/ Contractors:			

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<ul style="list-style-type: none"> • Mayor's/Business Permit • PCAB License • NFCC for ABCs above PhP500,000.00 • Income/Business Tax Return for ABCs above PhP500,000.00 		To be provided by the Bidder to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Client: End-user</p> <p>Provide the requirements as identified above</p>	<p>1. Prepare BAC Resolution Recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement together with the Proof of the occurrence of a natural or manmade calamity or other causes by reason of which immediate action by the procuring entity is necessary to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities and/or Proof of the official declaration of a state calamity by the President or of the Local Chief Executive concerned</p>	None	1 day	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	1.1 Approve the BAC Resolution	None	1 day	Head of Procuring Entity

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	1.2 Identify and negotiate technically, legally and financially capable supplier/ contractor/ consultant with	None	1 day	Bids and Awards Committee Technical Working Group BAC Secretariat
	1.3 Prepare the BAC Resolution recommending the Award of Contract to supplier/ contractor/ consultant	None	1 day	Bids and Awards Committee BAC Secretariat
	1.4 Approve the BAC Resolution	None	1 day	Head of Procuring Entity
2. Client: Bidders Sign conformity on the Notice of Award	2. Issue the approved Notice of Award	None	1 day	BAC Secretariat
3. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	3. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat
	3.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	Same day	BAC Secretariat
	TOTAL:	None	7 Working Days	

15. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Lease of Real Property or Venue

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement – Lease of Real Property or Venue

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Office or Division:	Office for HR and Administration			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)			
Who may avail:	End-users and Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client: End-User <ul style="list-style-type: none"> Duly approved Purchase Request indicating therein the Mode of Procurement 		To be provided by the End-user to the Office for HR and Administration		
Client: Bidders <ul style="list-style-type: none"> Mayor's/Business Permit PhilGEPS Registration Number Income/Business Tax Return except for government agencies as lessors 		To be provided by the Bidder to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the following requirements to the Bids and Awards Committee <input type="checkbox"/> Duly approved Purchase Request indicating therein the Mode of Procurement	1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement	None	1 day	Bids and Awards Committee BAC Secretariat
	1.1 Approve the BAC Resolution	None	Same day	<i>President and CEO</i> Office of the President and CEO
2. Client: Supplier Receive the Request for Price Quotation	2. Prepare Request for Price Quotation Issue Request for Price Quotation to at least three (3) suppliers	None	Same day	Bids and Awards Committee BAC Secretariat



<p>3. Client: Supplier</p> <p>Submit Price Quotation and the requirements specified above</p>	<p>3. Receive the price quotation and requirements submitted</p> <p>Prepare Abstract of Quotations and identification of supplier with the lowest price quotation</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	<p>3.1 Rate the venue/ property being offered by the lessor or with Single or Lowest Calculated Quotation in accordance with the methodology prescribed in Appendix B of Annex "H" of RA 9184</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p>
	<p>3.2 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p>
<p>4. Client: Bidders</p> <p>Sign conformity on the Notice of Award</p>	<p>4. Issue the approved Notice of Award</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
<p>5. Client: Bidders</p> <p>Sign conformity on the Notice to Proceed and enter into a contract</p>	<p>5. Issue the Notice to Proceed and Contract</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
	<p>5.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website</p>	<p>None</p>	<p>Same Day</p>	<p>BAC Secretariat</p>



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	TOTAL:	None	6 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184	
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16. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

Office or Division:	Office for HR and Administration
Classification:	Complex
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-users and Suppliers/ Contractors / Consultants

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client: End-User <ul style="list-style-type: none"> Market Study to confirm that the supplier, contractor or consultant could undertake the project at more advantageous terms Board Resolution approving the Mode of Procurement 		To be provided by the End-user to the Office for HR and Administration		
Client: Bidders <ul style="list-style-type: none"> Mayor's/Business Permit or BIR Certificate of Registration for Individual Consultant in lieu of Mayor's/Business Permit and DTI Registration Professional License/Curriculum Vitae (Consulting Services) PhilGEPS Registration Number Income/Business Tax Return for ABCs above PhP5 00,000.00 		To be provided by the Bidder to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Client: End-user Provide the following requirements to the Bids and Awards Committee	1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative	None	1 day	Bids and Awards Committee BAC Secretariat
<ul style="list-style-type: none"> Market Study to confirm that the supplier, contractor or consultant could undertake the project at more advantageous terms Board Resolution approving the Mode of Procurement 	Mode of Procurement			
	1.1 Approve the BAC Resolution	None	Same day	<i>President and CEO</i> Office of the President and CEO
2. Client: Supplier Receive the Request for Price Quotation	2. Prepare Request for Price Quotation Issue Request for Price Quotation to one (1) supplier	None	Same day	Bids and Awards Committee BAC Secretariat
3. Client: Supplier Submit Price Quotation and the requirements specified above	3. Receive the price quotation and requirements submitted	None	1 day	Bids and Awards Committee BAC Secretariat
4. Client: Bidders Attend the Negotiation	4. Negotiate with Contractor/ Consultant	None	1 day	Bids and Awards Committee Technical Working Group BAC Secretariat
	4.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award	None	1 day	Bids and Awards Committee Technical Working Group



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5. Client: Bidders Sign conformity on the Notice of Award	5. Issue the approved Notice of Award	None	1 day	BAC Secretariat
6. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	6. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat
	6.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat
	TOTAL:	None	7 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184	

17. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement - Small Value Procurement – Above Php 50,000.00

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement - Small Value Procurement – Above Php 50,000.00

Office or Division:	Office for HR and Administration
Classification:	Complex
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-users and Suppliers/ Contractors / Consultants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client: End-User <ul style="list-style-type: none"> Duly approved Purchase Request indicating therein the Mode of Procurement, Technical Specifications for Goods, Scope of Work for Infrastructure Projects or Terms of Reference for Consulting Services 	To be provided by the End-user to the Office for HR and Administration



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Client: Suppliers/ Contractors / Consultants <ul style="list-style-type: none"> • Mayor's/Business Permit or BIR Registration in case of Consulting Services • Professional License/Curriculum Vitae (Consulting Services) • PhilGEPS Registration Number • PCAB License (Infrastructure Projects) • Income/Business Tax Return for ABCs above PhP500,000.00 <ul style="list-style-type: none"> <input type="checkbox"/> Omnibus Sworn Statement for ABCs above PhP500,000.00 		To be provided by the Bidder to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the following requirements to the Bids and Awards Committee <ul style="list-style-type: none"> <input type="checkbox"/> Duly approved Purchase Request indicating therein the Mode of Procurement, Technical Specifications for Goods, Scope of Work for Infrastructure Projects or Terms of Reference for Consulting Services 	1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement	None	1 day	Bids and Awards Committee BAC Secretariat
	1.1 Approve the BAC Resolution	None	Same day	<i>President and CEO</i> Office of the President and CEO

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<p>2. Client: Suppliers/ Contractors / Consultants</p> <p>Receive the Request for Price Quotation</p>	<p>2. Post request for price quotation in the PhilGEPS, PPMC Website and Bulletin Boards</p> <p>Prepare Request for Price Quotation</p> <p>Issue Request for Price Quotation to at least 3 suppliers/ contractors/ consultants of known qualifications</p>	<p>None</p>	<p>3 calendar days</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
<p>3. Client: Suppliers/ Contractors / Consultants</p> <p>Submit Price Quotation and the requirements specified above</p>	<p>3. Receive the price quotation and requirements submitted</p> <p>Prepare Abstract of Quotations and identification of supplier with the lowest price quotation or highest rated offer</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	<p>3.1 Prepare Purchase Order/ Job Order/ Contract to Supplier/ Contractor/ Consultant who submitted the lowest quotation (for goods and infrastructure projects) or highest rated offer (for consulting services) submitted</p>	<p>None</p>	<p>Same day</p>	<p>BAC Secretariat</p>



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	3.2 Approve Purchase Order	None	1 day	<i>President and CEO</i> Office of the President and CEO <i>Vice President for HR and Administration</i> Office for HR and Administration <i>Finance Manager</i> Office for Finance
4. Client: Suppliers/ Contractors / Consultants Sign conformity on the Purchase Order	4. Issue Purchase Order/ Job Order/ Notice of Award to supplier/ contractor/ consultant with the lowest quotation	None	Same day	BAC Secretariat
	4.1 Post Award of Contract on the PhilGEPS, PPMC Website and Bulletin Boards	None	Same Day	BAC Secretariat
	TOTAL:	None	6 Working Days	

18. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement - Small Value Procurement – Below Php 50,000.00

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement - Small Value Procurement – Below Php 50,000.00

Office or Division:	Office for HR and Administration
Classification:	Complex
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-users and Suppliers/ Contractors / Consultants
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Client: End-User	



<p><input type="checkbox"/> Duly approved Purchase Request indicating therein the Mode of Procurement, Technical Specifications for Goods, Scope of Work for Infrastructure Projects or Terms of Reference for Consulting Services</p>	<p>To be provided by the End-user to the Office for HR and Administration</p>			
<p>Client: Suppliers/ Contractors / Consultants</p> <ul style="list-style-type: none"> • Mayor's/Business Permit or BIR Registration in case of Consulting Services • Professional License/Curriculum Vitae (Consulting Services) • PhilGEPS Registration Number • PCAB License (Infrastructure Projects) 	<p>To be provided by the Bidder to the Bids and Awards Committee</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Client: End-user</p> <p>Provide the following requirements to the Bids and Awards Committee</p> <p><input type="checkbox"/> Duly approved Purchase Request indicating therein the Mode of Procurement, Technical Specifications for Goods, Scope of Work for Infrastructure Projects or Terms of Reference for Consulting Services</p>	<p>1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	<p>1.1 Approve the BAC Resolution</p>	<p>None</p>	<p>Same day</p>	<p><i>President and CEO</i> Office of the President and CEO</p>

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<p>2. Client: Suppliers/ Contractors / Consultants</p> <p>Receive the Request for Price Quotation</p>	<p>2. Prepare Request for Price Quotation</p> <p>Issue Request for Price Quotation to at least 3 suppliers/ contractors/ consultants of known qualifications</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
<p>3. Client: Suppliers/ Contractors / Consultants</p> <p>Submit Price Quotation and the requirements specified above</p>	<p>3. Receive the price quotation and requirements submitted</p> <p>Prepare Abstract of Quotations and identification of supplier with the lowest price quotation or highest rated offer</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	<p>3.1 Prepare Purchase Order/ Job Order/ Contract to Supplier/ Contractor/ Consultant who submitted the lowest quotation (for goods and infrastructure projects) or highest rated offer (for consulting services) submitted</p>	<p>None</p>	<p>Same day</p>	<p>BAC Secretariat</p>

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	3.2 Approve Purchase Order	None	1 day	<i>President and CEO</i> Office of the President and CEO <i>Vice President for HR and Administration</i> Office for HR and Administration <i>Finance Manager</i> Office for Finance
4. Client: Suppliers/ Contractors / Consultants Sign conformity on the Purchase Order	4. Issue Purchase Order/ Job Order/ Notice of Award to supplier/ contractor/ consultant with the lowest quotation	None	Same day	BAC Secretariat
	TOTAL:	None	4 Working Days	

19. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Take-Over Contracts

To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement –Take –Over Contracts

Office or Division:	Office for HR and Administration
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-users and Bidders
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Client: End-User	

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<ul style="list-style-type: none"> Board Resolution approving the Mode of Procurement and authority to negotiate <p>Client: Bidders</p> <ul style="list-style-type: none"> Mayor's/Business Permit Professional License/Curriculum Vitae (Consulting Services) PCAB License (Infrastructure Projects) PhilGEPS Registration Number NFCC 		<p>To be provided by the End-user to the Office for HR and Administration</p> <p>To be provided by the Bidder to the Bids and Awards Committee</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Client: End-user</p> <p>Provide the following requirements to the Bids and Awards Committee</p> <p><input type="checkbox"/> Board Resolution approving the Mode of Procurement and authority to negotiate</p>	<p>1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement together with the proof of the notice of termination of the contract or any other document establishing the fact of rescission or termination, and a copy of the contract which was rescinded or terminated</p>	None	1 day	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	<p>1.1 Approve the BAC Resolution</p>	None	Same day	<p>President and CEO Office of the President and CEO</p>
<p>2. Client: Bidders</p> <p>Attend the Negotiation and prepare for post qualification</p>	<p>2. Negotiate with 2nd lowest calculated bidder/ 2nd highest rated bidder</p>	None	12 days	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p>



PORORO POINT MANAGEMENT CORPORATION

	2.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award	None	1 day	Bids and Awards Committee Technical Working Group
3. Client: Bidders Sign conformity on the Notice of Award	3. Issue the approved Notice of Award	None	1 day	BAC Secretariat
4. Client: Bidders Submit the posted Performance Security/Warranty	4. Receive the posted Performance Security/Warranty Prepare the Notice of Proceed and Contract	None	1 day	BAC Secretariat
5. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	5. Issue the Notice to Proceed and Contract	None	1 day	BAC Secretariat
	5. 1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat
	TOTAL:	None	18 Calendar Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184 Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR	

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PORO POINT MANAGEMENT CORPORATION

Office for Human Resources and Administration
IT Services
Internal Services



PORO POINT MANAGEMENT CORPORATION

1. Repair and Maintenance of Defective IT Equipment

To establish proper procedure in processing the request for repair and maintenance of defective IT Equipment.

Office or Division:	Office for Human Resources and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Maintenance Job Order Form (2 Copies)		Office for Human Resources and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Maintenance Job Order form.	1. Issue Maintenance Job order form	None	3 Minutes	<i>Information Technology Officer</i> Office for HR and Administration
2. Submit filled-out Maintenance Job Order Form.	2. Receive filled-out Maintenance Job Order Form	None	2 Minutes	<i>Information Technology Officer</i> Office for HR and Administration
3. Submit defective IT Equipment to the IT Officer.	3. Assess/ Analyze the defective IT Equipment	None	10 Minutes	<i>Information Technology Officer</i> Office for HR and Administration
	3.1 Undertake repair and maintenance of defective IT Equipment	None	1 - 2 days	<i>Information Technology Officer</i> Office for HR and Administration
4. Inspect repaired IT Equipment.	4. Undergo Post Inspection of repaired IT Equipment	None	10 minutes	<i>Information Technology Officer</i> Office for HR and Administration
	4.1 Prepare Post - Repair Inspection Report	None	10 minutes	<i>Information Technology Officer</i> Office for HR and Administration
	4.2 Evaluate Post - Repair Inspection Report	None	5 minutes	<i>Administrative Officer</i> Office for HR and Administration
	4.3 Approve Post - Repair Inspection Report	None	5 minutes	<i>Vice President for HR and Administration</i> Office for HR and Administration

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PORORO POINT MANAGEMENT CORPORATION

	TOTAL:	None	2 working days and 45 minutes	
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2. Request for Website Posting

To establish proper procedure in processing the request for Website Posting.

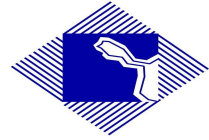
Office or Division:	Office for Human Resources and Administration			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Website Posting Form (2 Copies)		Office for Human Resources and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Request for Website Posting Form.	1. Issue Request for Website Posting Form	None	3 Minutes	<i>Information Technology Officer</i> Office for HR and Administration
2. Submit filled-out Request for Website Posting Form.	2. Receive Request for Website Posting Form	None	2 Minutes	<i>Information Technology Officer</i> Office for HR and Administration
	2.1 Assess the Data/ Information to be posted	None	5 Minutes	<i>Information Technology Officer</i> Office for HR and Administration
	2.2 Post Data/ Information at the PPMC Website	None	30 Minutes	<i>Information Technology Officer</i> Office for HR and Administration
	2.3 Check the Data/ Information Posted at the PPMC Website	None	5 minutes	<i>Administrative Officer</i> Office for HR and Administration
	2.4 Fill - out Accomplishment Report	None	10 minutes	<i>Information Technology Officer</i> Office for HR and Administration



PORO POINT MANAGEMENT CORPORATION

	2.5 Approve the Report	None	5 minutes	<i>Vice President for HR and Administration Office for HR and Administration</i>
	TOTAL:	None	1 Hour	

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PORO POINT MANAGEMENT CORPORATION

Office of the Legal Counsel

External Services

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PORO POINT MANAGEMENT CORPORATION

1. Handling of Whistleblowing Reports

Provide the necessary documents and make an action for the Whistleblowing Report.

Office or Division:	Office of the Legal Counsel			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizens			
Who may avail:	PPMC Board and Officers, External Client/s/Complainant/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request by the Complainant to PPMC/Written Official Complaint signed by the Complainant, Response Letter – one (1) original copy		To originate from the concerned party or office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/Endorse the letter of request by the Complainant to Legal Counsel/Corporate Secretary	1. Receive the Letter of the Complainant Legal review and assessment of the complaint	None	3 working days	<i>Legal Counsel</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
	1.1 Process and make the possible action on the said matter. Prepare response letter	None	16 working days	<i>Legal Counsel</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
	1.2 Provide a copy of the written complaint signed by the complainant	None	1 working day	<i>Legal Counsel</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel <i>President and CEO</i> Office of the President and CEO <i>Involve Complainant</i>
TOTAL		None	20 Working Days	



PORO POINT MANAGEMENT CORPORATION

2. Handling Data Privacy Breach and Complaints

To secure the privacy of the data gathered into the complaints.

Office or Division:	Office of the Legal Counsel			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizens			
Who may avail:	PPMC Board and Officers, Internal & External Clients/Complainant/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written complaint on actual or apparent loss or unauthorized access, use, alteration, disclosure of personal information – one (1) original copy		To originate from the concerned party or office.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the written complaint on actual or apparent loss or unauthorized access, use, alteration, disclosure of personal information	1. Receive the written complaint on actual or apparent loss or unauthorized access, use, alteration, disclosure of personal information	None	30 minutes	<i>Legal Counsel/ Corporate Secretary/ Data Protection Officer</i> Office of the Legal Counsel <i>Personal Information Processor</i>
	1.1 If necessary, update the Board for information Conduct investigation and prepare necessary reports	None	4 working days from receipt of Full Report from Personal Information Controllers	<i>Legal Counsel/ Corporate Secretary/ Data Protection Officer</i> Office of the Legal Counsel
	1.2 File and organize all the documents for privacy of Data Breach and Complaints	None	7 hours and 30 minutes	<i>Legal Researcher</i> Office of the Legal Counsel
TOTAL		None	5 Working Days	

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3. Granting request for access or correction of personal Information



PORORO POINT MANAGEMENT CORPORATION

To make necessary corrections/access of personal information.

Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizens			
Who may avail:	PPMC Board and Officers, External Client/s/Complainant/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written request for access or correction of personal information – one (1) original copy		To originate from the concerned party or office.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/Endorse written letter requesting for access or correction of personal information	1. Receive the written letter requesting for access or correction of personal information	None	3 hours	<i>Legal Counsel/ Corporate Secretary/ Data Protection Officer Office of the Legal Counsel Personal Information Controller Personal Information Processor External Client/s/Complainant/s</i>
	1.1 Make access or the necessary corrections of personal information	None	4 hours	<i>Legal Counsel/ Corporate Secretary/ Data Protection Officer Office of the Legal Counsel Personal Information Controller Personal Information Processor</i>
	1.2 Grant the request and rely it also to the concerned authority for information and/or approval	None	1 hour	<i>President and CEO Office of the President and CEO</i>
TOTAL		None	1 Working Day	



PORORO POINT MANAGEMENT CORPORATION

4. Submission of General Information Sheet (GIS) to Securities and Exchange Commission

Accomplishment and submission of General Information Sheet (GIS) to Securities and Exchange Commission

Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Securities and Exchange Commission (SEC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished General Information Sheet (GIS) Form – one (1) original copy		Securities and Exchange Commission (SEC)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform/Remind the Legal Counsel/Corporate Secretary by sending an update via memorandum or letter.	1. Receive the memorandum/letter updating/reminding the Legal Counsel/Corporate Secretary to submit the Annual GIS to Securities and Exchange Commission	None	30 minutes	<i>Corporate Secretary</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel <i>Finance Manager</i> Office for Finance
	1.1 Accomplish the GIS Form by filling out the needed necessary information/s.	None	1 working day, 7 hours and 30 minutes	<i>Corporate Secretary</i> Office of the Legal Counsel <i>Finance Manager</i> Office for Finance
	1.2 Submit the duly accomplished form and give a copy to the President and CEO and to the HR and for documentation purposes	None	1 working day	<i>Corporate Secretary</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
TOTAL		None	3 Working Days	

5. Annual Submission of Government Corporate Information Sheet (GCIS) to GCG



PORORO POINT MANAGEMENT CORPORATION

Accomplishment and submission of Government Corporate Information Sheet (GCIS) to GCG

Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Governance Commission for GOCCs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Government Corporate Information Sheet (GCIS) Form – one (1) original copy		Governance Commission for GOCCs (GCG)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform/Remind the Legal Counsel/Corporate Secretary by sending an update via memorandum or letter.	1. Receive the memorandum/letter updating/reminding the Legal Counsel/Corporate Secretary to submit the Annual GCIS to GCG	None	30 Minutes	<i>Legal Counsel, Corporate Secretary Office of the Legal Counsel</i> <i>Legal Researcher Office of the Legal Counsel</i>
	1.1 Accomplish the GCIS Form by filling out the needed necessary information/s.	None	1 working day, 7 hours and 30 minutes	<i>Legal Counsel, Corporate Secretary Office of the Legal Counsel</i>
	1.2 Submit the duly accomplished GCIS form to GCG via email or mail and give a copy to the President and CEO and to the HR and Administration for their filing and information	None	1 working day	<i>Legal Researcher Office of the Legal Counsel</i>
TOTAL		None	3 Working Days	

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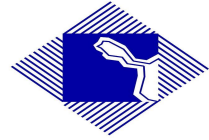
PORO POINT MANAGEMENT CORPORATION

6. Submission of Freedom of Information Reports to the Presidential Communications Operations Office (PCOO)

Submission of the Freedom of Information Reports to the Presidential Communications Operations Office (PCOO)

Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Presidential Communications Operations Office (PCOO)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished FOI Reports including the Agency Information Inventory, FOI Registry and FOI Summary Report – one (1) original copy		Presidential Communications Operations Office (PCOO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/Endorse the letter regarding the deadline of the submission of the Freedom of Information Reports to Legal Counsel/Corporate Secretary	1. Receive the letter from PCOO endorsed by the President and CEO	None	30 minutes	<i>Legal Researcher</i> Office of the Legal Counsel <i>Board Secretary</i> Board Secretariat
	1.1 Accomplish the FOI Reports including the Agency Information Report, FOI Registry and FOI Summary Report (Fill out needed information/s)	None	2 working days and 7 hours	<i>Legal Counsel,</i> <i>Corporate Secretary</i> Office of the Legal Counsel <i>Board Secretary</i> Board Secretariat
	1.2 Submit the duly accomplished FOI Reports including the Agency Information Report, FOI Registry and FOI Summary Report to PCOO via email and mail.	None	30 Minutes	<i>Legal Researcher</i> Office of the Legal Counsel
TOTAL		None	3 Working Days	

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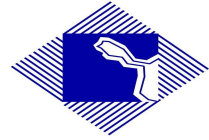


PORORO POINT MANAGEMENT CORPORATION

7. Submission of Appointive Director's Data Form to Governance Commission for GOCCs (GCG)

To accomplish and submit the Appointive Director's Data Form to GCG.

Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Governance Commission for GOCCs (GCG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Appointive Director's Data Form – one (1) original copy		Governance Commission for GOCCs (GCG)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/Endorse the letter from GCG regarding the deadline of the submission of the Appointive Director's Data Form to Legal Counsel/Corporate Secretary	1. Receive the letter from GCG endorsed by the President and CEO	None	30 minutes	<i>Legal Counsel/ Corporate Secretary/ Compliance Officer</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
	1.1 Accomplish the Appointive Director's Data Form and fill out the information's needed	None	2 working days and 7 hours	<i>Legal Counsel/ Corporate Secretary/ Compliance Officer</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
	1.2 Submit the accomplished Appointive Director's Data Form to GCG via email or mail	None	30 Minutes	<i>Legal Researcher</i> Office of the Legal Counsel
TOTAL		None	3 Working Days	



PORO POINT MANAGEMENT CORPORATION

Office of the Legal Counsel

Internal Services

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PORORO POINT MANAGEMENT CORPORATION

1. Provision of Legal Documents

The provision of legal documents involves the retrieval of legal documents kept and secured in the Office of the Legal Counsel such as but not limited to copies of contracts, memorandum of agreement, supplemental agreements and others.

Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/Memorandum requesting for a specific Legal Document, and/or equivalent materials – one (1) original copy		To originate from the requesting party or office.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/Endorse the memorandum requesting for a legal document.	1. Receive and acknowledge receipt of memorandum and endorse the same to the Legal Counsel	None	10 minutes	<i>Legal Researcher</i> Office of the Legal Counsel
	1.1 Review memorandum and instruct Legal Researcher to retrieve requested document	None	10 minutes	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel
	1.2 Retrieve requested document/s, provide a copy to the requestor	None	2 working days, 7 hours and 40 minutes	<i>Legal Researcher</i> Office of the Legal Counsel
	TOTAL	None	3 Working Days	

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PORORO POINT MANAGEMENT CORPORATION

2. Rendering of Legal Opinions

To make necessary legal opinion to the involve parties.

Office or Division:	Office of the Legal Counsel			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/Memorandum requesting for legal opinion, and/or equivalent materials – one (1) original copy		To originate from the requesting party or office.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/Endorse the memorandum requesting to render a legal opinion to Legal Counsel/Corporate Secretary	1. Receive the memorandum requesting to render a legal opinion Review memorandum and instruct Legal Researcher to draft comments/legal opinion	None	10 minutes	<i>Legal Researcher</i> Office of the Legal Counsel <i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel
	1.1 Draft comments/legal opinion and endorse the same to Legal Counsel Review and finalize comments/legal opinion	None	6 working days, 7 hours and 40 minutes	<i>Legal Researcher</i> Office of the Legal Counsel <i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel
	1.2. Print final document, record, file a copy of the approved legal opinion and provide a copy of the legal opinion	None	10 Minutes	<i>Legal Researcher</i> Office of the Legal Counsel



PORO POINT MANAGEMENT CORPORATION

	to the concerned office/division			
	TOTAL	None	7 Working Days	



PORO POINT MANAGEMENT CORPORATION

3. Provision of Secretary's Certificate

Secretary's Certificates are issued by the Corporate Secretary to certify the approval of Board Resolutions.

Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/Memorandum requesting for Secretary's Certificate, and/or equivalent materials – one (1) original copy		To originate from the requesting party or office.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/Endorse the memorandum requesting for Secretary's Certificate	1. Receive the memorandum requesting for Secretary's Certificate Review documents and minutes of the Board Meeting	None	20 minutes	<i>Legal Researcher</i> Office of the Legal Counsel
	1.1 Process and make the possible action on the said request. Prepare draft Secretary's Certificate	None	2 working days	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
	1.2 Prepare and print five (5) copies of the Secretary's Certificate and submit to the President and CEO for review and approval	None	5 hours	<i>Legal Researcher</i> Office of the Legal Counsel

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PORORO POINT MANAGEMENT CORPORATION

	1.3 Sign Secretary's Certificate	None	10 minutes	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel
	1.4 Notarize Secretary's Certificate, provide four (4) copies to requestor and file one (1) copy of notarized Secretary's Certificate	None	2 hours and 30 minutes	<i>Legal Researcher</i> Office of the Legal Counsel
	TOTAL	None	3 Working Days	

4. Implementation of Contracts/Agreements

This service involves preparation of Contracts, provision of Contract/Agreement review and monitoring of Contract/Agreement

Office or Division:	Office of the Legal Counsel			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum requesting for the preparation/review of contracts/agreements, and/or equivalent materials, copy of contract/agreement to be reviewed – one (1) original copy		To originate from the requesting party or office.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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PORO POINT MANAGEMENT CORPORATION

1. Send/Endorse the memorandum requesting for the preparation/review of contracts/agreements	1. Receive the memorandum requesting for the preparation/review of contracts/agreements Conduct legal review/Prepare draft contracts/agreements	None	10 minutes	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
	1.1 Conduct legal review/Prepare draft contracts/agreements	None	6 working days	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel
	Process and make the possible action on the said request			<i>Legal Researcher</i> Office of the Legal Counsel
	1.2 Copy of contract/agreement reviewed and present it to the President and CEO for its review and approval	None	7 hours and 40 minutes	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel <i>President and CEO</i> Office of the President and CEO
	1.3 Provide a copy of the final reviewed contract/agreement	None	10 Minutes	<i>Legal Researcher</i> Office of the Legal Counsel
	TOTAL	None	7 Working days	

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PORORO POINT MANAGEMENT CORPORATION

5. Filing/Preparation of Pleadings in Court

To prepare the Affidavits, Receipts, Contracts, and other relevant documents for the pleadings in court.

Office or Division:	Office of the Legal Counsel			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaints, Answer, Reply, Memorandum, Position Paper, Judicial Affidavits and other relevant documents – one (1) original copy		To originate from the requesting party or office.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give/Endorse the necessary documents needed for the Filing/Preparation of Pleadings in court	1. Receive the documents needed for the Filing/Preparation of Pleadings in court	None	7 hours and 30 minutes	<i>Legal Counsel</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
	1.1 Legal review and evaluation Process and make the possible action on the said matter. (Gather all the information/s needed and all the documents)	None	19 working days from issuance of Board Resolution	<i>Legal Counsel</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
	1.2 Submit all the filed documents in preparation for the pleadings in court	None	30 Minutes	<i>Legal Counsel</i> Office of the Legal Counsel <i>Legal Researcher</i> Office of the Legal Counsel
	TOTAL	None	20 Working Days	

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PORORO POINT MANAGEMENT CORPORATION

6. Preparation of Materials for Board Meeting

Consolidation of Materials for Board Meeting that are for Board Information, and/or approval during Regular and Special Board Meetings.

Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Transcript of the Meeting Proceeding – one (1) printed copy		Corporate Secretary		
2. Inputs from the PPMC Heads of Offices – one (1) original copy		PPMC Heads of Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Agenda item/s (matters that are for Board Information, action, and approval) and the corresponding materials to the Legal Counsel/Corporate Secretary	1. Receive the Agenda Items/other Board Materials and corresponding materials Review documents submitted	None	2 working days	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel <i>Legal Researcher</i>
				Office of the Legal Counsel <i>Board Secretary</i> Board Secretariat
	1.1 Prepare the Minutes of the Meeting, Matters Arising from the Board Meeting, and the Agenda	None	7 hours and 30 minutes	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel
	1.2 Finalize all the drafts of the said documents and arrange particularly base from the Agenda as reference	None	30 Minutes	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel <i>President and CEO</i> Office of the President and CEO
	TOTAL	None	3 Working Days	



PORO POINT MANAGEMENT CORPORATION

Office for Finance

External Services



PORORO POINT MANAGEMENT CORPORATION

1. Payment of Goods/Services Rendered to Government Suppliers

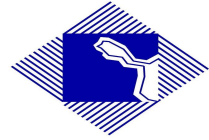
Release of payment to Government Suppliers

Office or Division:	Office for Finance			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGU's, GOCC's and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Contract – one (1) original copy		Office for HR and Administration – Procurement; PPMC Offices (End User Unit)		
2. Job/Purchase Order – one (1) original copy		Office for HR and Administration – Procurement		
3. Purchase Request – one (1) original copy		Office for HR and Administration – Procurement		
4. Inspection and Acceptance Report – one (1) original copy		Office for HR and Administration – Procurement		
5. Invoices/Statement of Account – one(1) original copy		Government Agencies, LGU's, GOCC's and other Government Instrumentalities		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office for HR and Administration – Procurement shall submit the complete set of documentary requirements and submit to Office for Finance	1. Receive the complete documents for the preparation of disbursement voucher/summary of payment or schedule	None	10 minutes	<i>Finance Analyst</i> Office for Finance
	1.1 Review, check and sign the prepared disbursement voucher and corresponding attachments and adjustment of entries if any.	None	1 hour and 30 minutes	<i>Accountant</i> Office for Finance <i>Finance Manager</i> Office for Finance
	1.2 Prepare the check voucher and attached the reviewed corresponding documents/attachments needed.	None	10 minutes	<i>Finance Analyst</i> Office for Finance



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	1.3 Review the payee name printed on the check.	None	10 minutes	<i>Accountant</i> Office for Finance
	1.4 Review of documents, sign disbursement voucher and check voucher	None	10 minutes	<i>Finance Manager</i> Office for Finance <i>VP for HR and Administration</i> Office for HR and Administration
	1.5 Review of documents, sign disbursement voucher and check voucher	None	5 hours	<i>President and CEO</i> Office of the President and CEO
	1.6 Release of check payment to the Government Agency	None	50 minutes	<i>Cashier</i> Office for Finance
TOTAL		None	1 Working Day	



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2. Remittance of Dividends to the Department of Finance (DOF)

Remit the dividends declared

Office or Division:	Office for Finance			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Department of Finance (DOF)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Audited Financial Statements – one (1) original copy			Commission on Audit (COA)	
2. Board Resolution – one (1) original copy			PPMC Board	
3. Remittance Advise – one (1) original copy or printed copy (sent via email)			Department of Finance (DOF)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. COA sends the Audited Financial Statements	1. Receive the Audited Financial Statements from COA	None	30 minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.1 Endorse the receive Audited Financial Statements to Office for Finance	None	30 minutes	<i>President and CEO</i> Office of the President and CEO
	1.2 Compute the dividends to be submitted based on the Corporation's net income for the year	None	2 hours and 30 minutes	<i>Accountant</i> Office for Finance <i>Finance Manager</i> Office for Finance
	1.3 Sign and approve the computed dividends	None	30 minutes	<i>President and CEO</i> Office of the President and CEO
	1.4 Transmit Through email the computation to DOF	None	30 minutes	<i>Finance Manager</i> Office for Finance
	1.5 Waiting period for the remittance advice from DOF	None	6 working days	<i>Finance Manager</i> Office for Finance

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	1.6 Receive the remittance advice from DOF for endorsement to PPMC Board Approval	None	30 minutes	<i>Finance Manager</i> Office for Finance
	1.7 Received the approved declaration and remittance of dividends and prepare the check and attached the reviewed corresponding documents/attachments needed.	None	30 minutes	<i>Finance Analyst</i> Office for Finance
	1.8 Review the payee name printed on the check	None	30 minutes	<i>Accountant</i> Office for Finance
	1.9 Review of documents, sign disbursement voucher and check voucher.	None	1 hour	<i>Finance Manager</i> Office for Finance <i>VP for HR and Administration</i> Office for HR and Administration
	1.10 Review of documents, sign disbursement voucher and check voucher	None	30 minutes	<i>President and CEO</i> Office of the President and CEO
	1.11 Release of check payment to the Government Agency	None	30 minutes	<i>Cashier</i> Office for Finance
TOTAL		None	7 Working Days	

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3. Submission of Proposed Corporate Operating Budget to BCDA

To submit the proposed Corporate Operating Budget

Office or Division:	Office for Finance			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Bases Conversion and Development Authority (BCDA)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter/Memo/Notice/Policy – on e (1) original copy or printed copy (sent via e mail)			Bases Conversion and Development Authority (BC DA)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. BCDA sends a Letter/Memo/Notice/Policy on the requirement for the submission of proposed Corporate Operating Budget	1. Receive and consolidate the documentary requirements Issue budget schedule and guidelines regarding the budget preparation based on the BCDA issued budget calendar	None	15 minutes	<i>Finance Manager</i> Office for Finance
	1.1 Discuss budget requirements and guidelines to Head of Offices	None	2 hours	<i>Finance Manager</i> Office for Finance
	1.2 Submit initial PPMP to Office for Finance - Budget Department	None	10 working days	PPMC Head of Offices
	1.3 Consolidate the initially submitted PPMP budget proposal	None	2 working days	<i>Finance Manager</i> Office for Finance <i>Budget Officer</i> Office for Finance
	1.4 Conduct meeting to Head of Offices for the budget deliberation and	None	1 working day	<i>Finance Manager</i> Office for Finance



	consultation based on the initially submitted budget per Office			
	1.5 Revise budget based on the agreed deliberation and consultation by the different Head of Offices	None	1 working day	<i>Finance Manager</i> Office for Finance <i>Budget Officer</i> Office for Finance
	1.6 Present the revise budget to Head of Offices for finalization	None	1 working day	<i>Finance Manager</i> Office for Finance
	1.7 Prepare the final budget proposals	None	1 working day	<i>Finance Manager</i> Office for Finance <i>Budget Officer</i> Office for Finance
	1.8 Present budget proposals to President & CEO	None	15 minutes	<i>Finance Manager</i> Office for Finance
	1.9 Revise and prepare budget proposals based on the comments and suggestions by the President and CEO	None	1 working day	<i>Finance Manager</i> Office for Finance <i>Budget Officer</i> Office for Finance
	1.10 Present the revised budget proposals to the President and CEO	None	15 minutes	<i>Finance Manager</i> Office for Finance
	1.11 Approval of the proposed corporate operating budget by the President & CEO	None	15 minutes	<i>President and CEO</i> Office of the President and CEO



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	1.12 Present the budget proposals to Finance Committee and PPMC Board for their approval	None	1 working day	<i>Finance Manager Office for Finance</i>
	1.13 Revise and prepare budget proposals based on the comments and suggestions by the PPMC Board, if any	None	15 minutes	<i>Finance Manager Office for Finance</i> <i>Budget Officer Office for Finance</i>
	1.14 Transmit the PPMC Approved Corporate Budget to BCDA	None	15 minutes	<i>Finance Manager Office for Finance</i> <i>Budget Officer Office for Finance</i>
	1.15 Present the PPMC Corporate Operating Budget Proposal to the BCDA-Finance and Investment Committee (FIC) for discussion	None	3 hours	<i>PPMC President and CEO and Finance and Investment Committee Chair/Members</i>
	1.16 Conduct a meeting with BCDA Budget Department based on the result of discussion on the BCDA-FIC presentation	None	3 hours	<i>PPMC President and CEO, Top Management and Budget Officer</i>

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	1.17 Revise and prepare PPMC Corporate Operating Budget based on the comments and suggestions by the BCDA-FIC	None	2 hours	<i>Finance Manager</i> Office for Finance <i>Budget Officer</i> Office for Finance
	1.18 Provide copy of letter to Head of Offices issued by BCDA approving the PPMC Corporate Operating Budget	None	2 hours	<i>Finance Manager</i> Office for Finance <i>Budget Officer</i> Office for Finance
	1.19 Present to PPMC Board the approved PPMC Corporate Operating Budget issued by BCDA for approval	None	2 hours	<i>Finance Manager</i> Office for Finance
	1.20 Request for fund release from BCDA of the approved Corporate Operating Budget	None	15 minutes	<i>Finance Manager</i> Office for Finance <i>Budget Officer</i> Office for Finance
	1.21 Upload the PPMC Corporate Operating Budget on the ERP System	None	15 minutes	<i>Budget Officer</i> Office for Finance
TOTAL		None	20 Working Days	

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4. Submission of Financial Reports to Commission on Audit (COA)

To submit the financial reports required by COA

Office or Division:	Office for Finance			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Commission on Audit (COA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/Memo/Notice/ Policy – one (1) original copy or printed copy (sent via email)		Commission on Audit (COA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. COA sends a Letter/Memo/Notice/ Policy requiring the submission of Financial Reports	1. Receive and provide the necessary requirements Prepare financial statements, working trail balance, journal vouchers and collection reports	None	8 working days	<i>Finance Manager</i> Office for Finance <i>Accountant</i> Office for Finance <i>Cashier</i> Office for Finance
	1.1 Sign and approve the transmittal letter and journal vouchers and collection reports	None	1 working day	<i>President and CEO</i> Office of the President and CEO
	1.2 Transmit the letter signed by the President and CEO with its corresponding attachments	None	1 working day	<i>Finance Manager</i> Office for Finance <i>Accountant</i> Office for Finance
TOTAL		None	10 Working Days	

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5. Submission of Financial Reports to Bases Conversion Development Authority (BCDA)

To submit the financial reports required by BCDA

Office or Division:	Office for Finance			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Bases Conversion and Development Authority (BCDA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/Memo/Notice/ Policy – one (1) original copy		Bases Conversion and Development Authority (BCDA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. BCDA sends Letter/Memo/Notice/ Policy requiring the submission of Financial Reports	1. Receive and provide the necessary requirements Prepare financial statements, financial management report, estate performance revenue/expense report	None	18 working days	<i>Finance Manager</i> Office for Finance <i>Accountant</i> Office for Finance <i>Budget Officer</i> Office for Finance <i>Cashier</i> Office for Finance
	1.1 Sign and approve the transmittal letter and its corresponding schedules	None	1 working day	<i>President and CEO</i> Office of the President and CEO
	1.2 Transmit the letter signed by the President and CEO with its corresponding attachments	None	1 working day	<i>Finance Manager</i> Office for Finance <i>Accountant</i> Office for Finance
TOTAL		None	20 Working Days	



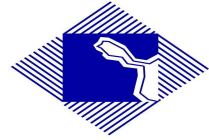
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6. Submission of Financial Reports and Other Related Reports to GCG

To submit the financial reports required by Governance Commission for GOCCs (GCG)

Office or Division:	Office for Finance			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Governance Commission for GOCCs (GCG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/Memo/Notice/ Policy – one (1) original copy or printed copy (sent via email)		Governance Commission for GOCCs (GCG)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. GCG sends a Letter/Memo/Notice/ Policy requiring the submission of Financial Reports	1. Receive and provide the necessary requirements	None	18 working days	<i>Finance Manager</i> Office for Finance <i>Accountant</i> Office for Finance
	Prepare Financial Statements, Budget Monitoring Report, Borrowings granted by Government, Corporate Operating Budget, Government Subsidiaries and Net Lending and Local and Foreign Borrowings			<i>Budget Officer</i> Office for Finance
	1.1 Sign and approve the transmittal letter and its corresponding schedules	None	1 working day	<i>President and CEO</i> Office of the President and CEO
	1.2 Transmit the letter signed by the President and CEO with its corresponding attachments	None	1 working day	<i>Finance Manager</i> Office for Finance <i>Accountant</i> Office for Finance
TOTAL		None	20 Working Days	

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7. Submission of Supplemental Budget to Bases Conversion Development Authority (BCDA)

To submit the request for supplemental budget

Office or Division:	Office for Finance			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Bases Conversion and Development Authority (BCDA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written request with supporting documents and justifications – one (1) original copy		PPMC Offices (End User Unit)		
2. Board Resolution – one (1) original copy		PPMC Board		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. PPMC Offices (End User Unit) sends request for supplemental budget	1. Receive and provide the necessary requirements Prepare memo and its corresponding attachments relative to the supplemental budget	None	1 working day	<i>Finance Manager</i> Office for Finance <i>Budget Officer</i> Office for Finance
	1.1 Endorse to President and CEO for approval by the PPMC Board	None	1 working day	<i>Finance Manager</i> Office for Finance
	1.2 Approve request for supplemental budget	None	7 hours	<i>PPMC Board of Directors</i>
	1.3 Sign and approve the transmittal letter and its corresponding schedules	None	1 hour	<i>President and CEO</i> Office of the President and CEO
	1.4 Transmit approved board resolution, request letter, and its corresponding attachments	None	1 working day	<i>Budget Officer</i> Office for Finance <i>Finance Manager</i> Office for Finance
	1.5 Waiting period for BCDA to release/respond on the supplemental budget request	None	16 working days	<i>Finance Manager</i> Office for Finance
TOTAL		None	20 Working Days	



8. Payment of Goods/Services Rendered to Suppliers

Release of payment to Suppliers

Office or Division:	Office for Finance			
Classification:	Complex			
Type of Transaction:	G2B-Government to Business			
Who may avail:	All business registered, professionals and consultants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Contract – one (1) original copy		Office for HR and Administration – Procurement		
2. Job/Purchase Order – one (1) original copy		Office for HR and Administration – Procurement		
3. Purchase Request – one (1) original copy		Office for HR and Administration – Procurement		
4. Inspection and Acceptance Report – one (1) original copy		Office for HR and Administration – Procurement		
5. Certificate of Completion		PPMC Offices (End User Unit)		
6. Invoices/Statement of Account – one (1) original copy		Suppliers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office for HR and Administration – Procurement submits the complete set of documentary requirements and submit to Office for Finance	1. Receive the complete documents for the preparation of disbursement voucher/summary of payment or schedule	None	10 minutes	<i>Finance Analyst</i> Office for Finance
	1.1 Review, check and sign the prepared disbursement voucher and corresponding attachments and adjustment of entries if any.	None	30 minutes	<i>Accountant</i> Office for Finance <i>Finance Manager</i> Office for Finance
	1.2 Prepare the check voucher and attached the reviewed corresponding documents/attachments needed.	None	10 minutes	<i>Finance Analyst</i> Office for Finance



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	1.3 Review the payee name printed on the check	None	10 minutes	<i>Accountant</i> Office for Finance
	1.4 Review of documents, sign disbursement voucher and check voucher	None	5 hours	<i>Finance Manager</i> Office for Finance <i>VP for HR and Administration</i> Office for HR and Administration
	1.5 Review of documents, sign disbursement voucher and check voucher	None	1 hour and 30 minutes	<i>President and CEO</i> Office of the President and CEO
	1.6 Release of check payment to Supplier	None	30 minutes	<i>Cashier</i> Office for Finance
TOTAL		None	1 Working Day	

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9. Payment of Salaries to Laborers

Release of salaries to laborers with an approved job order contract

Office or Division:	Office for Finance			
Classification:	Complex			
Type of Transaction:	G2G - Government to Citizens			
Who may avail:	Laborers with an approved job order contract			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily Time Record – one (1) photocopy		Office for HR and Administration		
2. Contract and Summary of Work Accomplished – one (1) original copy		Office for HR and Administration		
3. Summary of Overtime and Tardiness – one (1) original copy		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office for HR and Administration submits the copy of DTR, summary of work accomplished and summary of overtime and tardiness	1. Review and receive the complete and approved documentary requirement relative to the preparation of payroll.	None	15 minutes	<i>Finance Analyst</i> Office for Finance
	1.1 Preparation payroll summary.	None	1 hour	<i>Finance Analyst</i> Office for Finance
	1.2 Review, check and validate the prepared payroll and its corresponding attachments.	None	1 hour	<i>Accountant</i> Office for Finance
	1.3 Validate and counter check prepared payroll summary.	None	1 hour	<i>Finance Manager</i> Office for Finance
	1.4 Prepare disbursement voucher and check payable to Cashier	None	15 minutes	<i>Finance Analyst</i> Office for Finance <i>Cashier</i> Office for Finance
	1.5 Review the payee name printed on the check and sign	None	20 minutes	<i>Accountant</i> Office for Finance



	the necessary attachments.			
	1.6 Review of documents, sign disbursement voucher and check voucher.	None	1 hour	<i>Finance Manager</i> Office for Finance <i>VP for HR and Administration</i> Office for HR and Administration
	1.7 Review of documents, sign disbursement voucher and check voucher.	None	2 hours	<i>President and CEO</i> Office of the President and CEO
	1.8 Release of signed and approved check relative to payroll of laborers.	None	10 minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.9 Encashment of check.	None	30 minutes	<i>Cashier</i> Office for Finance
	1.10 Release of salaries and wages to laborers.	None	30 minutes	<i>Cashier</i> Office for Finance
	TOTAL	None	1 Working Day	

10. Payment of Services Rendered by Individual

Release of payment to individual

Office or Division:	Office for Finance	
Classification:	Complex	
Type of Transaction:	G2B - Government to Citizens	
Who may avail:	Any individual with an approved request	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Contract – one (1) original copy		Office for HR and Administration – Procurement; PPMC Offices (End User Unit)



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2. Job/Purchase Order – one (1) original copy		Office for HR and Administration – Procurement		
3. Purchase Request – one (1) original copy		Office for HR and Administration – Procurement		
4. Inspection and Acceptance Report – one (1) original copy		Office for HR and Administration – Procurement		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office for HR and Administration – Procurement submits the complete set of documentary requirements and submit to Office for Finance	1. Receive the complete documents for the preparation of disbursement voucher/summary of payment or schedule	None	10 minutes	<i>Finance Analyst</i> Office for Finance
	1.1 Review, check and sign the prepared disbursement voucher and corresponding attachments and adjustment of entries if any.	None	30 minutes	<i>Accountant</i> Office for Finance <i>Finance Manager</i> Office for Finance
	1.2 Prepare the check voucher and attached the reviewed corresponding documents/attachments needed.	None	10 minutes	<i>Finance Analyst</i> Office for Finance
	1.3 Review the payee name printed on the check versus on the Purchase Order or contract indicated therein.	None	10 minutes	<i>Accountant</i> Office for Finance
	1.4 Review of documents, sign disbursement voucher and check voucher.	None	5 hours	<i>Finance Manager</i> Office for Finance <i>VP for HR and Administration</i> Office for HR and Administration
	1.5 Review of documents, sign disbursement voucher and check voucher.	None	1 hour and 30 minutes	<i>President and CEO</i> Office of the President and CEO

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	1.6 Release of check payment	None	30 minutes	<i>Cashier</i> Office for Finance <i>Finance Analyst</i> Office for Finance
TOTAL		None	1 Working Day	



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Office for Finance Internal Services

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1. Granting of Cash Advance

Release of cash advance request

Office or Division:	Office for Finance			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All personnel with an approved official business travel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written Request for Cash Advance- one (1) original copy		Personnel availing of the service		
2. Travel Authorization – one(1) original copy (finance copy)		Personnel availing of the service		
3. Notice of Meeting for meetings – one (1) photocopy		Concerned government and private agencies requesting for a meeting		
4. Training Nomination for trainings – one (1) original		Office for Human Resources and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personnel submits written request with complete and approved documentary requirement	1. Review and receive the complete and approved documentary requirement relative to the travel.	None	10 minutes	<i>Finance Analyst</i> Office for Finance
	1.1 Preparation of disbursement voucher.	None	15 minutes	<i>Finance Analyst</i> Office for Finance
	1.2 Review, check and sign the prepared disbursement voucher and its corresponding attachments.	None	1 hour	<i>Accountant</i> Office for Finance <i>Finance Manager</i> Office for Finance
	1.3 Prepare the check voucher and attached the reviewed corresponding documents/attachments needed.	None	15 minutes	<i>Finance Analyst</i> Office for Finance <i>Cashier</i> Office for Finance



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	1.4 Review the payee name printed on the	None	15 minutes	<i>Accountant</i> Office for Finance
	check versus on cash advance request indicated therein.			
	1.5 Review of documents, sign disbursement voucher and check voucher.	None	1 hour	<i>Finance Manager</i> Office for Finance <i>VP for HR and Administration</i> Office for HR and Administration
	1.6 Review of documents, sign disbursement voucher and check voucher.	None	5 hours	<i>President & CEO</i> Office of the President and CEO
	1.7 Release of signed and approved check relative to the cash advance request.	None	5 minutes	<i>Finance Analyst</i> Office for Finance <i>Cashier</i> Office for Finance
	TOTAL	None	1 Working Day	

2. Granting of Petty Cash Advance

Release of petty cash advance request

Office or Division:	Office for Finance			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All personnel with an approved petty cash advance request			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Petty Cash Advance Form – one (1) original copy		Office for Finance		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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1. Personnel proceeds to the Office for Finance and request petty cash advance form from Cashier	1. Provide petty cash advance form	None	1 minute	Cashier Office for Finance
2. Secure approval and signature from immediate head of office of the requesting personnel	2. Approve and sign petty cash advance form with the nature/purpose of the cash advance and amount requested	None	1 minute	Head of Office of the Requesting Personnel PPMC Offices
3. Secure approval and signature from the head of Finance Office	3. Approve and sign petty cash advance form	None	1 minute	Finance Manager Office for Finance
4. Submit duly signed petty cash advance form	4. Received the approved petty cash advance form request	None	1 minute	Cashier Office for Finance
5. Receive petty cash advance request	5. Release of petty cash advance request	None	1 minute	Cashier Office for Finance
	TOTAL	None	5 Minutes	

3. Payment of Salaries to Employees

Release of salaries to employees

Office or Division:	Office for Finance			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All employees of PPMC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Payroll Authorization – one (1) original copy		Office for HR and Administration		
2. Summary of Over time Premiums and Tardiness – one (1) original copy		Office for HR and Administration		
3. Statement of Accounts for Loans – one (1) original copy		Office for HR and Administration		
4. Daily Time Record– one (1) photocopy		Office for HR and Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. The Office for HR and Admin submits the summary of overtime and tardiness per period	1. Review and receive the complete and approved documentary requirement relative to the preparation of payroll.	None	15 minutes	<i>Finance Analyst</i> Office for Finance
	1.1 Preparation of payroll summary.	None	2 hours	<i>Finance Analyst</i> Office for Finance
	1.2 Review, check and validate the prepared payroll and its corresponding attachments.	None	1 hour	<i>Accountant</i> Office for Finance
	1.3 Validate and counter check prepared payroll summary.	None	1 hour	<i>Finance Manager</i> Office for Finance
	1.4 Prepare authorization letter addressed to the bank.	None	15 minutes	<i>Finance Analyst</i> Office for Finance
	1.5 Encode net earnings of each employees on the Bank Financial Data Entry System	None	20 minutes	<i>Finance Analyst</i> Office for Finance
	1.6 Create payroll list summary and save to rewritable CD for transmittal.	None	5 minutes	<i>Finance Analyst</i> Office for Finance
	1.7 Review payroll list summary versus authorization letter and its corresponding attachments.	None	5 minutes	<i>Accountant</i> Office for Finance



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	1.8 Sign payroll list summary, authorization letter and its corresponding attachments.	None	20 minutes	<i>Finance Manager</i> Office for Finance <i>VP for HR and Administration</i> Office for HR and Administration
	1.9 Review and sign payroll summary, authorization letter and its corresponding attachments.	None	2 hours	<i>President & CEO</i> Office of the President and CEO <i>Corporate Treasurer</i> PPMC Board
	1.10 Release of signed and approved payroll summary and authorization letter to bank and its corresponding attachments	None	10 minutes	<i>Executive Secretary</i> Office of the President and CEO
	1.11 Transmittal of payroll list summary, CD and letter of authorization to bank.	None	30 minutes	<i>Cashier</i> Office for Finance <i>Finance Analyst</i> Office for Finance
	TOTAL	None	1 Working Day	

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PORO POINT MANAGEMENT CORPORATION

Office for Infrastructure Management External Services

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1. Issuance of Building Permit

The Application for Building Permit involves the processing of application up to issuance of Building Permits for all buildings to be erected/constructed within the Poro Point Freeport Zone (PPFZ) prior to the commencement of any work.

Office or Division:	Office for Infrastructure Management
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen) G2B (Government to Businesses)
Who may avail:	Citizens or Corporations who plans to construct/erect a structure/building within the PPFZ.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For New Construction or Renovation Permit Application, five (5) sets of the following should be submitted:</p> <ol style="list-style-type: none"> 1. Authority to Construct. 2. Environmental Compliance Certificate (ECC) 3. Land Use and Zoning to include: <ol style="list-style-type: none"> a. Site development plan (Reflecting Setbacks and Lot Building Dimensions) b. Vicinity Map (Approximately 1km. Radius) c. Perspective d. Elevation (Reflecting Building Height) e. Lot Plan with Technical Data f. All Architectural Plans should be duly signed and sealed by a licensed Architect. 4. Building Permit Application duly signed by a licensed Architect / Civil Engineer and building lessee/owner. 5. Ancillary Permit Application forms duly signed by a licensed and registered professional and building/design plans confirming to Standard form Type A or B of the National Building Code of the Philippines to include: <ol style="list-style-type: none"> a. Site/civil works plan signed and sealed by a Civil Engineer (showing the exact location of project, including parking 	<ol style="list-style-type: none"> 1. Client availing of the service 2. Department of Environment and Natural Resources (DENR) a. Client availing of the service b. Client availing of the service c. Client availing of the service d. Client availing of the service e. Client availing of the service f. Client availing of the service 4. PPMC Office for Infrastructure Management/Office of the Building Official 5. PPMC Office for Infrastructure Management/Office of the Building Official a. Client availing of the service



<p>areas, driveways, structures, etc.)</p> <ul style="list-style-type: none">b. Architectural plans signed and sealed by an Architect.c. Structural/civil plans signed and sealed by a Civil Engineer.d. Electrical plans and application duly signed and sealed by a Professional Electrical Engineer.e. Sanitary plans and application duly signed by a Sanitary Engineer.f. Plumbing plans and application duly signed by a Master Plumber.g. Mechanical plans and application duly signed and sealed by a Professional Mechanical Engineer.h. Fire protection plans signed and sealed by corresponding Engineer.i. Electronics plan and application duly signed and sealed by an Electronics Engineer. <p>6. Construction specifications of the project, jointly signed and sealed by the corresponding Architect or Engineer and confirmed by the lessee/owner.</p> <p>7. Bill of Materials duly signed and sealed by the corresponding Architect or Engineer.</p> <p>8. Structural computation and analysis duly signed and sealed by a Civil Engineer.</p> <p>9. Hydraulic/Flow computation for drainage/fire protection duly signed and sealed by corresponding Engineer.</p> <p>10. Geotechnical Investigation Report signed and sealed by Geotechnical Engineer.</p> <p>11. Logbook (for use during construction)</p>	<ul style="list-style-type: none">b. Client availing of the servicec. Client availing of the serviced. Client availing of the servicee. Client availing of the servicef. Client availing of the serviceg. Client availing of the serviceh. Client availing of the servicei. Client availing of the service <p>6. Client availing of the service</p> <p>7. Client availing of the service</p> <p>8. Client availing of the service</p> <p>9. Client availing of the service</p> <p>10. Client availing of the service</p> <p>11. Client availing of the service</p>
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<p>12. Photocopy of PRC ID and PTR of Engineer/Architect involved in the project.</p> <p>13. Photocopy of Tax Identification Number (TIN) of lessee/owner.</p> <p>14. Air Transportation Office (ATO) Height Clearance (For San Fernando Airport Area only)</p> <p>15. Construction Safety and Health Program duly approved by DOLE</p> <p>For Demolition Permit Application, five (5) sets of the following should be submitted:</p> <ol style="list-style-type: none">1. Authority to Demolish.2. Demolition Permit Application duly signed and sealed by a licensed Architect/Civil Engineer and concurred by the lessee/owner.3. Building plans confirming to Standard form Type A or B of the National Building Code of the Philippines to Include:<ol style="list-style-type: none">a. Location plan signed and sealed by an Architect or Civil Engineer (showing the exact location of structure to be demolished)b. Removal/Demolition Plan <p>For Excavation, Ground Preparation and Soil Investigation Permit Application, five (5) sets of the following should be submitted:</p> <ol style="list-style-type: none">1. Letter from the lessee requesting for Excavation, Ground Preparation & Soil Investigation Permit.2. Authority to Construct.3. Excavation, Ground Preparation and Soil Investigation Permit Application duly signed by a licensed Architect/Civil Engineer and concurred by the owner.	<p>12. Client availing of the service</p> <p>13. Client availing of the service</p> <p>14. Civil Aviation Authority of the Philippines (CAAP)</p> <p>15. Department of Labor and Employment (DOLE)</p> <p>1. Client availing of the service</p> <p>2. PPMC Office for Infrastructure Management/Office of the Building Official</p> <p>3. Client availing of the service</p> <p>a. Client availing of the service</p> <p>b. Client availing of the service</p> <p>1. Client availing of the service</p> <p>2. Client availing of the service</p> <p>3. PPMC Office for Infrastructure Management/Office of the Building Official</p>
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4. Building plans conforming to Standard form Type A or B of the National Building Code of the Philippines to include:
 - a. Location plan and existing site plan signed and sealed by Civil Engineer (showing lot boundary & the exact location of area to be excavated, structures and trees to be affected by ground preparations.
 - b. Excavation plans with volume computation.
 - c. Grading Plan/Borehole location/Disposal Plans.

For Fencing Permit Application, five (5) sets of the following should be submitted:

1. Letter from the lessee requesting for Fencing Permit.
2. Authority to Construct.
3. Fencing Permit Application duly signed and sealed by an Architect or Civil engineer and concurred by the lessee.
4. Building plans confirming to Standard form Type A or B of the National Building Code to include:
 - a. Location plan and site development plan signed and sealed by an Architect of Civil Engineer (showing the exact location of the project, lot boundary, including parking areas, driveways, structures, etc.)
 - b. Fencing Plans and details.
 - c. Lot Plan with Technical Data

For Repair/Repainting Permit Application, five (5) sets of the following should be submitted:

4. Client availing of the service

a. Client availing of the service

b. Client availing of the service

c. Client availing of the service

1. Client availing of the service

2. Client availing of the service

3. PPMC Office for Infrastructure Management/Office of the Building Official

4. Client availing of the service

a. Client availing of the service

b. Client availing of the service

c. Client availing of the service



1. Letter from the lessee with corresponding scope of work. 2. Bill of Materials/Construction Cost.		1. Client availing of the service 2. Client availing of the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office for Infrastructure Management; submit request for construction permit	1. Provide the client with a short briefing on the service and its requirement. Issue appropriate forms and check list of requirements.	None	10 minutes	<i>Land and Assets Development Assistant Office for Infrastructure Management</i> <i>Construction and Maintenance Officer Office for Infrastructure Management</i>
2. Submit the accomplished Building Permit application forms and other supporting documents to the Office for Infrastructure Management signed and sealed by respective signatories.	2. Receive and review application forms and supporting documents based on the check list given	None	10 minutes	<i>Land and Assets Development Assistant Office for Infrastructure Management</i> <i>Construction and Maintenance Officer Office for Infrastructure Management</i>
	2.1 Logs Application	None	10 minutes	<i>Construction and</i>



PORO POINT MANAGEMENT CORPORATION

				<i>Maintenance Officer</i> Office for Infrastructure Management
	2.2 Prepares/ Reviews/Signs Transmittal Memorandum	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.3 Transmit plans/requirements to concerned Engineers/ Architect/Fire Chief	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.4 Review/Assess plans by concerned Engineers/ Architect/Fire Chief Assess corresponding permit fees	None	4 working days	<i>Civil Engineer, Architect, Geodetic Engineer, Electrical Engineer, Sanitary Engineer</i> Office for Infrastructure Management <i>Fire Chief</i> Office for Airport Management
	2.5 Collates comments and recommendations from all concerned Engineers/ Architect/Fire Chief	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management



				Management
	2.6 Collates assessed corresponding permit fees	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.7 Prepares Building Permit and Assessment Slip for Signature	None	1 hour	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.8 Review/ Approves/Signs Building Permit and Assessment Slip	None	1 working day	<i>Building Official</i> Office for Infrastructure Management
	2.9 Informs the Applicant on the assessed permit fees and recommendations (if any)	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.10 Furnish the PPMC Cashier/Finance Office copy of assessment (Order of Payment).	None	10 minutes	<i>Cashier</i> Office for Finance
3. Proceed to PPMC Cashier/ Finance Office for payment of assessed Building Permit fee	3. Receives the payment for the assessed Permit fees	National Building Code (NBC) schedule of fees plus 10% of fees NEW SCHEDULE OF FEES AND OTHER CHARGE 1. Bases of assessment	10 minutes	<i>Cashier</i> Office for Finance



		<p>a. Character of occupancy or use of building/structure b. Cost of construction c. Floor area</p> <p>2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:</p> <p>Table II.G.I. On Fixed Cost of Construction Per Sq. Meter</p> <p>LOCATION GROUP</p> <p>All Cities / Municipalities A, B, C, D, E, G, H & I</p> <p>P 10, 000 F - P 8,000 J - P 6,000</p> <p>3. Construction/addition/renovation/alteration of buildings/structures under Group/s and SubDivisions shall be assessed as follows:</p> <p>Buildings/Structures Fees a Division A-1 Area in sq. meter Fee, (P) Per sq m.</p> <p>i) Original complete construction up to 20.00 sq. meter – 2.00</p> <p>ii) Additional/renovation/alteration up to 20.00 sq meters regardless of floor area of original construction – 2.40</p>		
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		<p>iii) Above 20.00 sq. meters to 50.00 sq. meters – 3.40</p> <p>iv) Above 50.00 sq. meters to 100.00 sq. meters – 4.80</p> <p>v) Above 100.00 sq. meters to 150.00 sq. meters – 6.00</p> <p>vi) Above 150.00 sq. meters – 7.20</p> <p>Buildings/Structures Fees b Division A-2 Area in sq. meters Fee, (P) Per sq m.</p> <p>i) Original complete construction up to 20.00 sq. meters – 3.00</p> <p>ii) Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction – 3.40</p> <p>iii) Above 20.00 sq. meters to 50.00 sq. meters – 5.20</p> <p>iv) Above 50.00 sq. meters to 100.00 sq. meters – 8.00</p> <p>v) Above 150.00 sq. meters – 8.40</p> <p>c. Divisions B-1/ C-1/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 1, 2, 3, 4/ I-1 & J-1, 2, 3. Area in sq. meters Fee, (P) Per sq m.</p> <p>i) Up to 5000 23.00</p> <p>ii) Above 5000 to 6000 22.00</p> <p>iii) Above 6000 to 7000 20.50</p> <p>iv) Above 7000 to 8000 19.50</p>		
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		<p>v) Above 8000 to 9000 18.00</p> <p>vi) Above 9000 to 10,000 17.00</p> <p>vii) Above 10,000 to 15,000 16.00</p> <p>viii) Above 15,000 to 20,000 15.00</p> <p>ix) Above 20,000 to 30,000 14.00</p> <p>x) Above 30,000 12.00</p> <p>NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together.</p> <p>Buildings/Structures Fees d Divisions C-2/ D-1, 2, 3 Area in sq. meters Fee, (P) Per sq m.</p> <p>i) Up to 5000 – 12.00</p> <p>ii) Above 5000 to 6000 – 11.00</p> <p>iii) Above 6000 to 7000 – 10.20</p> <p>iv) Above 7000 to 8000 – 9.60</p> <p>v) Above 8000 to 9000 – 9.00</p> <p>vi) Above 9000 to 10,000 – 8.40</p>		
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		<p>vii) Above 10,000 to 15,000 – 7.20</p> <p>viii) Above 15,000 to 20,000 – 6.60</p> <p>ix) Above 20,000 to 30,000 – 6.00</p> <p>x) Above 30,000 – 5.00</p> <p>e Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a. to 3.d.) Fee, (P) As stated</p> <p>4. Electrical Fees The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:</p> <p>a Total Connected Load, (kVA) Fee, (P)</p> <p>i) 5 kVA or less – 200.00</p> <p>ii) Over 5 kVA to 50 kVA – 200.00 + 20.00/kVA</p> <p>iii) Over 50 kVA to 300 kVA – 1,000.00 + 10.00/kVA</p> <p>iv) Over 300 kVA to 1,500 kVA – 3,600.00 + 5.00/kVA</p> <p>v) Over 1,500 kVA to 6,000 kVA – 9,600.00 + 2.50/kVA</p> <p>vi) Over 6,000 kVA – 20,850.00 + 1.25/kVA</p> <p>NOTE: Total Connected Load as shown in the load schedule</p> <p>b Total Transformer/ Uninterrupted Power Supply</p>		
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		<p>(UPS)/ Generator Capacity (kVA) Fee, (P)</p> <p>i) 5 kVA or less 40.00</p> <p>ii) Over 5 kVA to 50 kVA – 40.00 + 4.00/kVA</p> <p>iii) Over 50 kVA to 300 kVA – 220.00 + 2.00/kVA</p> <p>iv) Over 300 kVA to 1,500 kVA – 720.00 + 1.00/kVA</p> <p>v) Over 1,500 kVA to 6,000 kA – 1,920.00 + 0.50/kVA</p> <p>vi) Over 6,000 kVA – 4,170.00V + 0.25/kVA</p> <p>NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generator which are owned/ installed by the owner/applicant as shown in the electrical plans and specifications.</p> <p>c Pole/Attachment Location Plan Permit Fee, (P)</p> <p>i) Power Supply Pole Location 30.00/ pole</p> <p>ii) Guying Attachment 30.00/ attachment</p> <p>This applies to designs/installation within the premises.</p> <p>d Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:</p> <p>Use or Character of Occupancy</p>		
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		<p>Electric Meter Wiring Permit</p> <p>Residential P 15.00 P 15.00</p> <p>Commercial/Industrial 60.00 36.00</p> <p>Institutional 30.00 12.00</p> <p>e Formula for Computation of Fees; The Total Electric Fees shall be the sum of Sections 4.a to 4.d. of this Rule.</p> <p>f Forfeiture of Fees If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippines Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.</p> <p>5. Mechanical Fees a Refrigeration, Air Conditioning and Mechanical Ventilation: Fee, (P)</p> <p>i) Refrigeration (cold storage), per ton or fraction thereof – 40.00</p> <p>ii) Ice Plants, per ton or fraction thereof – 60.00</p> <p>iii) Packaged/ Centralized Air Conditioning Systems up to 100 tons, per tons – 90.00</p>		
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		<p>iv) Every ton or fraction thereof above 100 tons – 40.00</p> <p>v) Window type air conditioners, per unit – 60.00</p> <p>vi) Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent – 40.00</p> <p>vii) In a series of AC/REF system located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/ inspection fees, and shall not be considered individually. As stated</p> <p>For evaluation purposes:</p> <p>For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):</p> <p>1.10 kW per ton, for compressor up to 5 tons capacity,</p> <p>1.00 kW per ton, for compressor above 5 tons up to 50 tons capacity,</p> <p>0.97 kW per ton, for compressor above 50 tons capacity.</p> <p>For Ice making (refer to 5.a.ii.)</p> <p>3.50 kW per ton, for compressor up to 5 tons capacity,</p> <p>3.25 kW per ton, for compressor above 5 up to 50 tons capacity,</p>		
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		<p>3.00 kW per ton, for compressor above 50 tons capacity.</p> <p>For Air conditioning (refer to 5.a.iii.)</p> <p>0.90 kW per ton, for compressors 1.2 to 5 tons capacity.</p> <p>0.80 kW per tons, for above 5 up to 50 tons capacity,</p> <p>0.70 kW per ton, for compressor above 50 tons, capacity.</p> <p>b Escalator and Moving Walks, Funiculars and the like: Fee, (P)</p> <p>i) Escalator and moving walk, per kW or fraction thereof – 10.00</p> <p>ii) Escalator and moving walks up to 20.00 lineal meters or fraction thereof – 20.00</p> <p>iii) Every lineal meter or fraction thereat in excess of 20.00 lineal meters – 10.00</p> <p>iv) Funicular, per kW or fraction thereof – (a) Per lineal meter travel – 200.00 20.00</p> <p>v) Cable car, per kW or fraction thereof – (a) Per lineal meter travel – 40.00 5.00</p> <p>c Elevators, per unit: Fee, (P)</p> <p>i) Motor driven dumbwaiters – 600.00</p>		
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		<p>ii) Construction elevators for materials – 2,000.00</p> <p>iii) Passenger elevators – 5,000.00</p> <p>iv) Freight elevators – 5,000.00</p> <p>v) Car elevators – 5,000.00</p> <p>d Boilers, per kW: Fee, (P)</p> <p>i) Up to 7.5 kW – 500.00</p> <p>ii) Above 7.5 kW to 22 kW – 700.00</p> <p>iii) Above 22 kW to 37 kW – 900.00</p> <p>iv) Above 37 kW to 52 kW – 1,200.00</p> <p>v) Above 52 kW to 67 kW – 1,400.00</p> <p>vi) Above 67 kW to 74 kW – 1,600.00</p> <p>vii) Every kW or fraction thereof above 74 kW – 5.00</p> <p>NOTE:</p> <p>(a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.</p> <p>(b) Steam from this boiler used to propel any prime-mover is exempted from fees.</p> <p>(c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.</p>		
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		<p>e Pressurized water heater, per unit – Fee, (P) 200.00</p> <p>f Water, sump and sewage pumps for commercial/ industrial use, per kW or fraction thereof – Fee, (P) 60.00</p> <p>g Automatic fire sprinkler system, per sprinkler head – Fee, (P) 4.00</p> <p>h Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW: Fee, (P)</p> <p>i) Every kW up to 50 kW – 25.00 419</p> <p>ii) Above 50 kW up to 100 kW – 20.00</p> <p>iii) Every kW above 100 kW – 3.00</p> <p>i Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet – Fee, (P) 20.00</p> <p>j Gas Meter, per unit – Fee, (P) 100.00</p> <p>k Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher – Fee, (P) 4.00</p> <p>l Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW: Fee, (P)</p>		
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		<p>i) Up to 50 kW – 10.00</p> <p>ii) Above 50 kW to 100 kW – 12.00</p> <p>iii) Every kW above 100 kW or fraction thereof – 3.00</p> <p>m Pressure Vessels, per cu. meter or fraction thereof – Fee, (P) 60.00</p> <p>n Other Machinery/Equipment for commercial/ Industrial/ Institutional use not elsewhere specified, per kW or fraction thereof – Fee, (P) 60.00</p> <p>o Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meter or fraction thereof – Fee, (P) 10.00</p> <p>p Weighing Scale Structure, per ton or fraction thereof – Fee, (P) 50.00</p> <p>NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.</p> <p>6. Plumbing Fees</p> <p>a Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost</p>		
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		<p>of a whole "UNIT"..... (P)24.00</p> <p>b Every fixture in excess of one unit: Fee, (P)</p> <p>i) Each water closet 7.00</p> <p>ii) Each floor drain 3.00</p> <p>iii) Each sink 3.00</p> <p>iv) Each lavatory 7.00</p> <p>v) Each faucet 2.00</p> <p>vi) Each shower head 2.00</p> <p>c Special Plumbing Fixtures: Fee, (P)</p> <p>i) Each slop sink 7.00</p> <p>ii) Each urinal 4.00</p> <p>iii) Each bath tub 7.00</p> <p>iv) Each grease trap 7.00</p> <p>v) Each garage trap 7.00</p> <p>vi) Each bidet 4.00 420</p> <p>vii) Each dental cuspidor 4.00</p> <p>viii) Each gas-fired water heater 4.00</p> <p>ix) Each drinking fountain 2.00</p> <p>x) Each bar or soda fountain sink 4.00</p> <p>xi) Each laundry sink 4.00</p> <p>xii) Each laboratory sink 4.00</p> <p>xiii) Each fixed-type sterilizer 2.00</p>		
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		<p>d Each water meter Fee, (P) 2.00</p> <p>i) 12 to 25 mm diameter 8.00</p> <p>ii) Above 25 mm diameter 10.00</p> <p>e Construction of septic tank, applicable in all Groups Fee, (P)</p> <p>i) Up to 5.00 cu. meter of digestion chamber 24.00</p> <p>ii) Every cu. meter or fraction thereof in excess of 5.00 cu. meters – 7.00</p> <p>7. Electronic Fees Pay Items Description Fee, (P)</p> <p>a Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other type of switching/routing/distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communications 2.40 per port</p> <p>b Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call</p>		
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		<p>centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar., telemetry, tests and measurements, global positioning and personnel/vehicle location 1,000.00 per port Cont'd</p> <p>c Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoor or outdoors 10.00 Per unit</p> <p>d Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected 2.40 Per outlet</p>		
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		<p>e Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/ background, music/paging/conference systems and the like, CATV/ MATV/ CCTV and off-air television, electronically controlled conveyance systems, building automation, management systems and similar types of electronic or electronically- controlled installations whether a user terminal is connected. 2.40 Per Termination</p> <p>f Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities. 1,000.00 Per location</p> <p>g Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception. 1,000.00 Per structure</p> <p>h Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV</p>		
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		<p>monitors, multi-media signs, etc. 50.00 Per unit</p> <p>I Poles and attachment:</p> <p>i) Per Pole (to be paid by pole owner) – 20.00</p> <p>ii) Per attachment (to be paid by any entity who attaches to the pole of others)- 20.00</p> <p>Other types or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above. 50.00 Per unit</p> <p>8. Accessories of the Building/Structure Fees Pay Items Descriptions Fee, (P)</p> <p>a All parts of the buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule). As stated</p> <p>b Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies. As stated</p> <p>c Banks and Records Vaults with interior volume up to 20.00 cu. meters - 20.00</p>		
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		<p>i) In excess of 20.00 cu. meters 8.00</p> <p>d Swimming Pools, per cu. meters or fraction thereof</p> <p>i) GROUP A Residential- 3.00</p> <p>ii) Commercial/Industrial Groups B, E F, and G- 36.00</p> <p>iii) Social/Recreational/Institutional GROUPS C, D, H and I- 24.00</p> <p>iv) Swimming pools improvised from local indigenous materials such as rocks, stones and or small boulders and with plain cement flooring shall be charged 50% of the above (GROUPS') rates As stated</p> <p>v) Swimming pool shower rooms/locker rooms:</p> <p>(a) Per unit or fraction thereof - 60.00</p> <p>(b) Residential Group A - 6.00</p> <p>(c) GROUP B, E, F and G - 18.00</p> <p>(d) GROUP C, D and H - 12.00</p> <p>e Construction of firewalls separate from the building (P)</p> <p>i) Per sq. meter or fraction thereof – 3.00</p> <p>ii) Provided, that the minimum fee shall be - 48.00</p>		
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		<p>f Construction/Erection of towers: Including Radio and TV towers, water tank supporting structures and the like (By Use or Character of Occupancy) Fee, (P)</p> <p>i) Single detached dwelling units; (a) Self Supporting - 500.00 (b) Trilon (Guyed) - 150.00</p> <p>ii) Commercial/Industrial (GROUPS B, E, F and G) up to 10.00 meters in height; (a) Self Supporting - 2,400.00 & every meter or fraction in excess of 10.00 meters – 120.00 (b) Trilon (Guyed) – 240.00 & every meter or fraction in excess of 10.00 meters – 12.00</p> <p>iii) Education/Recreational/ Institutional GROUPS C, D, H and I up to 10.00 meters in height; (a) Self Supporting - 1800.00 & every meters or fraction in excess of 10.00 meters – 120.00 (b) Trilon (Guyed) – 120.00 & every meters or fraction in excess of 10.00 meters – 12.00</p> <p>g Storage Silos, up to 10.00 meters in height - - - 2,400.00</p>		
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		<p>i) Every meter or fraction thereof in excess of 10.00 meters - - - 150.00</p> <p>ii) Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule - As stated</p> <p>h Construction of Smokestacks and Chimneys for Commercial /Industrial Use Groups B, E, F and G. (P)</p> <p>i) Smokestacks, up to 10.00 meters in height, measured from the base – 240.00</p> <p>(a) Every meter or fraction thereof in excess of 10.00 meters - - - - 12.00</p> <p>ii) Chimney up to 10.00 meters in height, measured from the base - - 48.00</p> <p>(a) Every meter or fraction thereof in excess of 10.00 meters - - - - 2.00</p> <p>i Construction of Commercial/ Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas - - - - 48.00</p> <p>J Construction of Industrial Kiln/Furnace, per meter or fraction thereof of volume – 12.00</p> <p>k Construction of reinforced concrete or steel tank above ground GROUPS A and B, up to 2.00 cu. meters - - - - - 12.00</p>		
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		<p>i) Every cu. m or fraction thereof in excess of 2.00 cu. meters - - - - 12.00</p> <p>ii) For all other than Groups A and B up to 10.00 cu. meters - - - - 480.00</p> <p>(a) Every cu. meter or fraction thereof in excess of 10.00 cu. m. -24.00</p> <p>l Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume - - - - 7.00</p> <p>m Construction of reinforced concrete or steel tanks except for Commercial/ Industrial Use; (P)</p> <p>i) Above ground, up to 10.00 cu. meters - - 480.00</p> <p>(a) Every cu. m or fraction thereof in excess of 10.00 cu. meters - - 48.00</p> <p>ii) Underground, up to 20.00 cu. meters - - - - - 540.00</p> <p>(a) Every cu. meters or fraction thereof in excess of 20.00 cu. m. -24.00</p> <p>n Pull-outs and Re-installation of Commercial/ Industrial Steel Tanks; (P)</p> <p>i) Underground per cu. meter or fraction thereof of excavation - - - 3.00</p> <p>ii) Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank - 3.00</p>		
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		<p>iii) Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above. As stated</p> <p>o Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area; (P)</p> <p>i) Construction of permanent type - - 10.00</p> <p>ii) Construction of temporary type - - 5.00</p> <p>iii) Inspection of knock-down temporary type, per unit - - - - - 24.00</p> <p>p Construction of buildings and other accessory structures within cemeteries and memorial parks; (P)</p> <p>i) Tombs, per sq. meter of covered ground areas - - - - - 5.00</p> <p>ii) Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area - - - - - 5.00</p> <p>iii) Totally enclosed mausoleums, per sq. meter of floor area - - - - - 12.00</p> <p>iv) Totally enclosed mausoleums, per sq. meter of floor area - - - - - 5.00</p> <p>v) Columbarium, per sq. meter - - - - 18.00</p> <p>9. Accessory Fees Pay Items Descriptions Fee, (P)</p>		
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		<p>a Establishment of Line and Grade, all sides fronting on abutting streets, esteros, rivers and creeks, first 10.00 meters - 24.00 i) Every meter or fraction thereof in excess of 10.00 meters - 2.40</p> <p>b Ground Preparation Permit Fee Fee, (P)</p> <p>i) While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to the line and grade, setbacks, yards/ easement and parking requirements.</p> <p>(a) Inspection and Verification Fee - - 200.00</p> <p>(b) Per cu. meter of excavation - - - - 3.00</p> <p>(c) Issuance of GP & EP valid only for thirty (30) days or superseded upon issuance of Building Permit - - 50.00</p> <p>(d) Per cu. meter of excavation for foundation with basement - - 4.00</p> <p>(e) Excavation other than foundation or basement, per cu. meter - - - 3.00</p> <p>(f) Encroachment of footings or foundations of</p>		
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		<p>building/structures to public areas as permitted, per sq meter or fraction thereof of footing or foundation encroachment - - 250.00</p> <p>c Fencing Fees Fee, (P)</p> <p>i) Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof - - - - - 3.00</p> <p>ii) In excess of 1.80 meters in height, per lineal meter or fraction thereof - - - - - 4.00</p> <p>iii) Made of indigenous materials, barbed, chicken or hog wires, per lineal meter - - - - - 2.40</p> <p>d Construction of Pavements up to 20.00 sq meters - - - Fee, (P) 24.00</p> <p>e In excess of 20% or fraction thereof of paved areas intended for commercial/ industrial/ institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like - Fee, (P) 3.00</p> <p>f Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq meter per calendar month - Fee, (P) 240.00</p> <p>i) Every sq. meter or fraction thereof in excess of 20.00 sq. meters - - 12.00</p>		
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		<p>g Erection of Scaffoldings Occupying Public Areas, per calendar month; Fee, (P)</p> <p>i) Up to 10.00 meters in length - - 150.00</p> <p>ii) Every lineal meter or fraction thereof in excess of 10.00 meters - - - 12.00</p> <p>h Sign Fees: Fee, (P)</p> <p>i) Erection and anchorage of display surfaces, up to 4.00 sq meters of signboard area - - - - 120.00</p> <p>a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters - - - - 24.00</p> <p>h ii) Installation Fees, per sq. meter or fraction thereof of display surface:</p> <p>Type of Sign Display Business Signs Advertising Signs Neon P 36.00 P 52.00</p> <p>Illuminated 24.00 36.00</p> <p>Others 15.00 24.00 Painted-on 9.60 18.00</p> <p>h iii) Annual Renewal Fees, per sq. meter of display surface or fraction thereof:</p> <p>Type of Display Sign Business Signs/Advertising Signs</p> <p>Neon P 36.00 min fee shall be P 124.00/ P 46.00, min. fee shall be P 200.00</p> <p>Illuminated P 18.00, min. fee shall be P 72.00 /P</p>		
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		<p>38.00, min fee shall be P 150.00</p> <p>Others P 12.00, min. fee shall be P 40.00/P 20.00, min. fee shall be P 110.00</p> <p>Painted-on P 8.00, min. fee shall be P 30.00/P 12.00, min. fee shall be P 100.00</p> <p>I Repair Fees: Fee, (P)</p> <p>i) Alteration/ renovation/ improvement on vertical dimension of buildings/ structures in sq. meter such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, for all Groups - - - 5.00</p> <p>ii) Alteration/ renovation/ improvement on horizontal dimensions of buildings/ structures, such as floorings, ceilings, and roofing shall be assessed in accordance with the following rate, for all Groups - - - 5.00</p> <p>iii) Repairs on buildings/structures in all Groups costing more than five thousand pesos (5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor) As stated</p> <p>j Raising of buildings/ Structures Fees:</p> <p>i) Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated. As stated</p>		
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		<p>ii) The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies. As stated</p> <p>k Demolition/Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved: Fees: (P)</p> <p>i) Buildings in all Groups per sq. meter floor area - - 3.00</p> <p>ii) Building Systems/Frames or portion thereof per vertical or horizontal dimension, including Fences - - - - - 4.00</p> <p>iii) Structures of up to 10.00 meters in height - - - 800.00</p> <p>(a) Every meter or portion thereof in excess of 10.00 meters - - - - 50.00</p> <p>iv) Appendage of up to 3.00 cu. Meter/unit - - - 50.00</p> <p>(a) Every cu. Meter or portion thereof in excess of 3.00 cu. Meters - - - 50.00</p> <p>v) Moving Fees, per sq. meter of area of building/ structure to be moved - 3.00</p>		
	<p>3.1 Receives the photocopy of Official Receipt (Proof of Payment)</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Land and Assets Development Assistant Office for Infrastructure Management</i></p> <p><i>Construction and Maintenance Officer</i></p>



				Office for Infrastructure Management
	3.2 Issues/Releases Building Permit	None	10 minutes	<i>Land and Assets Development Assistant</i> Office for Infrastructure Management <i>Construction and Maintenance Officer</i> Office for Infrastructure Management
TOTAL		National Building Code (NBC) schedule of fees plus 10% of fees NEW SCHEDULE OF FEES AND OTHER CHARGE 1. Bases of assessment a. Character of occupancy or use of building/structure b. Cost of construction c. Floor area 2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table: Table II.G.I. On Fixed Cost of Construction Per Sq. Meter	10 Working Days, 2 Hours, 10 Minutes	



	<p>LOCATION GROUP</p> <p>All Cities / Municipalities A, B, C, D, E, G, H & I</p> <p>P 10, 000</p> <p>F - P 8,000</p> <p>J - P 6,000</p> <p>3. Construction/addition/renovation/alteration of buildings/structures under Group/s and SubDivisions shall be assessed as follows:</p> <p>Buildings/Structures Fees a Division A-1 Area in sq. meter Fee, (P) Per sq m.</p> <p>i) Original complete construction up to 20.00 sq. meter – 2.00</p> <p>ii) Additional/renovation/alteration up to 20.00 sq meters regardless of floor area of original construction – 2.40</p> <p>iii) Above 20.00 sq. meters to 50.00 sq. meters – 3.40</p> <p>iv) Above 50.00 sq. meters to 100.00 sq. meters – 4.80</p> <p>v) Above 100.00 sq. meters 150.00 sq. meters – 6.00</p> <p>vi) Above 150.00 sq. meters – 7.20</p> <p>Buildings/Structures Fees b Division A-2 Area in sq. meters Fee, (P) Per sq m.</p> <p>i) Original complete construction up to 20.00 sq. meters – 3.00</p>		
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	<p>ii) Additional/renovation/ alteration up to 20.00 sq. meters regardless of floor area of original construction – 3.40</p> <p>iii) Above 20.00 sq. meters to 50.00 sq. meters – 5.20</p> <p>iv) Above 50.00 sq. meters to 100.00 sq. meters – 8.00</p> <p>v) Above 150.00 sq. meters – 8.40</p> <p>c. Divisions B-1/ C-1/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 1, 2, 3, 4/ I-1 & J-1, 2, 3. Area in sq. meters Fee, (P) Per sq m.</p> <p>i) Up to 5000 23.00</p> <p>ii) Above 5000 to 6000 22.00</p> <p>iii) Above 6000 to 7000 20.50</p> <p>iv) Above 7000 to 8000 19.50</p> <p>v) Above 8000 to 9000 18.00</p> <p>vi) Above 9000 to 10,000 17.00</p> <p>vii) Above 10,000 to 15,000 16.00</p> <p>viii) Above 15,000 to 20,000 15.00</p> <p>ix) Above 20,000 to 30,000 14.00</p> <p>x) Above 30,000 12.00</p> <p>NOTE: Computation of the building fee for item 3.c. is</p>		
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	<p>cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together.</p> <p>Buildings/Structures Fees d Divisions C-2/ D-1, 2, 3 Area in sq. meters Fee, (P) Per sq m.</p> <p>i) Up to 5000 – 12.00</p> <p>ii) Above 5000 to 6000 – 11.00</p> <p>iii) Above 6000 to 7000 – 10.20</p> <p>iv) Above 7000 to 8000 – 9.60</p> <p>v) Above 8000 to 9000 – 9.00</p> <p>vi) Above 9000 to 10,000 – 8.40</p> <p>vii) Above 10,000 to 15,000 – 7.20</p> <p>viii) Above 15,000 to 20,000 – 6.60</p> <p>ix) Above 20,000 to 30,000 – 6.00</p> <p>x) Above 30,000 – 5.00</p> <p>e Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a. to 3.d.) Fee, (P) As stated</p> <p>4. Electrical Fees The following schedule shall be</p>		
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	<p>used for computing electrical fees in residential, institutional, commercial and industrial structures:</p> <p>a Total Connected Load, (kVA) Fee, (P)</p> <p>i) 5 kVA or less – 200.00</p> <p>ii) Over 5 kVA to 50 kVA – 200.00 + 20.00/kVA</p> <p>iii) Over 50 kVA to 300 kVA – 1,000.00 + 10.00/kVA</p> <p>iv) Over 300 kVA to 1,500 kVA – 3,600.00 + 5.00/kVA</p> <p>v) Over 1,500 kVA to 6,000 kVA – 9,600.00 + 2.50/kVA</p> <p>vi) Over 6,000 kVA – 20,850.00 + 1.25/kVA</p> <p>NOTE: Total Connected Load as shown in the load schedule</p> <p>b Total Transformer/ Uninterrupted Power Supply (UPS)/ Generator Capacity (kVA) Fee, (P)</p> <p>i) 5 kVA or less 40.00</p> <p>ii) Over 5 kVA to 50 kVA – 40.00 + 4.00/kVA</p> <p>iii) Over 50 kVA to 300 kVA – 220.00 + 2.00/kVA</p> <p>iv) Over 300 kVA to 1,500 kVA – 720.00 + 1.00/kVA</p> <p>v) Over 1,500 kVA to 6,000 kA – 1,920.00 + 0.50/kVA</p> <p>vi) Over 6,000 kVA – 4,170.00V + 0.25/kVA</p>		
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	<p>NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generator which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.</p> <p>c Pole/Attachment Location Plan Permit Fee, (P)</p> <p>i) Power Supply Pole Location 30.00/ pole</p> <p>ii) Guying Attachment 30.00/ attachment</p> <p>This applies to designs/installation within the premises.</p> <p>d Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:</p> <p>Use or Character of Occupancy Electric Meter Wiring Permit</p> <p>Residential P 15.00 P 15.00</p> <p>Commercial/Industrial 60.00 36.00</p> <p>Institutional 30.00 12.00</p> <p>e Formula for Computation of Fees; The Total Electric Fees shall be the sum of Sections 4.a to 4.d. of this Rule.</p> <p>f Forfeiture of Fees If the electrical work or installation is found not in conformity with the minimum safety requirements of the</p>		
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	<p>Philippines Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.</p> <p>5. Mechanical Fees a Refrigeration, Air Conditioning and Mechanical Ventilation: Fee, (P)</p> <p>i) Refrigeration (cold storage), per ton or fraction thereof – 40.00</p> <p>ii) Ice Plants, per ton or fraction thereof – 60.00</p> <p>iii) Packaged/ Centralized Air Conditioning Systems up to 100 tons, per tons – 90.00</p> <p>iv) Every ton or fraction thereof above 100 tons – 40.00</p> <p>v) Window type air conditioners, per unit – 60.00</p> <p>vi) Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent – 40.00</p> <p>vii) In a series of AC/REF system located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/ inspection fees, and shall</p>		
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	<p>not be considered individually. As stated</p> <p>For evaluation purposes:</p> <p>For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):</p> <p>1.10 kW per ton, for compressor up to 5 tons capacity,</p> <p>1.00 kW per ton, for compressor above 5 tons up to 50 tons capacity,</p> <p>0.97 kW per ton, for compressor above 50 tons capacity.</p> <p>For Ice making (refer to 5.a.ii.)</p> <p>3.50 kW per ton, for compressor up to 5 tons capacity,</p> <p>3.25 kW per ton, for compressor above 5 up to 50 tons capacity,</p> <p>3.00 kW per ton, for compressor above 50 tons capacity.</p> <p>For Air conditioning (refer to 5.a.iii.)</p> <p>0.90 kW per ton, for compressors 1.2 to 5 tons capacity.</p> <p>0.80 kW per tons, for above 5 up to 50 tons capacity,</p> <p>0.70 kW per ton, for compressor above 50 tons, capacity.</p>		
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	<p>b Escalator and Moving Walks, Funiculars and the like: Fee, (P)</p> <p>i) Escalator and moving walk, per kW or fraction thereof – 10.00</p> <p>ii) Escalator and moving walks up to 20.00 lineal meters or fraction thereof – 20.00</p> <p>iii) Every lineal meter or fraction thereof in excess of 20.00 lineal meters – 10.00</p> <p>iv) Funicular, per kW or fraction thereof – (a) Per lineal meter travel – 200.00 20.00</p> <p>v) Cable car, per kW or fraction thereof – (a) Per lineal meter travel – 40.00 5.00</p> <p>c Elevators, per unit: Fee, (P)</p> <p>i) Motor driven dumbwaiters – 600.00</p> <p>ii) Construction elevators for materials – 2,000.00</p> <p>iii) Passenger elevators – 5,000.00</p> <p>iv) Freight elevators – 5,000.00</p> <p>v) Car elevators – 5,000.00</p> <p>d Boilers, per kW: Fee, (P)</p> <p>i) Up to 7.5 kW – 500.00</p> <p>ii) Above 7.5 kW to 22 kW – 700.00</p> <p>iii) Above 22 kW to 37 kW – 900.00</p>		
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	<p>iv) Above 37 kW to 52 kW – 1,200.00</p> <p>v) Above 52 kW to 67 kW – 1,400.00</p> <p>vi) Above 67 kW to 74 kW – 1,600.00</p> <p>vii) Every kW or fraction thereof above 74 kW – 5.00</p> <p>NOTE:</p> <p>(a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.</p> <p>(b) Steam from this boiler used to propel any prime-mover is exempted from fees.</p> <p>(c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.</p> <p>e Pressurized water heater, per unit – Fee, (P) 200.00</p> <p>f Water, sump and sewage pumps for commercial/ industrial use, per kW or fraction thereof – Fee, (P) 60.00</p> <p>g Automatic fire sprinkler system, per sprinkler head – Fee, (P) 4.00</p> <p>h Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW: Fee, (P)</p>		
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	<p>i) Every kW up to 50 kW – 25.00 419</p> <p>ii) Above 50 kW up to 100 kW – 20.00</p> <p>iii) Every kW above 100 kW – 3.00</p> <p>i Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet – Fee, (P) 20.00</p> <p>j Gas Meter, per unit – Fee, (P) 100.00</p> <p>k Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher – Fee, (P) 4.00</p> <p>l Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW: Fee, (P)</p> <p>i) Up to 50 kW – 10.00</p> <p>ii) Above 50 kW to 100 kW – 12.00</p> <p>iii) Every kW above 100 kW or fraction thereof – 3.00</p> <p>m Pressure Vessels, per cu. meter or fraction thereof – Fee, (P) 60.00</p> <p>n Other Machinery/Equipment for commercial/ Industrial/ Institutional use not elsewhere specified, per kW or fraction thereof – Fee, (P) 60.00</p>		
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	<p>o Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meter or fraction thereof – Fee, (P) 10.00</p> <p>p Weighing Scale Structure, per ton or fraction thereof – Fee, (P) 50.00</p> <p>NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.</p> <p>6. Plumbing Fees</p> <p>a Installation Fees, one (1) “UNIT” composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole “UNIT”..... (P)24.00</p> <p>b Every fixture in excess of one unit: Fee, (P)</p> <p>i) Each water closet 7.00</p> <p>ii) Each floor drain 3.00</p> <p>iii) Each sink 3.00</p> <p>iv) Each lavatory 7.00</p> <p>v) Each faucet 2.00</p> <p>vi) Each shower head 2.00</p> <p>c Special Plumbing Fixtures: Fee, (P)</p>		
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	<p>i) Each slop sink 7.00</p> <p>ii) Each urinal 4.00</p> <p>iii) Each bath tub 7.00</p> <p>iv) Each grease trap 7.00</p> <p>v) Each garage trap 7.00</p> <p>vi) Each bidet 4.00 420</p> <p>vii) Each dental cuspidor 4.00</p> <p>viii) Each gas-fired water heater 4.00</p> <p>ix) Each drinking fountain 2.00</p> <p>x) Each bar or soda fountain sink 4.00</p> <p>xi) Each laundry sink 4.00</p> <p>xii) Each laboratory sink 4.00</p> <p>xiii) Each fixed-type sterilizer 2.00</p> <p>d Each water meter Fee, (P) 2.00</p> <p>i) 12 to 25 mm diameter 8.00</p> <p>ii) Above 25 mm diameter 10.00</p> <p>e Construction of septic tank, applicable in all Groups Fee, (P)</p> <p>i) Up to 5.00 cu. meter of digestion chamber 24.00</p> <p>ii) Every cu. meter or fraction thereof in excess of 5.00 cu. meters – 7.00</p>		
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	<p>7. Electronic Fees Pay Items Description Fee, (P)</p> <p>a Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other type of switching/routing/ distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communications 2.40 per port</p> <p>b Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar., telemetry, tests and measurements, global positioning and personnel/vehicle location 1,000.00 per port Cont'd</p> <p>c Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or</p>		
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	<p>direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/ equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoor or outdoors 10.00 Per unit</p> <p>d Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected 2.40 Per outlet</p> <p>e Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/ background, music/paging/conference systems and the like, CATV/ MATV/ CCTV and off-air television,</p>		
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	<p>electronically controlled conveyance systems, building automation, management systems and similar types of electronic or electronically- controlled installations whether a user terminal is connected. 2.40 Per Termination</p> <p>f Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities. 1,000.00 Per location</p> <p>g Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception. 1,000.00 Per structure</p> <p>h Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc. 50.00 Per unit</p> <p>I Poles and attachment:</p> <p>i) Per Pole (to be paid by pole owner) – 20.00</p> <p>ii) Per attachment (to be paid by any entity who attaches to the pole of others)- 20.00</p> <p>Other types or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above. 50.00 Per unit</p>		
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	<p>8. Accessories of the Building/Structure Fees Pay Items Descriptions Fee, (P)</p> <p>a All parts of the buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule). As stated</p> <p>b Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies. As stated</p> <p>c Banks and Records Vaults with interior volume up to 20.00 cu. meters - 20.00</p> <p>i) In excess of 20.00 cu. meters 8.00</p> <p>d Swimming Pools, per cu. meters or fraction thereof</p> <p>i) GROUP A Residential- 3.00</p> <p>ii) Commercial/Industrial Groups B, E F, and G- 36.00</p> <p>iii) Social/Recreational/Institutional GROUPS C, D, H and I- 24.00</p> <p>iv) Swimming pools improvised from local</p>		
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	<p>indigenous materials such as rocks, stones and or small boulders and with plain cement flooring shall be charged 50% of the above (GROUPS') rates As stated</p> <p>v) Swimming pool shower rooms/locker rooms:</p> <p>(a) Per unit or fraction thereof - 60.00</p> <p>(b) Residential Group A - 6.00</p> <p>(c) GROUP B, E, F and G - 18.00</p> <p>(d) GROUP C, D and H - 12.00</p> <p>e Construction of firewalls separate from the building (P)</p> <p>i) Per sq. meter or fraction thereof – 3.00</p> <p>ii) Provided, that the minimum fee shall be - 48.00</p> <p>f Construction/Erection of towers: Including Radio and TV towers, water tank supporting structures and the like (By Use or Character of Occupancy) Fee, (P)</p> <p>i) Single detached dwelling units;</p> <p>(a) Self Supporting - 500.00</p> <p>(b) Trilon (Guyed) - 150.00</p> <p>ii) Commercial/Industrial (GROUPS B, E, F and G)</p>		
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	<p>up to 10.00 meters in height;</p> <p>(a) Self Supporting - 2,400.00 & every meter or fraction in excess of 10.00 meters – 120.00</p> <p>(b) Trilon (Guyed) – 240.00 & every meter or fraction in excess of 10.00 meters – 12.00</p> <p>iii) Education/Recreational/ Institutional GROUPS C, D, H and I up to 10.00 meters in height;</p> <p>(a) Self Supporting - 1800.00 & every meters or fraction in excess of 10.00 meters – 120.00</p> <p>(b) Trilon (Guyed) – 120.00 & every meters or fraction in excess of 10.00 meters – 12.00</p> <p>g Storage Silos, up to 10.00 meters in height - - - 2,400.00</p> <p>i) Every meter or fraction thereof in excess of 10.00 meters - - - 150.00</p> <p>ii) Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule - As stated</p> <p>h Construction of Smokestacks and Chimneys for Commercial /Industrial Use Groups B, E, F and G. (P)</p>		
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	<p>i) Smokestacks, up to 10.00 meters in height, measured from the base – 240.00</p> <p>(a) Every meter or fraction thereof in excess of 10.00 meters - - - - - 12.00</p> <p>ii) Chimney up to 10.00 meters in height, measured from the base - - 48.00</p> <p>(a) Every meter or fraction thereof in excess of 10.00 meters - - - - - 2.00</p> <p>i Construction of Commercial/ Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas - - - - - 48.00</p> <p>J Construction of Industrial Kiln/Furnace, per meter or fraction thereof of volume – 12.00</p> <p>k Construction of reinforced concrete or steel tank above ground GROUPS A and B, up to 2.00 cu. meters - - - - - 12.00</p> <p>i) Every cu. m or fraction thereof in excess of 2.00 cu. meters - - - - - 12.00</p> <p>ii) For all other than Groups A and B up to 10.00 cu. meters - - - - 480.00</p> <p>(a) Every cu. meter or fraction thereof in excess of 10.00 cu. m. –24.00</p> <p>I Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks)</p>		
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	<p>per cu. meter of volume - - - - 7.00</p> <p>m Construction of reinforced concrete or steel tanks except for Commercial/ Industrial Use; (P)</p> <p>i) Above ground, up to 10.00 cu. meters - - 480.00</p> <p>(a) Every cu. m or fraction thereof in excess of 10.00 cu. meters - - 48.00</p> <p>ii) Underground, up to 20.00 cu. meters - - - - - 540.00</p> <p>(a) Every cu. meters or fraction thereof in excess of 20.00 cu. m. -24.00</p> <p>n Pull-outs and Re-installation of Commercial/ Industrial Steel Tanks; (P)</p> <p>i) Underground per cu. meter or fraction thereof of excavation - - - 3.00</p> <p>ii) Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank - 3.00</p> <p>iii) Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above. As stated</p> <p>o Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area; (P)</p> <p>i) Construction of permanent type - - 10.00</p>		
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	<p>ii) Construction of temporary type - - 5.00</p> <p>iii) Inspection of knock-down temporary type, per unit - - - - - 24.00</p> <p>p Construction of buildings and other accessory structures within cemeteries and memorial parks; (P)</p> <p>i) Tombs, per sq. meter of covered ground areas - - - - - 5.00</p> <p>ii) Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area - - - - - 5.00</p> <p>iii) Totally enclosed mausoleums, per sq. meter of floor area - - - - - 12.00</p> <p>iv) Totally enclosed mausoleums, per sq. meter of floor area - - - - - 5.00</p> <p>v) Columbarium, per sq. meter - - - - 18.00</p> <p>9. Accessory Fees Pay Items Descriptions Fee, (P)</p> <p>a Establishment of Line and Grade, all sides fronting on abutting streets, esteros, rivers and creeks, first 10.00 meters - 24.00 i) Every meter or fraction thereof in excess of 10.00 meters - 2.40</p> <p>b Ground Preparation Permit Fee Fee, (P)</p> <p>i) While the application for Building Permit is still being processed, the Building</p>		
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	<p>Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to the line and grade, setbacks, yards/ easement and parking requirements.</p> <p>(a) Inspection and Verification Fee - - 200.00</p> <p>(b) Per cu. meter of excavation - - - - - 3.00</p> <p>(c) Issuance of GP & EP valid only for thirty (30) days or superseded upon issuance of Building Permit - - 50.00</p> <p>(d) Per cu. meter of excavation for foundation with basement - - 4.00</p> <p>(e) Excavation other than foundation or basement, per cu. meter - - - 3.00</p> <p>(f) Encroachment of footings or foundations of building/structures to public areas as permitted, per sq meter or fraction thereof of footing or foundation encroachment - - 250.00</p> <p>c Fencing Fees Fee, (P)</p> <p>i) Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof - - - - - 3.00</p> <p>ii) In excess of 1.80 meters in height, per lineal meter or</p>		
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	<p>fraction thereof - - - - - 4.00</p> <p>iii) Made of indigenous materials, barbed, chicken or hog wires, per lineal meter - - - - - 2.40</p> <p>d Construction of Pavements up to 20.00 sq meters - - - Fee, (P) 24.00</p> <p>e In excess of 20% or fraction thereof of paved areas intended for commercial/ industrial/ institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like - Fee, (P) 3.00</p> <p>f Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq meter per calendar month - Fee, (P) 240.00</p> <p>i) Every sq. meter or fraction thereof in excess of 20.00 sq. meters - - 12.00</p> <p>g Erection of Scaffoldings Occupying Public Areas, per calendar month; Fee, (P)</p> <p>i) Up to 10.00 meters in length - - 150.00</p> <p>ii) Every lineal meter or fraction thereof in excess of 10.00 meters - - - 12.00</p> <p>h Sign Fees: Fee, (P)</p> <p>i) Erection and anchorage of display surfaces, up to</p>		
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	<p>4.00 sq meters of signboard area - - - - 120.00</p> <p>a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters - - - - 24.00</p> <p>h ii) Installation Fees, per sq. meter or fraction thereof of display surface:</p> <p>Type of Sign Display Business Signs Advertising Signs Neon P 36.00 P 52.00</p> <p>Illuminated 24.00 36.00</p> <p>Others 15.00 24.00 Painted-on 9.60 18.00</p> <p>h iii) Annual Renewal Fees, per sq. meter of display surface or fraction thereof:</p> <p>Type of Display Sign Business Signs/Advertising Signs</p> <p>Neon P 36.00 min fee shall be P 124.00/ P 46.00, min. fee shall be P 200.00</p> <p>Illuminated P 18.00, min. fee shall be P 72.00 /P 38.00, min fee shall be P 150.00</p> <p>Others P 12.00, min. fee shall be P 40.00/P 20.00, min. fee shall be P 110.00</p> <p>Painted-on P 8.00, min. fee shall be P 30.00/P 12.00, min. fee shall be P 100.00</p> <p>I Repair Fees: Fee, (P)</p> <p>i) Alteration/ renovation/ improvement on vertical dimension of buildings/ structures in sq. meter such</p>		
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	<p>as facades, exterior and interior walls, shall be assessed in accordance with the following rate, for all Groups - - - 5.00</p> <p>ii) Alteration/ renovation/ improvement on horizontal dimensions of buildings/ structures, such as floorings, ceilings, and roofing shall be assessed in accordance with the following rate, for all Groups - - - 5.00</p> <p>iii) Repairs on buildings/structures in all Groups costing more than five thousand pesos (5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor) As stated</p> <p>j Raising of buildings/ Structures Fees:</p> <p>i) Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated. As stated</p> <p>ii) The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies. As stated</p> <p>k Demolition/Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved: Fees: (P)</p> <p>i) Buildings in all Groups per sq. meter floor area - - 3.00</p> <p>ii) Building Systems/Frames or portion thereof per</p>		
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	vertical or horizontal dimension, including Fences - - - - - 4.00 iii) Structures of up to 10.00 meters in height - - - 800.00 (a) Every meter or portion thereof in excess of 10.00 meters - - - - 50.00 iv) Appendage of up to 3.00 cu. Meter/unit - - - 50.00 (a) Every cu. Meter or portion thereof in excess of 3.00 cu. Meters - - - 50.00 v) Moving Fees, per sq. meter of area of building/structure to be moved - 3.00		
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2. Issuance of Occupancy Permit

The Issuance of Occupancy Permit involves the processing of application up to issuance of Occupancy Permit for all buildings that has been erected/constructed within the Poro Point Freeport Zone (PPFZ) prior to using/occupying the building/structure.

Office or Division:	Office for Infrastructure Management	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen) G2B (Government to Businesses)	
Who may avail:	Citizens or Corporations who have constructed/erected a structure/building within the PPFZ.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter from the lessee requesting for Occupancy Permit/Inspection to include the day and time of inspection – one (1) original copy		Client availing of the service
2. Duly notarized Certificate of Completion signed and sealed by the licensed Engineer/Architect in-charge of the construction – five (5) original copies		Client availing of the service
3. As-Built Quantities and As-Built plans, signed and sealed by the Architect/Engineer(s) in-charge of the construction/installation.		Client availing of the service



<p>a. reproducible copy (ies) – five (5) copies b. blue-print copy (ies) – five (5) copies</p>				
<p>4. Submit Megger Test Result witnessed and signed by licensed Professional Electrical Engineer – five (5) copies</p>		<p>Client availing of the service</p>		
<p>5. Construction Log Book and Building Inspection Sheet duly accomplished by the contractor and signed and sealed by the Architect or Civil Engineer in-charge of the construction – one (1) copy</p>		<p>Client availing of the service</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to the Office for Infrastructure Management; submit request for occupancy permit</p>	<p>1. Provide the client with a short briefing on the service and its requirement. Issue appropriate forms and check list of requirements.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Land and Assets Development Assistant</i> Office for Infrastructure Management <i>Construction and Maintenance Officer</i> Office for Infrastructure Management</p>
<p>2. Submit the accomplished Certificate of Completion and other supporting documents to the Office for Infrastructure Management signed and sealed by respective signatories.</p>	<p>2. Receive and review application forms and supporting documents based on the check list given.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Land and Assets Development Assistant</i> Office for Infrastructure Management <i>Construction and Maintenance Officer</i> Office for Infrastructure Management</p>
	<p>2.1 Logs Application</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Construction and Maintenance Officer</i> Office for Infrastructure Management</p>



	2.2 Prepares/ Reviews/Signs Transmittal Memorandum	None	1 working day	<i>Construction and Maintenance Officer Office for Infrastructure Management</i>
	2.3 Transmit plans/requirements to concerned Engineers/Architect/ Fire Chief	None	1 working day	<i>Construction and Maintenance Officer Office for Infrastructure Management</i>
	2.4 Review/Assess plans by concerned Engineers/ Architect/Fire Chief Assess corresponding permit fees	None	4 working days	<i>Civil Engineer, Architect, Geodetic Engineer, Electrical Engineer, Sanitary Engineer Office for Infrastructure Management Fire Chief Office for Airport Management</i>
	2.5 Conducts joint inspection of building and premises	None	1 working day	<i>Civil Engineer, Architect, Geodetic Engineer, Electrical Engineer, Sanitary Engineer Office for Infrastructure Management Fire Chief Office for Airport Management</i>
	2.6 Collates comments and recommendations from all concerned Engineers/Architect/ Fire	None	1 working day	<i>Construction and Maintenance Officer Office for Infrastructure Management</i>
	2.7 Collates assessed corresponding permit fees	None	1 working day	<i>Construction and Maintenance Officer Office for Infrastructure Management</i>



	2.8 Received request for second inspection	None	10 minutes	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.9 Provide schedule for second inspection	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.10 Conducts joint inspection of building and premises	None	1 working day	<i>Civil Engineer, Architect, Geodetic Engineer, Electrical Engineer, Sanitary Engineer</i> Office for Infrastructure Management <i>Fire Chief</i> Office for Airport Management
	2.11 Prepares Temporary/Certificate of Occupancy and Assessment Slip	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.12 Reviews/ Approves/Signs Occupancy Permit and Assessment Slip	None	1 working day	<i>Building Official</i> Office for Infrastructure Management
	2.13 Inform the Applicant on the assessed permit fees and recommendations (if any)	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.14 Furnish the PPMC Cashier/Finance Office copy of assessment (Order of Payment)	None	10 minutes	<i>Cashier</i> Office for Finance
3. Proceed to PPMC Cashier/Finance Office for	3. Receives the payment for the assessed Permit fee	National Building Code (NBC) schedule of fees plus 10% of fees	10 minutes	<i>Cashier</i> Office for Finance



<p>payment of assessed Occupancy Permit fee</p>		<p>Certificates of Use or Occupancy (Table II.G.1. for fixed costing)</p> <p>a Division A-1 and A-2 Buildings: Fee, (P)</p> <p>i) Costing up to P150,000.00 - - 100.00</p> <p>ii) Costing more than P150,000.00 up to P400,000.00 - - - 200.00</p> <p>iii) Costing more than P400,000.00 up to P850,000.00 - - - 400.00</p> <p>iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 800.00</p> <p>v) Every Million (P1,000,000.00) or portion thereof in excess of P1,200,00.00 - - - - 800.00</p> <p>b Divisions B-1/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1 Buildings: Fee, (P)</p> <p>i) Costing up to P150,000.00 - - 200.00</p> <p>ii) Costing more than P150,000.00 up to P400,000.00 - - - 400.00</p>		
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PPMC
Uncontrolled Copy



		<p>iii) Costing more than P400,00.00 up to P850,000.00 - - - 800.00</p> <p>iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 1,000.00</p> <p>v) Every million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 - - 1,000.00</p> <p>c Divisions C-1, 2/ D-1, 2, 3 Buildings: Fee, (P)</p> <p>i) Costing up to P150,000.00 - - - 150.00</p> <p>ii) Costing more than P150,000.00 up to P400,00.00 - - - 250.00</p> <p>iii) Costing more than P400,00.00 up to P850,000.00 - - - 600.00</p> <p>iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 900.00</p> <p>v) Every Million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 - - - 900.00</p> <p>d Division J-I Buildings/ structures: Fee, (P)</p>		
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		<p>i) With floor area up to 20.00 sq. meters - 50.00</p> <p>ii) With floor area above 20.00 sq. m. up to 500.00 sq. m. - 240.00</p> <p>iii) With floor area above 500.00 sq. m. up to 1,000.00 sq. m. - 360.00</p> <p>iv) With floor area above 1,000.00 sq. m. up to 5,000.00 sq. m. - 480.00</p> <p>v) With floor area above 5,000.00 sq. m. up to 10,000.00 sq. m. - 2,000.00</p> <p>(a) With floor area above 10,000.00 sq. m. - - 2,400.00</p> <p>e Division J-2 Structures: Fee, (P)</p> <p>i) Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building of which they are accessories. As stated</p> <p>ii) Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above - As stated</p> <p>iii) Towers such as for Radio and TV</p>		
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		<p>transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows: (a) First 10.00 meters of height from the ground- 800.00</p> <p>(b) Every meter or fraction thereof in excess of 10.00 meters - - - - 50.00</p> <p>f Change in Use/ Occupancy, per sq. meter or fraction thereof of area affected - -Fee, (P) 5.00</p>		
	3.1 Receives the photocopy of Official Receipt (Proof of Payment). Receives the photocopy of Official Receipt (Proof of Payment).	None	10 minutes	<p><i>Land and Assets Development Assistant</i> Office for Infrastructure Management</p> <p><i>Construction and Maintenance Officer</i> Office for Infrastructure Management</p>
	3.2 Issues/Releases Occupancy Permit	None	10 minutes	<p><i>Land and Assets Development Assistant</i> Office for Infrastructure Management</p> <p><i>Construction and Maintenance Officer</i> Office for Infrastructure Management</p>



<p style="text-align: right;">TOTAL</p>	<p>National Building Code (NBC) schedule of fees plus 10% of fees</p> <p>Certificates of Use or Occupancy (Table II.G.1. for fixed costing)</p> <p>a Division A-1 and A-2 Buildings: Fee, (P)</p> <p>i) Costing up to P150,000.00 - - 100.00</p> <p>ii) Costing more than P150,000.00 up to P400,000.00 - - - 200.00</p> <p>iii) Costing more than P400,000.00 up to P850,000.00 - - - 400.00</p> <p>iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 800.00</p> <p>v) Every Million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 - - - - 800.00</p> <p>b Divisions B-1/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1 Buildings: Fee, (P)</p> <p>i) Costing up to P150,000.00 - - 200.00</p>	<p style="text-align: center;">14 Working Days, 1 Hour, 20 Minutes</p>	
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	<p>ii) Costing more than P150,000.00 up to P400,000.00 - - - 400.00</p> <p>iii) Costing more than P400.00.00 up to P850,000.00 - - - 800.00</p> <p>iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 1,000.00</p> <p>v) Every million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 - - 1,000.00</p> <p>c Divisions C-1, 2/ D-1, 2, 3 Buildings: Fee, (P)</p> <p>i) Costing up to P150,000.00 - - - 150.00</p> <p>ii) Costing more than P150,000.00 up to P400,00.00 - - - 250.00</p> <p>iii) Costing more than P400,00.00 up to P850,000.00 - - - 600.00</p> <p>iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 900.00</p> <p>v) Every Million (P1,000,000.00) or portion thereof in excess of</p>		
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	<p>P1,200,000.00 - - - 900.00</p> <p>d Division J-1 Buildings/ structures: Fee, (P)</p> <p>i) With floor area up to 20.00 sq. meters - 50.00</p> <p>ii) With floor area above 20.00 sq. m. up to 500.00 sq. m. - 240.00</p> <p>iii) With floor area above 500.00 sq. m. up to 1,000.00 sq. m. - 360.00</p> <p>iv) With floor area above 1,000.00 sq. m. up to 5,000.00 sq. m. - 480.00</p> <p>v) With floor area above 5,000.00 sq. m. up to 10,000.00 sq. m. - 2,000.00</p> <p>(a) With floor area above 10,000.00 sq. m. - - 2,400.00</p> <p>e Division J-2 Structures: Fee, (P)</p> <p>i) Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building of which they are accessories. As stated</p> <p>ii) Aviaries, aquariums, zoo structures and the</p>		
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	<p>like: same rates as for Section 10.d. above - As stated</p> <p>iii) Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows: (a) First 10.00 meters of height from the ground- 800.00</p> <p>(b) Every meter or fraction thereof in excess of 10.00 meters - - - - 50.00</p> <p>f Change in Use/ Occupancy, per sq. meter or fraction thereof of area affected - -Fee, (P) 5.00</p>		
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3. Processing of Land Claims

The Processing of Land Claims involves the processing of claims of ownership of land by individuals within the Poro Point Freeport Zone (PPFZ).

Office or Division:	Office for Infrastructure Management	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Owners of land/claimants of land within the Poro Point Freeport Zone	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Letter request from the Owner/Land Claimant selling their land – one (1) original copy	Client availing of the service	



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2. Authorization letter authorizing PPMC to conduct research and verification of the land – one (1) original copy		Client availing of the service		
3. Certified True Copy of Tax Declaration of Real Property – one (1) Certified True Copy		Office of the City Assessors		
4. Certified true Copy of Transfer Certificate of Title – one (1) Certified True Copy		Office of the Registry of Deeds		
5. Certified True Copy of Approved Survey Plan – one (1) Certified True Copy		Department of Environment and Natural Resources (DENR)		
6. Proof of updated payment of Real Property Tax – one (1) photocopy		Client availing of the service		
7. Special Power of Attorney for representatives – one (1) original copy		Client availing of the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of request with complete documentary requirements	1. Receive Letter of request with complete documentary requirements	None	10 minutes	<i>Executive Secretary</i> Office of the President
	1.1 Review and endorsement of request to the Office of the Legal Counsel	None	1 working day	<i>President & CEO</i> Office of the President and CEO
	1.2 Review and endorsement of documents to the Office of Infrastructure Management – Land and Assets Development	None	1 working day	<i>Legal Counsel</i> Office of the Legal Counsel
	1.3 Reviews the documents submitted by the Legal Counsel	None	1 working day	<i>Land and Assets Development Officer</i> Office for Infrastructure Management <i>Land and Assets Development Assistant</i> Office for Infrastructure Management



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	1.4 Request Finance Office for cash advance for the research works	None	1 hour	<i>Land and Assets Development Officer</i> Office for Infrastructure Management <i>Land and Assets Development Assistant</i> Office for Infrastructure Management
	1.5 Proceed to the Office of the City Assessors to request for the Certified True Copy of Tax Declaration of Real Property and conduct trace back of records if necessary (care of Office of the City Assessor- 3 working days)	None	2 working days	<i>Land and Assets Development Officer</i> Office for Infrastructure Management <i>Land and Assets Development Assistant</i> Office for Infrastructure Management
	1.6 Proceed to the Office of the Registry of Deeds to request for the Certified true Copy of Transfer Certificate of Title and conduct trace back of records if necessary (care of Office of the Registry of Deeds- 21 working days)	None	2 working days	<i>Land and Assets Development Officer</i> Office for Infrastructure Management <i>Land and Assets Development Assistant</i> Office for Infrastructure Management

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	1.7 Proceed to the Office of the Department of Environment and Natural Resources (DENR) to request for the Certified True Copy of Approved Survey Plan and Cadastral Map (care of DENR- 5 working days)	None	2 working days	<i>Land and Assets Development Officer</i> Office for Infrastructure Management <i>Land and Assets Development Assistant</i> Office for Infrastructure Management
	1.8 Conduct Site Investigation, if necessary	None	1 working day	<i>Land and Assets Development Officer</i> Office for Infrastructure Management
				<i>Land and Assets Development Assistant</i> Office for Infrastructure Management
	1.9 Preparation of report to be submitted to the Vice President for Infrastructure Management	None	4 working days	<i>Vice President for Infrastructure Management</i> <i>Land and Assets Development Officer</i> Office for Infrastructure Management <i>Land and Assets Development Assistant</i> Office for Infrastructure Management



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	1.10 Forward the report to the Legal Office	None	1 working day	<i>Vice President for Infrastructure Management Office for Infrastructure Management</i>
	1.11 Prepare report and recommendation to the Office of the President and CEO for approval and submittal to BCDA	None	1 working day	<i>Legal Counsel Office of the Legal Counsel</i>
	1.12 Review and approval of the recommendation	None	2 working days	<i>President & CEO Office of the President and CEO</i>
	1.13 Prepare letter endorsing the request/claim to BCDA for processing	None	1 working day	<i>Legal Counsel Office of the Legal Counsel</i>
TOTAL		None	20 Working Days	

4. Processing of Work Permit for Telecommunication Companies/Individuals

The Processing of Work Permit for Telecommunication Companies/Individuals involves the processing of application up to issuance of Work Permit for Telecommunication Companies/Individuals who wish to install and upgrade telecommunication lines within the Poro Point Freeport Zone (PPFZ).

Office or Division:	Office for Infrastructure Management		
Classification:	Highly Technical		
Type of Transaction:	G2C (Government to Citizen) G2B (Government to Business)		
Who may avail:	Telecommunication Companies/Individuals who wish to install and upgrade telecommunication lines within the Poro Point Freeport Zone		
CHECKLIST OF REQUIREMENTS		PPMC	WHERE TO SECURE
1. Letter of Request	Uncontrolled Copy	PPMC	Client availing of the service
2. Written authority of the duly authorized signatory to transact with PPMC issued by duly authorized representatives of the telecom company and the applicant/end user. – one (1) original copy			Client availing of the service



<p>3. Contract/Agreement between the telecom company and the applicant/end user. – one (1) original copy</p>	<p>Client availing of the service</p>
<p>4. Barangay Permit/s covering the starting point, areas traversed by the project and termination point – one (1) original copy</p>	<p>Client availing of the service</p>
<p>5. Site Development Plan and Detailed Plan to include the length of fiber optic cable to be attached from pole to pole (from starting point to termination point), number of poles to be attached to, number of poles to be erected if there will be any;- one (1) original copy</p> <p>Project scope of works; - one (1) original copy</p> <p>Detailed schedule of works/activities; - one (1) original copy</p> <p>Duration of the activity;- one (1) original copy</p> <p>Manpower schedule; - one (1) original copy</p> <p>List of equipment to be used, if any – one (1) original copy</p>	<p>Client availing of the service</p>
<p>6. Notice to Proceed for Pole Attachment from LUECO allowing the installation and attachment of an aerial fiber optic cable to an electric primary pole carrying a high voltage cable, if LUECO electrical poles will be used; - one (1) original copy</p> <p>Permit/clearance from PLDT if PLDT poles will be used; - one (1) original copy</p>	<p>Client availing of the service</p>



Execution of a Joint Pole Agreement with PPMC if PPMC poles will be used. - one (1) original copy				
7. Letter from the Department of Public Works and Highways (DPWH) or written permit/clearance from DPWH allowing excavation works/drilling works/erection works within the required road-right-of-way for roads under the jurisdiction of DPWH inside the PPFZ. - one (1) original copy If and when the required road-right-of-way for roads is located inside a private property and a pole will be excavated and erected within a private property, a written permission from the lot owner of the private property concerned must be secured. - one (1) original copy		Client availing of the service		
8. Accreditation within the Poro Point Freeport Zone by the telecom company and its subcontractor/s. – one (1) copy		Client availing of the service		
9. Once approved by PPMC, updated project scope of works, updated detailed schedule of works/activities, updated duration of the activity, updated manpower schedule and updated list of equipment to be used, if any and compliance to DPWH Department Order 30 and PPFZ Policy on the Prevention and Control of Covid-19 – one (1) original copy		Client availing of the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of request with complete documentary requirements	1. Receive Letter of request with complete documentary requirements	None	10 minutes	<i>Executive Secretary</i> Office of the President
	1.1 Review and endorsement of request with complete documentary requirements to the Office for Infrastructure Management	None	1 working day	<i>President & CEO</i> Office of the President and CEO



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	1.2 Reviews the request with complete documentary requirements endorsed by the Office of the President	None	1 working day	<i>Vice President for Infrastructure Management</i> Office for Infrastructure Management
	1.3 Conduct Site Investigation, if necessary	None	1 working day	<i>Electromechanical Officer</i> Office for Infrastructure Management
	1.4 Evaluation of request with complete documentary requirements	None	7 working days	<i>Vice President for Infrastructure Management</i> Office for Infrastructure Management
	1.5 Preparation of evaluation report of the request with complete documentary requirements to be submitted to the Office of the President	None	1 working day	<i>Vice President for Infrastructure Management</i> Office for Infrastructure Management
	1.6 Forward the evaluation report to the Office of the President	None	10 minutes	<i>Vice President for Infrastructure Management</i> Office for Infrastructure Management
	1.7 Review and approval of the evaluation report and recommendation	None	3 working days	<i>President & CEO</i> Office of the President and CEO
	1.8 Prepare letter approving the request for Work Permit with corresponding Work Permit Fee, if there will be any	None	1 working day	<i>President & CEO</i> Office of the President and CEO
	1.9 Transmit the letter approving the request for Work Permit with corresponding Work Permit Fee, if there will be any	None	10 minutes	<i>Executive Secretary</i> Office of the President
2. Proceed to PPMC Cashier/	2. Payment of corresponding work	National Building Code (NBC)	10 minutes	<i>Cashier</i> Office for Finance



<p>Finance Office for payment of assessed Work Permit fee</p>	<p>permit fees, if there will be any</p>	<p>schedule of fees plus 10% of fees</p> <p>Pole/Attachment Location Plan Permit Fee, (P)</p> <p>i) Power Supply Pole Location 30.00/ pole</p> <p>ii) Guying Attachment 30.00/ attachment</p> <p>7. Electronic Fees Pay Items Description Fee, (P)</p> <p>a Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other type of switching/routing/distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communications 2.40 per port</p> <p>b Broadcast station for radio and TV for both</p>		
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		<p>headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar., telemetry, tests and measurements, global positioning and personnel/vehicle location 1,000.00 per port Cont'd</p> <p>c Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime</p>		
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		<p>applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoor or outdoors 10.00 Per unit</p> <p>d Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected 2.40 Per outlet</p> <p>e Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including</p>		
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		<p>watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/ MATV/ CCTV and off-air television, electronically controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected. 2.40 Per Termination</p> <p>f Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording,</p>		
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		<p>audio/video reproduction/simulation and similar activities. 1,000.00 Per location</p> <p>g Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception. 1,000.00 Per structure</p> <p>h Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc. 50.00 Per unit</p> <p>I Poles and attachment:</p> <p>i) Per Pole (to be paid by pole owner) – 20.00</p> <p>ii) Per attachment (to be paid by any entity who attaches to the pole of others)- 20.00</p> <p>Other types or electronically-controlled device, apparatus, equipment, instrument or units not specifically</p>		
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		identified above. 50.00 Per unit Pole rental – 1,000.00 per pole per year		
	2.1 Receives the photocopy of Official Receipt (Proof of Payment)	None	10 minutes	<i>Vice President for Infrastructure Management Office for Infrastructure Management</i>
3. Submit updated project scope of works, updated detailed schedule of works/activities, updated duration of the activity, updated manpower schedule and updated list of equipment to be used, if any and compliance to DPWH Department Order 30 and PPFZ Policy on the Prevention and Control of Covid-19	3. Receive updated project scope of works, updated detailed schedule of works/activities, updated duration of the activity, updated manpower schedule and updated list of equipment to be used, if any and compliance to DPWH Department Order 30 and PPFZ Policy on the Prevention and Control of Covid-19	None	10 minutes	<i>Executive Secretary Office of the President</i>
	3.1 Review and endorsement of updated project scope of works, updated detailed schedule of works/activities, updated duration of the activity, updated manpower schedule and updated list of equipment to be used, if any and compliance to DPWH Department Order 30 and PPFZ Policy on the Prevention and Control of Covid-19	None	1 working day	<i>President & CEO Office of the President and CEO</i>



	<p>3.2 Reviews the updated project scope of works, updated detailed schedule of works/activities, updated duration of the activity, updated manpower schedule and updated list of equipment to be used, if any and compliance to DPWH Department Order 30 and PPFZ Policy on the Prevention and Control of Covid-19 and if everything is in order, informs the Office of the President that the works can now commence/start work.</p>	<p>None</p>	<p>1 working day</p>	<p><i>Vice President for Infrastructure Management Office for Infrastructure Management</i></p>
	<p>3.3 Informs the Client that they can now commence/start work.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Executive Secretary Office of the President</i></p>
<p>TOTAL</p>		<p>National Building Code (NBC) schedule of fees plus 10% of fees</p> <p>Pole/Attachment Location Plan Permit Fee, (P)</p> <p>i) Power Supply Pole Location 30.00/ pole</p> <p>ii) Guying Attachment 30.00/ attachment</p> <p>7. Electronic Fees Pay Items Description Fee, (P)</p> <p>a Central Office switching equipment, remote switching</p>	<p>17 Working Days, 1 Hour, 10 minutes</p>	



	<p>units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunicati on system and other type of switching/routing/ distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communications 2.40 per port</p> <p>b Broadcast station for radio and TV for both headed, transmitting/recei ving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structur es used for electronics and communications services, including those used for navigational aids,</p>		
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	<p>radar., telemetry, tests and measurements, global positioning and personnel/vehicle location 1,000.00 per port Cont'd</p> <p>c Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoor or outdoors 10.00 Per unit</p> <p>d Electronics and communication</p>		
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	<p>outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected 2.40 Per outlete Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems</p>		
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	<p>and the like, CATV/ MATV/ CCTV and off-air television, electronically controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected. 2.40 Per Termination</p> <p>f Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities. 1,000.00 Per location</p> <p>g Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception. 1,000.00 Per structure</p> <p>h Electronic or electronically-controlled indoor and outdoor signages and display systems,</p>		
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	<p>including TV monitors, multi-media signs, etc. 50.00 Per unit</p> <p>I Poles and attachment:</p> <p>i) Per Pole (to be paid by pole owner) – 20.00</p> <p>ii) Per attachment (to be paid by any entity who attaches to the pole of others)- 20.00</p> <p>Other types or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above. 50.00 Per unit</p> <p>Pole rental – 1,000.00 per pole per year</p>		
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Office for Infrastructure Management Internal Services

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1. Preparation of Detailed Engineering Design, Program of Work and Specifications for Capital Expenditure Projects

The preparation of Detailed Engineering Design, Program of Work and Specifications for Capital Expenditure Projects pertains to the preparation of project proposals which includes the technical assessment and other preparatory activities such as detailed engineering investigations, surveys and designs for the capital expenditure projects in accordance to the standards and specifications prescribed by PPMC.

Office or Division:	Office for Infrastructure Management			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PPMC employees/personnel who may propose projects within the PPFZ and the Office for Infrastructure Management will prepare the necessary documents.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Identification of projects to be undertaken	1. Undertakes detailed engineering activities for project proposals, namely: <ul style="list-style-type: none"> a. Survey b. Site Investigation c. Soils and Foundation Investigation d. Construction Materials Investigation e. Preparation of Design Plans f. Preparation of Technical Specifications g. Preparation of Quantity and Cost Estimates h. Preparation of Program of Work i. Preparation of Proposed Construction Schedule (and estimates Cash 	None	20 working days	<i>Land and Assets Development Assistant Office for Infrastructure Management</i> <i>Land and Assets Development Officer Office for Infrastructure Management</i> <i>Construction and Maintenance Officer Office for Infrastructure Management</i> <i>Electromechanical Officer</i>



	<p>Flow for projects with Schedule over Six (6) Months)</p> <p>j. Preparation of Site or Right-of-Way Plans including Schedule of Acquisition</p> <p>k. Preparation of Utility Relocation Plan</p> <p>l. Preparation and Submission of Design Report</p> <p>m. Environmental Impact Statement for critical project as defined by the Department of Environment and Natural Resources (DENR)</p> <p>n. Preparation of minimum requirements for a Construction Safety and Health Program for the project being considered.</p> <p>o. Value Engineering Studies</p> <p>p. Preparation of Bid/Tender Documents</p>			<p>Office for Infrastructure Management</p> <p><i>Facilities Manager</i> Office for Infrastructure Management</p> <p><i>Vice President for Infrastructure Management</i> Office for Infrastructure Management</p>
	TOTAL	None	20 Working Days	

2. Preparation of Detailed Engineering Design, Program of Work and Specifications for Programmed Repair and Maintenance

The preparation of Detailed Engineering Design, Program of Work and Specifications for Programmed Repair and Maintenance pertains to the preparation of project proposals which includes the technical assessment and other preparatory activities such as detailed engineering investigations, surveys and designs for the repair and maintenance projects in accordance to the standards and specifications prescribed by PPMC.

Office or Division:	Office for Infrastructure Management
Classification:	Highly Technical



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Type of Transaction:		G2G (Government to Government)		
Who may avail:		PPMC employees/personnel who may propose projects within the PPFZ and the Office for Infrastructure Management will prepare the necessary documents.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Identification of projects to be undertaken	<p>1. Undertakes detailed engineering activities for programmed repair and maintenance, namely:</p> <ul style="list-style-type: none"> a. Survey b. Site Investigation c. Soils and Foundation Investigation d. Construction Materials Investigation e. Preparation of Design Plans f. Preparation of Technical Specifications g. Preparation of Quantity and Cost Estimates h. Preparation of Program of Work i. Preparation of Proposed Construction Schedule (and estimates Cash Flow for projects with Schedule over Six (6) Months) j. Preparation of Site or Right-of Way Plans including Schedule of Acquisition 	None	20 Working days	<p><i>Land and Assets Development Assistant</i> Office for Infrastructure Management</p> <p><i>Land and Assets Development Officer</i> Office for Infrastructure Management</p> <p><i>Construction and Maintenance Officer</i> Office for Infrastructure Management</p> <p><i>Electromechanical Officer</i> Office for Infrastructure Management</p> <p><i>Facilities Manager</i> Office for Infrastructure Management</p> <p><i>Vice President for Infrastructure Management</i></p>



	<ul style="list-style-type: none"> k. Preparation of Utility Relocation Plan l. Preparation and Submission of Design Report m. Environmental Impact Statement for critical project as defined by the Department of Environment and Natural Resources (DENR) n. Preparation of minimum requirements for a Construction Safety and Health Program for the project being considered. o. Value Engineering Studies p. Preparation of Bid/Tender Documents 			Office for Infrastructure Management
	TOTAL	None	20 Working Days	

3. Preparation of Detailed Engineering Design, Program of Work and Specifications for Emergency Repair and Maintenance

The preparation of Detailed Engineering Design, Program of Work and Specifications for Emergency Repair and Maintenance pertains to the preparation of project requirements which includes the technical assessment and other preparatory activities such as detailed engineering investigations, surveys and designs for the emergency repair and maintenance projects in accordance to the standards and specifications prescribed by PPMC.

Office or Division:	Office for Infrastructure Management
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	PPMC employees/personnel who may report for emergency repairs to the Office for Infrastructure Management.



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CHECKLIST OF REQUIREMENTS		CHECKLIST OF REQUIREMENTS		
None		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. PPMC employees/personnel to proceed to the Office for Infrastructure Management to inform/report the repairs to be done	1. Undertakes detailed engineering activities for emergency repair and maintenance, namely: <ul style="list-style-type: none"> a. Inspection and identification of repairs, maintenance and improvement requirements of buildings, facilities and electromechanical equipment. b. Prepares the Program of Works to include cost estimates, material specifications and technical plans. 	None	5 working days	<i>Land and Assets Development Assistant</i> Office for Infrastructure Management <i>Land and Assets Development Officer</i> Office for Infrastructure Management <i>Construction and Maintenance Officer</i> Office for Infrastructure Management <i>Electro-mechanical Officer</i> Office for Infrastructure Management <i>Facilities Manager</i> Office for Infrastructure Management <i>Vice President for Infrastructure Management</i> Office for Infrastructure Management
	TOTAL	None	5 Working Days	



4. Implementation of Projects for Capital Expenditure Projects

The implementation of Projects for Capital Expenditure Projects pertains to the facilitation and management of the smooth implementation of capital expenditure projects by keeping track of projects progress vis-à-vis project plans, specifications and other documents and identification and resolution of issues/problems encountered in project implementation.

Office or Division:		Office for Infrastructure Management		
Classification:		Highly Technical		
Type of Transaction:		G2G (Government to Government)		
Who may avail:		Contractors who will undertake projects within the PPFZ		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.Undertakes the over-all project implementation (contract management, progress monitoring and project closure) activities, namely: <ul style="list-style-type: none"> a. Conducts field visits to monitor project progress and facilities resolution and implementation issues. b. Keeps tracks of the progress of simple/complex projects and prepares the corresponding status report. c. Communicates to influence and obtain cooperation from various groups. d. Facilitates meetings/consultation to resolve project implementation issues/problems 	None	30-180 working days or more depending on complexity of project Based on the Construction Schedule or PERTCPM	<i>Land and Assets Development Assistant</i> Office for Infrastructure Management <i>Land and Assets Development Officer</i> Office for Infrastructure Management <i>Construction and Maintenance Officer</i> Office for Infrastructure Management <i>Electro-mechanical Officer</i> Office for Infrastructure Management <i>Facilities Manager</i> Office for Infrastructure Management



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	e. Identifies activities/mechanisms for ensuring project completion closure and turn-over.			<i>Vice President for Infrastructure Management Office for Infrastructure Management</i>
	TOTAL	None	30-180 working days or more depending on complexity of project Based on the Construction Schedule or PERTCPM	

5. Implementation of Projects for Programmed Repair and Maintenance

The implementation of Projects for Programmed Repair and Maintenance pertains to the facilitation and management of the smooth implementation of projects for programmed repair and maintenance by keeping track of projects progress vis-à-vis project plans, specifications and other documents and identification and resolution of issues/problems encountered in project implementation.

Office or Division:	Office for Infrastructure Management			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Contractors who will undertake projects within the PPFZ			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.Undertakes the over-all project implementation (contract management, progress monitoring and project closure) activities, namely:	None	15-60 working days or more depending on complexity of project	<i>Land and Assets Development Assistant Office for Infrastructure Management</i>



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	<p>a. Conducts field visits to monitor project progress and facilities resolution and implementation issues.</p> <p>b. Keeps tracks of the progress of simple/complex projects and prepares the corresponding status report.</p> <p>c. Communicates to influence and obtain cooperation from various groups.</p> <p>d. Facilitates meetings/consultation to resolve project implementation issues/problems.</p> <p>e. Identifies activities/mechanisms for ensuring project completion closure and turn-over.</p>		<p>Based on the Construction Schedule or PERTCPM</p>	<p><i>Land and Assets Development Officer</i> Office for Infrastructure Management</p> <p><i>Construction and Maintenance Officer</i> Office for Infrastructure Management</p> <p><i>Electro-mechanical Officer</i> Office for Infrastructure Management</p> <p><i>Facilities Manager</i> Office for Infrastructure Management</p> <p><i>Vice President for Infrastructure Management</i> Office for Infrastructure Management</p>
	<p>TOTAL</p>	<p>None</p>	<p>15-60 working days or more depending on complexity of project</p> <p>Based on the Construction Schedule or PERTCPM</p>	

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6. Implementation of Projects for Emergency Repair and Maintenance

The implementation of Projects for Emergency Repair and Maintenance pertains to the facilitation and management of the smooth implementation of projects for emergency repair and maintenance by keeping track of projects progress vis-à-vis project plans, specifications and other documents and identification and resolution of issues/problems encountered in project implementation.

Office or Division:		Office for Infrastructure Management		
Classification:		Highly Technical		
Type of Transaction:		G2G (Government to Government)		
Who may avail:		Suppliers/Contractors who will undertake projects within the PPFZ		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.Undertakes the over-all project implementation (contract management, progress monitoring and project closure) activities, namely:</p> <p>a. Conducts field visits to monitor project progress and facilities resolution and implementation issues.</p> <p>b. Keeps tracks of the progress of simple/complex projects and prepares the corresponding status report.</p> <p>c. Communicates to influence and obtain cooperation from various groups.</p> <p>d. Facilitates meetings/consultation to resolve project implementation issues/problems.</p>	None	<p>5-15 working days or more depending on complexity of project</p> <p>Based on the Construction Schedule or PERTCPM</p>	<p><i>Land and Assets Development Assistant</i> Office for Infrastructure Management</p> <p><i>Land and Assets Development Officer</i> Office for Infrastructure Management</p> <p><i>Construction and Maintenance Officer</i> Office for Infrastructure Management</p> <p><i>Electromechanical Officer</i> Office for Infrastructure Management</p> <p><i>Facilities Manager</i></p>



PORO POINT MANAGEMENT CORPORATION

	e. Identifies activities/mechanisms for ensuring project completion closure and turn-over.			Office for Infrastructure Management <i>Vice President for Infrastructure Management</i> Office for Infrastructure Management
	TOTAL	None	5-15 working days or more depending on complexity of project Based on the Construction Schedule or PERTCPM	

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Seaport Office External Services

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1. APPLICATION FOR ANCHORAGE/BERTHING PERMIT (VESSEL ENTRANCE)

Facilitate entrance formalities of all vessels whether domestic or foreign calling at the port, upon submission of complete documentary requirements.

Office or Division:	Office for Airport Management/Office for Business Development	
Classification:	Simple	
Type of Transaction:	G2B-Government to Businesses	
Who may avail:	Vessel or Shipping Line Representative/Agent	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Domestic Vessel		
1. Notice of Arrival – one (1) original copy	Shipping Lines	
2. Application for Berth/Anchorage - three (3) original copies	Office for Airport Management or Office for Business Development	
3. Bill of Lading - one (1) photocopy	Shipping Lines	
4. Passenger Manifest/Crew List– one (1) photocopy	Shipping Lines	
5. Ship's Particular – one (1) photocopy	Shipping Lines	
6. Stowage Plan – one (1) photocopy	Shipping Lines	
7. List of Ports of Call – one (1) photocopy	Shipping Lines	
8. Certificate of Registry – one (1) photocopy	Shipping Lines	
9. Vessel Information Sheet – three (3) original copies	Office for Airport Management or Office for Business Development	
10. Certificate of Inspection (domestic vessels) – one (1) photocopy	Maritime Industry Authority (MARINA)	
B. Foreign Vessel		
1. Notice of Arrival – one (1) original copy	Shipping Lines	
2. Application for Berth/Anchorage – three (3) original copies	Office for Airport Management or Office for Business Development	
3. Bill of Lading – one (1) photocopy	Shipping Lines	
4. Passenger Manifest/Crew List – one (1) photocopy	PPMC Uncontrolled Copy	Shipping Lines
5. Ship's Particular – one (1) photocopy	Shipping Lines	
6. Stowage Plan – one (1) photocopy	Shipping Lines	
7. International Tonnage Certificate – one (1) photocopy	Shipping Lines	
8. International Ship Security Certificate – one (1) photocopy	Shipping Lines	



9. List of Ports of Call – one (1) photocopy		Shipping Lines		
10. Certificate of Registry – one (1) photocopy		Shipping Lines		
11. Vessel Information Sheet – three (3) original copies		Office for Airport Management or Office for Business Development		
12. Free Pratique Certificate – one (1) photocopy		Bureau of Quarantine		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the Notice of Arrival (NOA)</p> <p>OR</p> <p>For Online Submission: Email the Notice of Arrival (NOA) to poropointfreeportzone@gmail.com</p>	<p>1. Receive and check the Notice of Arrival (NOA).</p> <p>Provide to the client the Application for Berth/Anchorage Form.</p>	None	15 minutes	<p><i>VP for Airport Management</i> Office for Airport Management</p> <p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p>
<p>2. Submit the duly accomplished Application for Berth/Anchorage Form together with the documentary requirements</p> <p>OR</p> <p>For Online Submission: Email the accomplished Application for Berth/Anchorage Form and documents to poropointfreeportzone@gmail.com</p>	<p>2. Receive accomplished Application for Berth/Anchorage Form and documentary requirements.</p> <p>Inform the client of the Berthing Meeting schedule.</p>	None	15 minutes	<p><i>VP for Airport Management</i> Office for Airport Management</p>
<p>3. Attends the Berthing Meeting</p>	<p>3. Conducts the Berthing Meeting for allocation of berth and discussion and</p>	None	1 hour	<p><i>VP for Airport Management</i> Office for Airport Management</p>



PORO POINT MANAGEMENT CORPORATION

	preparation of other important matters.			
	3.1 Checks/verifies the completeness of the submitted documents	None	1 hour	<i>VP for Airport Management</i> Office for Airport Management
	3.2 Prepares Report and Recommendation to the President and CEO for approval of the Application for Berth/Anchorage	None	30 minutes	<i>VP for Airport Management</i> Office for Airport Management
	3.3 Review recommendation and approve/disapprove the Application for Berth/Anchorage	None	1 hour	<i>President and CEO</i> Office of the President & CEO
	3.4 Notify the client of the approval or disapproval of Application for Berth/Anchorage If approved, informs client to proceed to the Cashier for payment of the Berthing Permit Fee.	None	10 minutes	<i>VP for Airport Management</i> Office for Airport Management
4. Proceed to the Cashier and pay the required fee for Berthing Permit OR Payment may also be done through bank payment; details are as follows:	4. Receive payment and issue Official Receipt (OR)	PhP728.00	10 minutes	<i>Cashier</i> Office for Finance

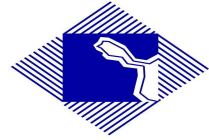
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PORO POINT MANAGEMENT CORPORATION

<p>Name of Bank: <i>Landbank of the Philippines, San Fernando, La Union Branch</i></p> <p>Account Name: <i>Poro Point Management Corporation Current Account</i> Number: <i>0202021824</i></p> <p>Upon payment, applicants are required to submit their proof of payment and email it to <i>ppmc.finance15@gmail.com</i> in order for PPMC to issue an Official Receipt</p>				
<p>5. Present Official Receipt (OR) for the payment of Berthing Permit fee</p> <p>OR</p> <p>For Online Submission: Email the proof of payment of Berthing Permit fee to <i>poropointfreeportzone@gmail.com</i></p>	<p>5. Issue duly signed and approved Application for Berth/Anchorage</p>	<p>None</p>	<p>10 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p>
TOTAL:		PhP728.00	4 hours and 30 minutes	

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PORO POINT MANAGEMENT CORPORATION

2. ENTRY OF CARGOES (PAYMENT OF WHARFAGE DUES)

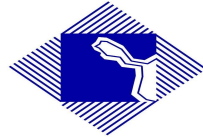
Facilitate assessment, collection of cargo charges and approval of cargo entry, to ensure that all cargoes are properly documented and allowed in to the port for loading to vessel.

Office or Division:	Office for Airport Management/Office for Business Development			
Classification:	Simple			
Type of Transaction:	G2B-Government to Businesses			
Who may avail:	Vessel or Shipping Line Representative/Agent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Domestic Cargoes				
1. Bill of Lading – one (1) photocopy		Shipping Lines		
2. Computation Sheet – three (3) original copy		PPMC Office for Finance or Office for Airport Management		
3. PPMC Official Receipts for payment of Wharfage Dues – one (1) original copy		PPMC Office for Finance		
4. BIR Form 2307 (if applicable) – one (1) photocopy		Shipping Lines		
B. Foreign Cargoes				
1. Bill of Lading – one (1) photocopy		Shipping Lines		
2. Computation Sheet – three (3) original copies		PPMC Office for Finance or Office for Airport Management		
3. PPMC Official Receipts for payment of Wharfage Dues – one (1) original copy		PPMC Office for Finance		
4. BIR Form 2307 (if applicable) – one (1) photocopy		Shipping Lines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Bill of Lading and other documentary requirements	1. Receives documents and assess/verifies completeness of the submitted documents	None PPMC Uncontrolled Copy	15 minutes	<i>VP for Airport Management</i> Office for Airport Management <i>Business Development Manager</i> Office for Business Development



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<p>OR</p> <p>For Online Submission: Email the Bill of Lading to <i>poropointfreeportzone@gmail.com</i></p>				<p><i>Business Development Officer</i> Office for Business Development</p>
	<p>1.1 Prepares Computation Sheet for Wharfage Dues</p>	<p>None</p>	<p>30 minutes</p>	<p><i>VP for Airport Management</i> Office for Airport Management</p> <p><i>Finance Manager</i> Office for Finance</p>
	<p>1.2 Provides the client the Computation Sheet and inform client to proceed to the Cashier for payment.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>VP for Airport Management</i> Office for Airport Management</p>



PORO POINT MANAGEMENT CORPORATION

<p>2. Proceeds to Cashier and presents the Computation Sheet of wharfage dues for payment</p> <p>OR</p> <p>Payment may also be done through bank payment; details are as follows:</p> <p>Name of Bank: <i>Landbank of the Philippines, San Fernando, La Union Branch</i></p> <p>Account Name: <i>Poro Point Management Corporation</i></p> <p>Current Account Number: <i>0202021824</i></p> <p>Upon payment, applicants are required to submit their proof of payment and email it to <i>ppmc.finance15@gmail.com</i> in order for PPMC to issue an Official Receipt</p>	<p>2. Cashier checks the Computation Sheet</p> <p>Check for BIR Form 2307</p> <p>Receives payment and issues Official Receipt</p>	<p>Wharfage Dues:</p> <p>1. Import</p> <p>a. Government Pier – PhP36.65 x Metric Ton</p> <p>b. Private Pier (with PTO) – PhP18.325 x Metric Ton</p> <p>2. Export</p> <p>a. Government Pier – PhP18.35x Metric Ton</p> <p>b. Private Pier (with PTO) – PhP9.175 x Metric Ton</p> <p>3. Transshipment</p> <p>a. Government Pier – US\$0.833x Metric Ton GRT x (Peso-Dollar Exchange Rate)</p> <p>b. Private Pier (with PTO) – US\$0.4165x Metric Ton GRT x (Peso-Dollar Exchange Rate)</p> <p>4. Inbound/ Outbound</p> <p>a. Government Pier PhP9.00 x Metric Ton</p> <p>b. Private Pier (with PTO) PhP4.50 x Metric Ton</p>	<p>15 minutes</p>	<p><i>Cashier</i> Office for Finance</p>
<p>3. Present Official Receipt (OR) for the payment of wharfage dues</p>	<p>3. Checks/verifies payment of wharfage dues</p>	<p>None</p>	<p>5 minutes</p>	<p><i>VP for Airport Management</i> Office for Airport Management</p>

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TOTAL:	Wharfage Dues: 1. Import	1 hour and 15 minutes	
	<p>a. Government Pier – PhP36.65 x Metric Ton</p> <p>b. Private Pier (with PTO) – PhP18.325 x Metric Ton</p> <p>2. Export</p> <p>a. Government Pier – PhP18.35x Metric Ton</p> <p>b. Private Pier (with PTO) – PhP9.175 x Metric Ton</p> <p>3. Transshipment</p> <p>a. Government Pier – US\$0.833x Metric Ton GRT x (Peso-Dollar Exchange Rate)</p> <p>b. Private Pier (with PTO) – US\$0.4165x Metric Ton GRT x (Peso-Dollar Exchange Rate)</p> <p>4. Inbound/ Outbound</p> <p>a. Government Pier PhP9.00 x Metric Ton</p> <p>b. Private Pier (with PTO) PhP4.50 x Metric Ton</p>		

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3. APPLICATION FOR UNDOCKING PERMIT (VESSEL DEPARTURE)

Granting of Undocking Permit for vessels calling at the Ports upon submission of complete documentary requirements.

Office or Division:	Office for Airport Management/Office for Business Development			
Classification:	Simple			
Type of Transaction:	G2B-Government to Businesses			
Who may avail:	Vessel or Shipping Line Representative/Agent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Domestic Vessel				
1. Docking/Undocking/Shifting Order Form – three (3) original copies		Office for Airport Management or Office for Business Development		
2. Computation Sheet – three (3) original copies		PPMC Office for Finance or Office for Airport Management		
3. PPMC Official Receipts for payment of Charges on Vessel – one (1) original copy		PPMC Office for Finance		
4. BIR Form 2307 – one (1) photocopy		Shipping Lines		
B. Foreign Vessel				
1. Docking/Undocking/Shifting Order Form – three (3) original copies		Office for Airport Management or Office for Business Development		
2. Clearance of Vessel to a Foreign Port – one (1) photocopy		Bureau of Customs		
3. Immigration Port Clearance– one (1) photocopy		Bureau of Immigration		
4. Computation Sheet – three (3) original copy		PPMC Office for Finance or Office for Airport Management		
5. PPMC Official Receipts for payment of Charges on Vessel – one (1) original copy		PPMC Office for Finance		
6. BIR Form 2307 (if applicable) – one (1) photocopy		Shipping Lines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



PORO POINT MANAGEMENT CORPORATION

<p>1. Submit documents for Undocking Permit</p> <p>OR</p> <p>For Online Submission: Email the complete set of documents for Undocking Permit to poropointfreeportzone@gmail.com</p>	<p>1. Checks/verifies the completeness of the submitted documents</p> <p>Checks for any violation, hold departure order, or such other similar orders or issuances.</p> <p>Issues Docking/Undo Docking/Shifting Order Form to the shipping agent.</p> <p>For vessels that are exempted from port charges, PPMC proceeds to Departure Clearance procedure</p>	<p>None</p>	<p>15 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p> <p><i>Business Development Manager Office for Business Development</i></p> <p><i>Business Development Officer Office for Business Development</i></p>
<p>2. Submits the accomplished Docking/Undocking/Shifting Order Form</p> <p>OR</p> <p>For Online Submission: Email the accomplished Docking/Undocking/Shifting Order Form to poropointfreeportzone@gmail.com</p>	<p>2. Provides assessment by checking and verifying the completeness of the submitted documents and entries on the Docking/Undocking/Shifting Order Form</p> <p>Checks for any violation, hold departure order, or such other similar orders or issuances and compute charge/s against the vessel, if applicable.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p>
	<p>2.1 Prepares Computation Sheet for Charges on Vessel</p>	<p>None</p>	<p>30 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p> <p><i>Finance Manager</i></p>



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				Office for Finance
	2.2 Provides the client the Computation Sheet and inform client to proceed to the Cashier for payment.	None	10 minutes	VP for Airport Management Office for Airport Management
<p>3. Proceeds to Cashier and presents the Computation Sheet for Charges on Vessel for payment</p> <p>OR</p> <p>Payment may also be done through bank payment; details are as follows:</p> <p>Name of Bank: <i>Landbank of the Philippines, San</i></p>	<p>3. Cashier checks the Computation Sheet</p> <p>Check for BIR Form 2307</p> <p>Receives payment and issues Official Receipt</p>	<p><u>USAGE FEE</u></p> <p><u>A. Domestic Vessel:</u></p> <p>1. Private Pier (with PTO) - PhP0.40 x GRT x No. of Days</p> <p>2. Government Pier a. 6 to 100 GRT - PhP82.00 x No. of Days b. Over 100 GRT - PhP0.80 x GRT x No. of Days</p> <p><u>B. Foreign Vessel:</u></p> <p>1. Port Dues - US\$0.081 x GRT x</p>	15 minutes	Cashier Office for Finance

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PORO POINT MANAGEMENT CORPORATION

<p><i>Fernando, La Union Branch</i></p> <p>Account Name: <i>Poro Point Management Corporation</i></p> <p>Current Account Number: <i>0202021824</i></p> <p>Upon payment, applicants are required to submit their proof of payment and email it to <i>ppmc.finance15@gmail.com</i> in order for PPMC to issue an Official Receipt</p>		<p>(Peso-Dollar Exchange Rate)</p> <p>2. Dockage at Berth a. Private Pier (with PTO) - US\$0.020 x GRT x (Peso-Dollar Exchange Rate) x No. of Days b. Government Pier - US\$0.039 x GRT x (Peso-Dollar Exchange Rate) x No. of Days</p> <p>3. Dockage at Anchorage - US\$0.020 x GRT x (Peso-Dollar Exchange Rate) x No. of Days</p>		
<p>4. Present Official Receipt (OR) for the payment of charges on vessels</p>	<p>4. Checks/verifies payment of charges on vessels</p>	<p>None</p>	<p>5 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p>
<p>OR</p> <p>For Online Submission: Email the proof of payment Of charges on vessels to <i>poropointfreeportzone@gmail.com</i></p>	<p>4.1 Prepares Report and Recommendation to the President and CEO for approval of the Undocking Permit</p>	<p>None</p>	<p>30 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p>
	<p>4.2 Review recommendation and approve/disapprove the Undocking Permit</p>	<p>None</p>	<p>1 hour</p>	<p><i>President and CEO Office of the President & CEO</i></p>
	<p>4.3 Notify the client of the approval or disapproval of the Undocking Permit</p>	<p>None</p>	<p>10 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p>

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5. Receive signed and approved Undocking Permit	5. Issues signed and approved Undocking Permit	None	5 minutes	<i>VP for Airport Management Office for Airport Management</i>
6. Vessel leaves port before expiration of the clearance or otherwise the same shall be revalidated	6. Ensures the vessels departure at the port. As per report from the vessel, records the time of departure on the Vessel's Logbook.	None	5 minutes	<i>Security Officer Office for Regulatory Services</i>

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TOTAL:	<u>USAGE FEE</u> <u>Domestic Vessel:</u> 1. Private Pier (with PTO) - PhP0.40 x GRT x No. of Days 2. Government Pier a. 6 to 100 GRT - PhP82.00 x No. of Days b. Over 100 GRT - PhP0.80 x GRT x No. of Days <u>Foreign Vessel:</u> 1. Port Dues - US\$0.081 x GRT x (Peso-Dollar Exchange Rate) 2. Dockage at Berth a. Private Pier (with PTO) - US\$0.020 x GRT x (Peso-Dollar Exchange Rate) x No. of Days b. Government Pier - US\$0.039 x GRT x (Peso-Dollar Exchange Rate) x No. of Days 3. Dockage at Anchorage - US\$0.020 x GRT x (Peso-Dollar Exchange Rate) x No. of Days	3 hours and 20 minutes	
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4. ENTRANCE OF TUG AND TOWING BOAT

Facilitate entrance of Tug and Towing Boat as Accredited Service Provider of the port, upon submission of complete documentary requirements and payment of port fees and charges.

Office or Division:	Office for Airport Management/ Office for Business Development			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Tug and Towing Boat Service Company			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Arrival – one (1) original copy		Tug and Towing Boat Services Company		
2. Application for Berth/Anchorage - three (3) original copies		Office for Airport Management or Office for Business Development		
3. Vessel's Roll Book – to be presented		Tug and Towing Boat Services Company		
4. Passenger Manifest/Crew List – one (1) photocopy		Tug and Towing Boat Services Company		
5. Dangerous Cargo Manifest (if applicable) – one (1) photocopy		Tug and Towing Boat Services Company		
6. Duly signed Inward Coasting Manifest – one (1) original copy		Tug and Towing Boat Services Company		
7. Vessel Information Sheet – one (1) photocopy		Tug and Towing Boat Services Company		
8. Ship's Particular – one (1) photocopy		Tug and Towing Boat Services Company		
9. Certificate of Inspection (domestic vessels) – one (1) photocopy		MARINA		
10. PPMC Certificate of Accreditation/ Permit to Operate – one (1) photocopy		Tug and Towing Boat Services Company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Notice of Arrival (NOA) OR For Online Submission: Email the Notice of Arrival (NOA) to <i>poropointfreeportzone@gmail.com</i>	1. Receive and check the Notice of Arrival (NOA). Provide to the client the Application for Berth/Anchorage Form.	None	15 minutes	<i>VP for Airport Management</i> <i>Office for Airport Management</i> <i>Business Development Manager</i> <i>Office for Business Development</i> <i>Business Development Officer</i> <i>Office for Business Development</i>
2. Submit the duly accomplished Application for	2. Receive accomplished Application for	None	15 Minutes	<i>VP for Airport Management</i>



<p>Berth/Anchorage Form together with the documentary requirements</p> <p>OR</p> <p>For Online Submission: Email the accomplished Application for Berth/Anchorage Form and documents to poropointfreeportz one@gmail.com</p>	<p>Berth/Anchorage Form and documentary requirements.</p>			<p>Office for Airport Management</p> <p><i>Business Development Manager Office for Business Development</i></p> <p><i>Business Development Officer Office for Business Development</i></p>
	<p>2.1 Checks/ verifies the completeness of the submitted documents.</p>	<p>None</p>	<p>3 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p>
	<p>2.2 Logs Actual Time of Arrival at the Vessels Logbook and prepares Report and Recommendation to the President and CEO for approval of the Application for Berth/Anchorage</p>	<p>None</p>	<p>30 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p>
	<p>2.3 Review recommendation and approve/disapprove the Application for Berth/Anchorage</p>	<p>None</p>	<p>1 hour</p>	<p><i>President and CEO Office of the President and CEO</i></p>
	<p>2.4 Notify the client of the approval or disapproval of Application for Berth/Anchorage</p>	<p>None</p>	<p>10 minutes</p>	<p><i>VP for Airport Management Office for Airport Management</i></p>



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	If approved, Stamps the manifest and vessel's roll book "ENTERED".			
TOTAL:		-	2 hours and 13 minutes	

5. DEPARTURE OF TUG AND TOWING BOAT

Facilitate departure of Tug and Towing Boat as Accredited Service Provider of the port, upon submission of complete documentary requirements and payment of port fees and charges.

Office or Division:	Office for Airport Management/ Office for Business Development			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Tug and Towing Boat Service Company			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Undocking Permit - three (3) original copies		Office for Airport Management or Office for Business Development		
2. Vessel's Roll Book – to be presented		Tug and Towing Boat Services Company		
3. Passenger Manifest /Crew List – one (1) photocopy		Tug and Towing Boat Services Company		
4. Duly signed Inward Coasting Manifest – one (1) original copy		Tug and Towing Boat Services Company		
5. Vessel Information Sheet – one (1) photocopy		Tug and Towing Boat Services Company		
6. Ship's Particular – one (1) photocopy		Tug and Towing Boat Services Company		
7. Computation Sheet – three (3) original copy		PPMC Office for Finance or Office for Airport Management		
8. PPMC Certificate of Accreditation/ Permit to Operate – one (1) photocopy		Tug and Towing Boat Services Company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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<p>1. Submit documents for Undocking Permit</p> <p>OR</p> <p>For Online Submission: Email the complete set of documents for Undocking Permit to <i>poropointfreeportzone@gmail.com</i></p>	<p>1. Checks/verifies the completeness of the submitted documents</p> <p>Checks for any violation, hold departure order, or such other similar orders or issuances.</p> <p>Issues Docking/Undocking/Shifting</p>	<p>None</p>	<p>15 minutes</p>	<p><i>VP for Airport Management</i> <i>Office for Airport Management</i></p> <p><i>Business Development Manager</i> <i>Office for Business Development</i></p> <p><i>Business Development Officer</i></p>
	<p>Order Form to the Tug and Towing Boat Company Representative.</p> <p>For vessels that are exempted from port charges, PPMC proceeds to Departure Clearance procedure</p>			<p><i>Office for Business Development</i></p>
<p>2. Submits the accomplished Docking/Undocking/Shifting Order Form</p> <p>OR</p> <p>For Online Submission: Email the accomplished Docking/Undocking/Shifting Order Form to <i>poropointfreeportzone@gmail.com</i></p>	<p>2. Provides assessment by checking and verifying the completeness of the submitted documents and entries on the Docking/Undocking/Shifting Order Form</p> <p>Checks for any violation, hold departure order, or such other similar orders or issuances and compute charge/s against the vessel, if applicable.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>VP for Airport Management</i> <i>Office for Airport Management</i></p>



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	2.1 Prepares Computation Sheet for Charges on Vessel	None	30 minutes	VP for Airport Management Office for Airport Management Finance Manager Office for Finance
	2.2 Provides the client the Computation Sheet and inform client to proceed to the Cashier for payment.	None	10 minutes	VP for Airport Management Office for Airport Management
3. Proceeds to Cashier and presents the Computation Sheet for Charges on Vessel for payment	3. Cashier checks the Computation Sheet	<u>Usage Fee</u> <u>Domestic Vessel):</u>	15 minutes	Cashier Office for Finance
<p>OR</p> <p>Payment may also be done through bank payment; details are as follows:</p> <p>Name of Bank: <i>Landbank of the Philippines, San Fernando, La Union Branch</i></p> <p>Account Name: <i>Poro Point Management Corporation</i></p> <p>Current Account Number: <i>0202021824</i></p> <p>Upon payment, applicants are required to submit their proof of payment and email it to <i>ppmc.finance15@gmail.com</i> in order for PPMC to issue an Official Receipt</p>	<p>Check for BIR Form 2307</p> <p>Receives payment and issues Official Receipt</p>	<p>1. Private Pier (with PTO) - PhP0.40 x GRT x No. of Days</p> <p>2. Government Pier a. 6 to 100 GRT - PhP82.00 x No. of Days b. Over 100 GRT - PhP0.80 x GRT x No. of Days</p>		



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<p>4. Present Official Receipt (OR) for the payment of charges on vessels</p> <p>OR</p> <p>For Online Submission: Email the proof of payment of charges on vessels to poropointfreeportzone@gmail.com</p>	<p>4. Checks/verifies payment of charges on vessels</p>	<p>None</p>	<p>5 minutes</p>	<p><i>VP for Airport Management</i> <i>Office for Airport Management</i></p>
	<p>4.1 Prepares Report and Recommendation to the President and CEO for approval of the Undocking Permit</p>	<p>None</p>	<p>30 minutes</p>	<p><i>VP for Airport Management</i> <i>Office for Airport Management</i></p>
	<p>4.2 Review recommendation and approve/disapprove the Undocking Permit</p>	<p>None</p>	<p>1 hour</p>	<p><i>President and CEO</i> <i>Office of the President & CEO</i></p>
	<p>4.3 Notify the client of the approval or disapproval of the Undocking Permit</p> <p>If approved, Stamps the manifest and vessel's roll book "ENTERED"</p>	<p>None</p>	<p>10 minutes</p>	<p><i>VP for Airport Management</i> <i>Office for Airport Management</i></p>
<p>5. Receive signed and approved Undocking Permit</p>	<p>5. Issues signed and approved Undocking Permit</p>	<p>None</p>	<p>5 minutes</p>	<p><i>VP for Airport Management</i> <i>Office for Airport Management</i></p>

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<p>6. Vessel leaves port before expiration of the clearance or otherwise the same shall be revalidated</p>	<p>6. Ensures the vessels departure at the port. As per report from the vessel, records the time of departure on the Vessel's Logbook.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Security Officer</i> Office for Regulatory Services</p>
<p>TOTAL:</p>		<p><u>Usage Fee</u> <u>(Domestic Vessel):</u> 1. Private Pier (with PTO) - PhP0.40 x GRT x No. of Days 2. Government Pier a. 6 to 100 GRT - PhP82.00 x No. of Days b. Over 100 GRT - PhP0.80 x GRT x No. of Days</p>	<p>3 hours and 20 minutes</p>	

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Office for Internal Audit

Internal Services



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1. Audit Engagement Plan Preparation

This process commences/proceeds upon approval of the Internal Audit Plan and covers the procedures and requirements for the preparation of Audit Engagement Plan.

Office or Division:	Office for Internal Audit			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	PPMC Board of Directors and Board Audit & Risk Oversight Committee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Instruct and authorized the Internal Auditor to conduct audit	1. Receive instruction from the Board of Directors/Board Audit Committee or Execute the Audit Plan. Document understanding of the process to be audited. Determine audit objectives, scope, criteria, audit evidence, target date and time budget obtained from the approved audit plan.	None	1 working day	<i>Internal Auditor</i> Office for Internal Audit
	1.1 Gathers and reviews applicable criteria (laws, policies and regulations) and pertinent records/documents of the audited process in order to obtain a general overview of the operations.	None	3 working days	<i>Internal Auditor</i> Office for Internal Audit
	1.2 Prepares the Audit Program which provides guidelines for action during the execution phase of the audit.	None	2 working days	<i>Internal Auditor</i> Office for Internal Audit
	TOTAL:	None	6 working days	



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2. Audit Execution

This process covers the procedures and requirements for the execution of audit.

Office or Division:	Office for Internal Audit			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	PPMC Board of Directors and Board Audit & Risk Oversight Committee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Conduct entry conference with the auditee.	None	4 hours	<i>Internal Auditor</i> Office for Internal Audit
	1.1 Conduct Audit Fieldwork (Conduct compliance audit and system/process audit).	None	19 working days	<i>Internal Auditor</i> Office for Internal Audit
	1.2 Conduct exit conference with the auditee. Transmit draft report with request for a written response.	None	4 hours	<i>Internal Auditor</i> Office for Internal Audit
	TOTAL:	None	20 working days	

3. Audit Reporting

This process covers the procedures and requirements for the reporting of the audit results.

Office or Division:	Office for Internal Audit			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	PPMC Board of Directors and Board Audit & Risk Oversight Committee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Develop audit findings and recommendations	None	5 working days	<i>Internal Auditor</i> Office for Internal Audit



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	1.1 Incorporate the auditee's response to the audit report.	None	1 working day	<i>Internal Auditor</i> Office for Internal Audit
	1.2 Prepare rejoinder to the response as necessary.	None	3 working days	<i>Internal Auditor</i> Office for Internal Audit
	1.3 Finalize the Audit Report.	None	10 working days	<i>Internal Auditor</i> Office for Internal Audit
2. Receive the Final Audit Report	2. Present the Final Audit Report for approval of the Board of Directors/ Audit & Risk Oversight Committee. Furnish the auditee of the approved Audit Report.	None	1 working day	<i>Internal Auditor</i> Office for Internal Audit
	TOTAL:	None	20 working days	

4. Follow-up Audit

This process covers the procedures and requirement for the conduct of follow-up audit.

Office or Division:	Office for Internal Audit			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	PPMC Board of Directors and Board Audit & Risk Oversight Committee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Execute Follow-up Audit per Audit Plan. Monitor implementation of approved audit findings and recommendations. Resolve non implementation/ inadequate implementation of audit	None	10 working days	<i>Internal Auditor</i> Office for Internal Audit



	recommendations			
	1.1 Prepares the draft Follow-up Audit Report. Discuss with concerned Office the result of audit.	None	8 working days	<i>Internal Auditor</i> Office for Internal Audit
	1.2 Finalize the Follow-up Audit Report.	None	1 working day	<i>Internal Auditor</i> Office for Internal Audit
2. Receive the Final Follow-up Audit Report	2. Present the Final Follow-up Audit Report for approval of the Board of Directors/ Audit & Risk Oversight Committee.	None	1 working day	<i>Internal Auditor</i> Office for Internal Audit
	TOTAL:	None	20 working days	

5. Post Audit of Financial Records

This process covers the procedures and requirement for the conduct of Post Audit of Financial Records.

Office or Division:	Office for Internal Audit			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail:	PPMC Board of Directors and Board Audit & Risk Oversight Committee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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	1. Execute Post audit of Financial Records per Audit Plan. Evaluate financial transactions, documentation, accounting entries and data.	None	5 working days	<i>Internal Auditor</i> Office for Internal Audit
	1.1 Review internal control policies, perform test of controls and compare financial records.	None	4 working days	<i>Internal Auditor</i> Office for Internal Audit
	1.2 Prepare the draft Audit Report as necessary and discuss with concerned Office the result of audit.	None	10 working days	<i>Internal Auditor</i> Office for Internal Audit
2. Receive the Final Audit Report	2. Finalize the Audit Report and present it for approval of the Board of Directors/ Audit & Risk Oversight Committee.	None	1 working day	<i>Internal Auditor</i> Office for Internal Audit
	TOTAL:	None	20 working days	

6. Audit of Execution & Implementation of Board Resolution

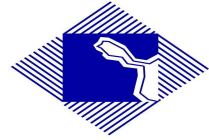
This process covers the procedures and requirement for the conduct of Audit of Execution & Implementation of Board Resolutions.

Office or Division:	Office for Internal Audit			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail:	PPMC Board of Directors and Board Audit & Risk Oversight Committee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



	<p>1. Execute Audit of Execution & Implementation of Board Resolutions per Audit Plan.</p> <p>Summarize Board Resolutions approved by the Board of Directors.</p>	None	1 working day	<i>Internal Auditor</i> Office for Internal Audit
	1.1 Evaluate execution and implementation by Management. Prepare Report.	None	1 working day	<i>Internal Auditor</i> Office for Internal Audit
2. Receive the Final Audit Report	2. Present report for the information of the Board of Directors/ Audit & Risk Oversight Committee.	None	1 working day	<i>Internal Auditor</i> Office for Internal Audit
	TOTAL:	None	3 working days	

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VI. FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Answer the Stakeholder Feedback Form and drop it at the following designated area:</p> <ul style="list-style-type: none"> - PPMC Administrative Office - Customs Clearance Area - PPMC Security Operations Center - San Fernando Airport Office <p>Contact Information:</p> <ul style="list-style-type: none"> - PPMC Administrative Office: (072) 242-0684 - Customs Clearance Area: (072) 607-5365 - PPMC Security Operations Center: (072) 888-5955 - San Fernando Airport Office: (072) 607-5648 <p>Email: poroportfreeportzone@gmail.com</p>
How feedbacks are processed	<p>Every day, after the end of office hours, the designated employee per area opens the drop box and compiles and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone numbers:</p> <ul style="list-style-type: none"> - PPMC Administrative Office: (072) 242-0684 - Customs Clearance Area: (072) 607-5365 - PPMC Security Operations Center: (072) 888-5955 - San Fernando Airport Office: (072) 607-5648

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<p>How to file a complaint</p>	<p>A. Format of Complaints</p> <ol style="list-style-type: none">1. All Official Complaints may be filed only in Written Format duly signed by the Complainant; and2. Addressed to Poro Point Management Corporation (PPMC) and/or the PPMC President and CEO.
	<p>B. Contents of the Complaints</p> <ol style="list-style-type: none">1. Complainant must indicate the following:<ol style="list-style-type: none">a. Full name of the Complainant(s);b. Contact details, including: Mailing Address and/or Telephone Number;c. Concern/Interest/Legal Standing on the issue sought to be addressed; andd. Personality (Whom among those above-stated valid complainants is being represented).2. Name of the specific PPMC Office and/or PPMC Officer/Employee(s) concerned.3. Date of the initial letter of request by the Complainant to PPMC, attached as Annex A (“Complainant’s Receiving Copy”) with an indication whether or not PPMC acknowledged receiving thereof within fifteen (15) days from receipt.4. Date of the official PPMC response letter (if any) attached as Annex B.5. Indicate the specific action being requested and the official action taken by PPMC (if any).6. Full and complete signature of the Complainant or their authorized Representative. <ol style="list-style-type: none">1. Written Letters: Gov. Joaquin L. Ortega Avenue, Poro Point Freeport Zone, Poro, City of San Fernando, La Union2. Electronic Mail: poropointfreeportzone@gmail.com

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<p>How complaints are processed</p>	<p>Procedure for Filing Complaints:</p> <p>STEP 1: File the WRITTEN COMPLAINT to address indicated and/or the electronic mail address of PPMC.</p> <p>STEP 2: The PPMC shall acknowledge receipt of the Complaint within fifteen (15) days from receipt thereof.</p> <p>STEP 3: The PPMC shall transmit the Complaint to the responsible supervising officers, copy furnishing the PPMC President and CEO within five (5) days from receipt.</p> <p>STEP 4: The PPMC, through its Legal Counsel, shall inform the Officer/Employee concerned and give him fifteen (15) days from notice for filing a Counter-Affidavit to the Complaint.</p>
	<p>STEP 5: The Legal Counsel shall review and analyze the information in the Complaint and the Counter-Affidavit within thirty (30) days from the receipt of the last document filed. It shall thereafter make its recommendation to the President.</p> <p>STEP 6: An Office Order shall be issued by the President and CEO indicating the official action taken by PPMC and the same shall be copy furnished to the Complainant as well as the PPMC Officer/Employee concerned.</p> <p>STEP 7: The PPMC shall provide fifteen (15) days from the receipt of either party to file for a Motion for Reconsideration of the Office Order. A decision on the Motion for Reconsideration shall be made within fifteen (15) days therefrom and no further Reconsideration shall be permitted thereafter.</p> <p>STEP 8: The Office Order shall become final after fifteen (15) days from its issuance thereof if no Motion for Reconsideration is filed or fifteen (15) days after the decision on the Motion for Reconsideration. The Office Order shall then be implemented within ten (10) days from its finality.</p>
<p>Contact Information of CCB, PCC, ARTA</p>	<p>ARTA: complaints@arta.gov.ph 1-ARTA (2782)</p> <p>PCC: 8888</p> <p>CCB: 0908-881-6565 (SMS)</p>

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VII. LIST OF OFFICES

Office	Address	Contact Information
Board of Directors	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 242-4016 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
Office of the President and CEO	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 242-4016 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
Corporate Planning	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 242-4016 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
PR and Community Development	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 242-4016 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
Office for Regulatory Services – Enterprise Regulations	Customs Clearance Area Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 607-5365 Fax No.: (072) 242-0683 Email: regserv_poropointfreeport@yahoo.com Website: www.poropointfreeport.gov.ph
Office for Regulatory Services – Environmental Management and Health Services	Customs Clearance Area Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 607-5365 Fax No.: (072) 242-0683 Email: regserv_poropointfreeport@yahoo.com Website: www.poropointfreeport.gov.ph
Office for Regulatory Services – Zone Security and Public Safety	PPMC Security Operations Center Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 888-5955 Fax No.: (072) 242-0683 Email: regserv_poropointfreeport@yahoo.com Website: www.poropointfreeport.gov.ph

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PORO POINT MANAGEMENT CORPORATION

Office for Airport Management	San Fernando Airport Office Mayor Lorenzo Dacanay Avenue Poro Point Freeport Zone Canaoay, City of San Fernando, La Union	Telephone No.: (072) 607-5648; 607-5649 Fax No.: (072) 607-5648 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
Office for Human Resources and Administration	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 242-0684 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
Office for Infrastructure Management Office	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 888-5956 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
Office for Business Development	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 888-5956 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
Office for Finance	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 888-5954 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
Office of the Legal Counsel	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 888-5954 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph
Office for Internal Audit	PPMC Administrative Office Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone City of San Fernando, La Union	Telephone No.: (072) 888-5954 Fax No.: (072) 242-0683 Email: poropointfreeportzone@gmail.com Website: www.poropointfreeport.gov.ph

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