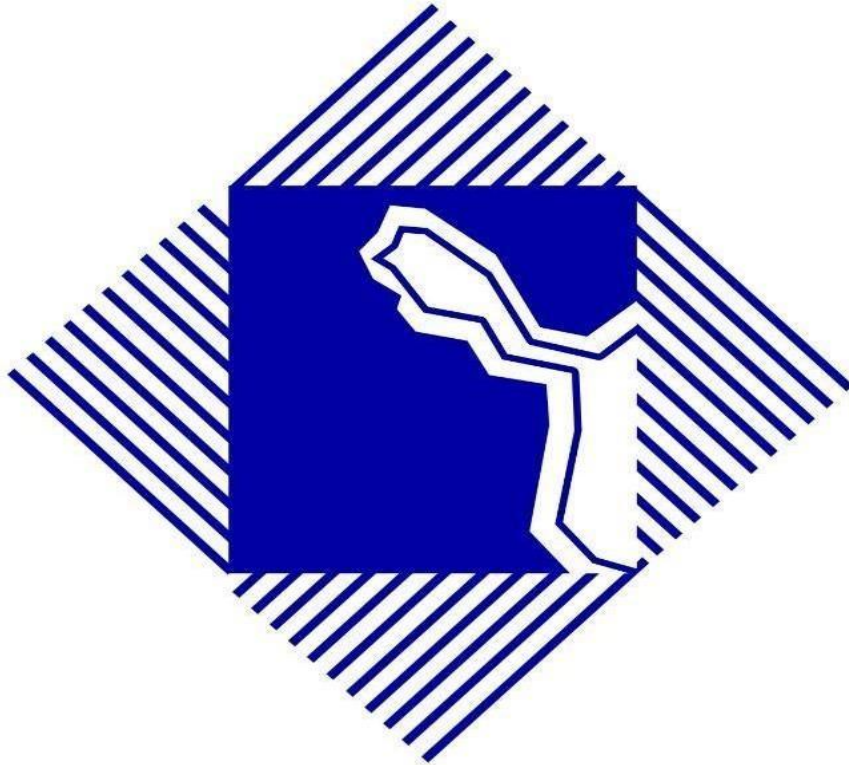


PORO POINT MANAGEMENT CORPORATION



PORO POINT MANAGEMENT CORPORATION

CITIZEN'S CHARTER

2024 (6th 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:

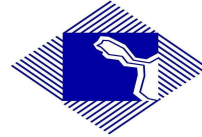
“By 2028, Poro Point Freeport Zone shall be an Innovative Economic Engine of Growth in the North.”

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 the conservation and protection of our environment and natural resources
- To promote a Culture of Organizational Excellence anchored on Strategic and Equitable partnerships and collaboration.

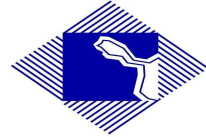
IV. Service Pledge:

“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.”



V. LIST OF SERVICES

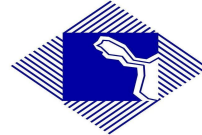
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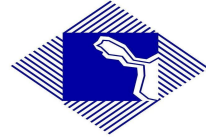


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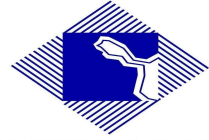
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PORO POINT MANAGEMENT CORPORATION

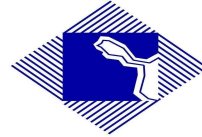
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PORO POINT MANAGEMENT CORPORATION

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	

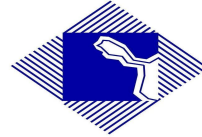


PORO POINT MANAGEMENT CORPORATION

2. Request for Information

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

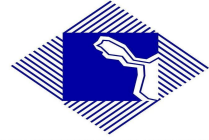
Office or Division:	Office of the President and CEO			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2B – Government to Businesses			
Who may avail:	All Government Agencies, LGUs, GOCCs and other Government Instrumentalities; PPFZ Locators and various business enterprises 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/</i> <i>Authorized PPMC</i> <i>Office/Employee</i>
2. Receive requested information	2. Issue documentary information/s	None	3 Minutes	<i>Responsible/</i> <i>Authorized PPMC</i> <i>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 REQUIREMENTS		WHERE TO SECURE		
1. Memorandum/Letters/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
Community Development
External Services



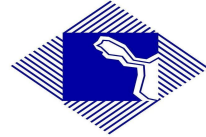
PORO POINT MANAGEMENT CORPORATION

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.

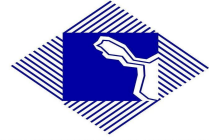
This service covers the approval of requests and proposals for projects of the various impact communities of the Poro Point Freeport Zone pertaining to any of the components of the PPMC's CSR Program.

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



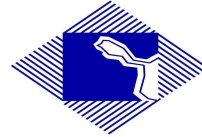
PORO POINT MANAGEMENT CORPORATION

	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

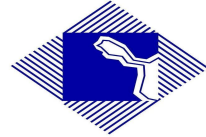
Board of Directors – Board Secretariat External Services



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

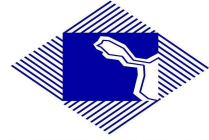
Provision of Board Meeting-related documents such as Minutes of Meetings, attendance and audio recordings.

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	



PORO POINT MANAGEMENT CORPORATION

Office for Business Development External Services



PORO POINT MANAGEMENT CORPORATION

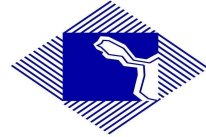
1. Application for Lease or Sublease of Areas and Approval of Business Proposals and Projects

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).

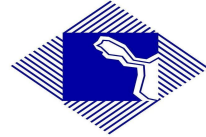
Office or Division:	Office for Business Development		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses; G2G – Government to Government		
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization, 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			
i. Bank Certificates of Credit Line or Deposit – one (1) original copy		i. Applicable Bank/s of the Clients availing the service	
ii. Audited Financial Statement for the last three years of operation, if applicable – one (1) photocopy		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>For Online Submission:</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>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> Office for Infrastructure Management</p>



PORO POINT MANAGEMENT CORPORATION

<p>4. Review the Terms and Conditions of the Contract of Lease/Lease Agreement</p>	<p>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</p>	<p>None</p>	<p>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>Legal Counsel</i> Office for Legal</p>
<p>5. Submits approval and/or comments on the Terms and Conditions of the Contract of Lease/Lease Agreement</p>	<p>5. Prepare draft Contract of Lease/Lease Agreement and send to the Office of the Government Corporate Counsel (OGCC) for review</p>	<p>None</p>	<p>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>Legal Counsel</i> Office for Legal</p>
	<p>5.1 Prepares Report and Recommendation to the President and CEO for approval and endorsement to the PPMC Board.</p> <p><i>Note: Contract Review of OGCC already received by PPMC</i></p>	<p>None</p>	<p>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>



				<i>VP for Airport Management Office for Airport Management</i>
	5.2 Review recommendation and endorse approval of application to the PPMC Board	None	1 day	<i>President and CEO Office of the President & CEO</i>
	5.3 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>
	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	<i>Business Development Manager Office for Business Development Business Development Officer Office for Business Development VP for Airport Management Office for Airport Management</i>
6. Proceed to the PPMC Business Development Office to sign the Contract of Lease/Lease Agreement OR Original Copies of Contract of Lease/Lease Agreement will be sent to the applicant/client via courier	6. Signing of the Contract of Lease/Lease Agreement by the applicant/client	None	4 hours	<i>Business Development Manager Office for Business Development Business Development Officer Office for Business Development VP for Airport Management Office for Airport Management</i>



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	6.1 Signing of the Contract of Lease/Lease Agreement by PPMC President and CEO	None	1 day	President and CEO Office of the President and CEO
	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	Business Development Manager Office for Business Development Business Development Officer Office for Business Development
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	

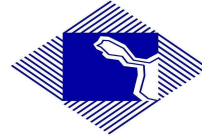
Note: The 17 Working Days may be extended for another 17 Working Days (only once) subject to notification prior to the lapse of the processing time and acknowledgment of the applicant of the notification

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)

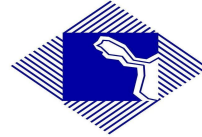
Processing and Evaluation of Application for PPFZ Registration and Grant of Incentives listed in the Philippines' Strategic Investment Priority Plan (SIPP) using the Fiscal Incentives Registration and Monitoring System (**FIRMS**).

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.

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	

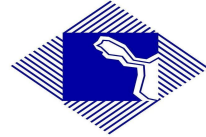


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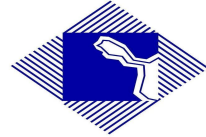
10. Certification or Proof of Loan Obtained	Applicable Bank/s and/or Lending Institutions of the Clients availing the service
11. Latest Audited Financial Statements (Applicable)	Auditing Firm of the Clients availing the service
12. Notarized Activity/Project Undertaking	Client availing the service
13. 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> Office for Business Development

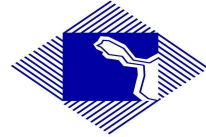


				<i>VP for Airport Management Office for Airport Management</i>
<p>3. Sign in to FIRMS account</p> <p>Accomplish/fill out the requested information in the FIRMS Application Forms</p> <p>Attach the Documentary Requirements and submit application</p>	<p>3. Receive notification of submission of application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



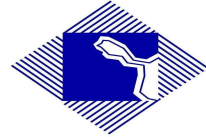
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	Furnish the PPMC Finance Office copy of Order of Payment			Office for Business Development <i>VP for Airport Management</i> Office for Airport Management <i>Finance Manager</i> Office for Finance
5. Proceed to the PPMC Office and pay the required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

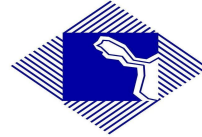


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	<p>5.1 Prepares Notice of Official Acceptance</p> <p>Issues to the applicant/client the Notice of Official Acceptance</p> <p>Tags the submission as complete</p>	<p>None</p>	<p>2 hours</p>	<p><i>Business Development Manager</i> Office for Business 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 President and CEO for approval and endorsement to the PPMC Board</p>	<p>None</p>	<p>1 day</p>	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p>



				<i>VP for Airport Management Office for Airport Management</i> <i>Finance Manager Office for Finance</i>
	5.4 Review recommendation and endorse approval of application to the PPMC Board	None	1 day	<i>President and CEO Office of the President & CEO</i>
	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 Office for Business Development</i> <i>Business Development Officer Office for Business Development</i> <i>VP for Airport Management Office for Airport Management</i>
	<i>For investments above PhP1 billion</i> 5.7 Prepares and submits/endorses PPMC's recommendation for the approval or disapproval of the application for tax incentives to the Fiscal Incentives Review Board (FIRB) Upload PPMC Evaluation Report and the CBA	None	4 hours	<i>Business Development Manager Office for Business Development</i> <i>Business Development Officer Office for Business Development</i> <i>VP for Airport Management</i>



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				Office for Airport Management
	<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>Business Development Manager</p> <p>Office for Business Development</p> <p>Business Development Officer</p> <p>Office for Business Development</p> <p>VP for Airport Management</p> <p>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)

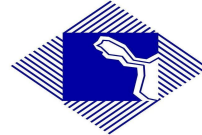
The generation and issuance of Certificate of Registration (COR) using the Fiscal Incentives Registration and Monitoring System (**FIRMS**) commences/proceeds upon approval of the application of PPFZ Registration and Grant of Incentives.

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.

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	<p>1. Draft Registration Terms and Conditions and discussed with the applicant/client</p> <p>Upload the Registration Terms and Conditions and list of documentary requirements and registration fee</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>2. Pay the Registration Fee</p> <p>Submit/upload signed Terms and Conditions and other documentary requirements</p>	<p>2. Review signed Terms and Conditions and documentary requirements submitted</p> <p>Notifies/tags applicant/client of incomplete submission (if any)</p>	Registration Fee = PhP5,000.00	2 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>
3. Submits complete information and/or documents	<p>3. Review and evaluate submissions</p> <p>Notifies/Tags the applicant/client of complete submission</p>	None	2 days	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p>



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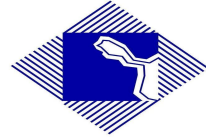
	Generate Certificate of Registration (COR)			VP for Airport Management Office for Airport Management
TOTAL		Registration Fee = PhP5,000.00	7 Working Days	

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

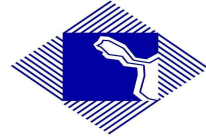
Granting of Request for Use of the Poro Point Baywalk Events Center and other areas inside the Poro Point Freeport Zone for various Events and Activities

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	
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	



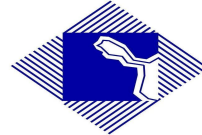
PORO POINT MANAGEMENT CORPORATION

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				
	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

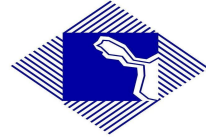


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<p>2. Submit the duly filled-out and signed Poro Point Baywalk and Events Center Reservation Form and requirements to the PPMC Business Development Office</p> <p>OR</p> <p>For Online Submission: Email the form &</p>	<p>2. Receive Poro Point Baywalk 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</p>	<p>None</p>	<p>1 day</p>	<p><i>Business Development Manager</i> Office for Business Development</p> <p><i>Business Development Officer</i> Office for Business Development</p>				
<p>requirements to ppmc.businessdevelopment@gmail.com</p>								
	<p>2.1 Approval of the application/request</p>	<p>None</p>	<p>1 day</p>	<p><i>President and CEO</i> Office of the President and CEO</p>				
	<p>2.2 Notify the applicant/client of the approval of the application/request and require payment of the Fee and Refundable Bond</p>	<p>None</p>	<p>1 hour</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. Proceed to the PPMC Finance Office and pay the required Fee and Bond</p> <p>OR</p> <p>Payment may also be done</p>	<p>3. Receive payment and issue Official Receipt</p>	<p>1. BAYWALK FEE</p> <table border="1" data-bbox="737 1675 1010 2004"> <tr> <td data-bbox="737 1675 858 2004">For Private Companies, Agencies, Corporations, Persons, Organi</td> <td data-bbox="858 1675 1010 1794">Daytime Rate: PhP1,500.00/hour</td> </tr> <tr> <td></td> <td data-bbox="858 1794 1010 2004">Night time Rate: PhP2,500.00/hour</td> </tr> </table>	For Private Companies, Agencies, Corporations, Persons, Organi	Daytime Rate: PhP1,500.00/hour		Night time Rate: PhP2,500.00/hour	<p>10 minutes</p>	<p><i>Cashier</i> Office for Finance</p> <p><i>Finance Manager</i> Office for Finance</p>
For Private Companies, Agencies, Corporations, Persons, Organi	Daytime Rate: PhP1,500.00/hour							
	Night time Rate: PhP2,500.00/hour							

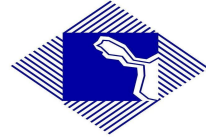


<p>through bank payment; details are as follows:</p> <p>Name of Bank: <i>Landbank of the Philippines, San Fernando, La Union Branch</i></p> <p>Account Name: <i>Poro Point Management Corporation</i></p> <p>Current Account Number: <i>0202021824</i></p>		<p>zations and Associations</p>			
<p>Upon payment, 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>



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	AFTER THE EVENT 4.1 Prepare Certificate of Cleanliness of the Venue and furnish copies to Finance Office and Business Development Office	None	1 hour	<i>VP for Infrastructure Management Office for Infrastructure Management</i>
5. Submit request for refund of the bond to the PPMC Finance Office OR For Online Submission: Email the request for refund of the bond to <u>ppmc.finance15@gmail.com</u>	5. Receive request and prepare check	None	2 days	<i>Finance Manager Office for Finance</i> <i>Accountant Office for Finance</i>
6. Proceed to the PPMC Finance Office	6. Release check	None	10 minutes	<i>Cashier Office for Finance</i> <i>Finance Manager Office for Finance</i>
TOTAL		1. BAYWALK FEE		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	Daytime Rate: PhP1,000.00/hour	



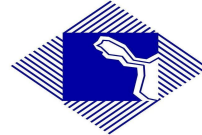
	Local Government Units	Night time Rate: PhP2,000.00/hr		
	2. REFUNDABLE CLEANLINESS BOND: PhP3,000.00			

5. Granting of Requests for Data/Information and Reports

Granting of Requests for Data/Information and Reports

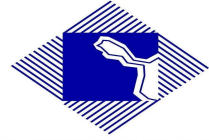
Office or Division:	Office for Business Development
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens; G2B – Government to Businesses and G2G – Government to Government
Who may avail:	Any person, firm, association, partnership, corporation or any form of business organization and 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



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	<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>
	1.3 Review and approval/disapproval of the request	None	2 days	<i>President & CEO</i> Office of the President and CEO
	1.4 Notify and provide to the applicant/client the requested data/information	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	



PORO POINT MANAGEMENT CORPORATION

Office for Regulatory Services
Enterprise Regulations
External Services



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 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

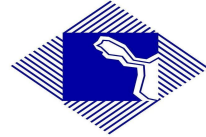
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PPFZ Certificate of Registration	Poro Point Management Corporation
2. Compliance with Registration Terms and Conditions	Client availing the service
3. Proof of Performance Metric Attainment and/or Justification for non-compliance	Client availing the service
4. Annual Report of beneficial ownership of the organization and related parties	Client availing the service
5. Duly accomplished/filled out FIRMS online CETI Form	Client availing the service
6. Other Supporting Documents as may be required by PPMC	Client availing the service
7. Proof of Payment of Certificate of Entitlement to Tax Incentives (CETI) Fee	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> Office for Enterprise Regulations



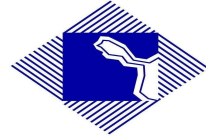
PORO POINT MANAGEMENT CORPORATION

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



PORORO POINT MANAGEMENT CORPORATION

				<i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations <i>Vice President for Airport Management</i> Office for Airport Management
	3.1. Prepares an evaluation report and recommendation to the President and CEO for approval	None	1 work day	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations <i>Vice President for Airport Management</i> Office for Airport Management
	3.2. Review recommendation and approval of application	None	5 working days	<i>President and CEO</i> Office of the President & CEO
4. Receives notification on PPMC action	4. Notifies/Tags the applicant/client of the approval or disapproval of the application If approved, notify the applicant/client of the payment of CETI Fee	None	1 working day	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations



PORO POINT MANAGEMENT CORPORATION

				<p><i>Vice President for Airport Management</i></p> <p>Office for Airport Management</p>
<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>	<p>5. Accept/Check proof of payment and issue official receipt</p>	<p>CETI Fee = PhP5,000.00</p>	<p>1 working day</p>	<p><i>Enterprise Regulations Officer</i> Office for Enterprise Regulations</p> <p><i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations</p> <p><i>Vice President for Airport Management</i></p> <p>Office for Airport Management</p>
<p>6. Receive the approved Certificate of Entitlement to Tax Incentives (CETI)</p>	<p>6. Generate Certificate of Entitlement to Tax Incentives (CETI) and issue to the applicant/client</p>	<p>None</p>	<p>1 working day</p>	<p><i>Enterprise Regulations Officer</i> Office for Enterprise Regulations</p> <p><i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations</p>



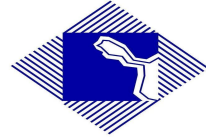
PORO POINT MANAGEMENT CORPORATION

				<i>Vice President for Airport Management</i> Office for Airport Management
TOTAL		CETI Fee = PhP5,000.00	14 working days	

2. Renewal of Existing Certificate of Registration

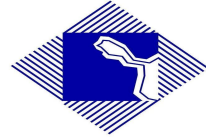
A Registered Business Enterprise (RBE) of Poro Point Management Corporation who is a holder of a PPFZ Certificate of Registration (CR) may renew its existing certificate of registration upon expiration of the previously issued CR. The Certificate of Registration shall be the RBE's license to operate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

Office or Division:	Office for Enterprise Regulations
Classification:	Complex
Type of Transaction:	G2B - Government to Business
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, doing business inside the Poro Point Freeport Zone
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



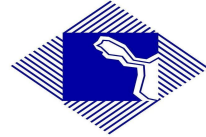
PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submission by the client of the complete Documentary Requirements to the Customs Clearance Area (CCA).</p> <p>OR</p> <p>For Online Submission: Email the requirements to regserv.poropointfreeport@gmail.com</p>	<p>1. Receive from the client complete documentary requirements</p>	<p>None</p>	<p>40 minutes</p>	<p><i>Enterprise Regulations Officer</i> Office for Enterprise Regulations</p> <p><i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations</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> Office for Enterprise Regulations</p> <p><i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations</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>Vice President for Airport Management</i> Office for Airport Management</p> <p><i>Enterprise Regulations Officer</i> Office for Enterprise Regulations</p>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
<p>2. Pay the required fees</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>	2. Receive payment and issue Official Receipt	<p>Filing Fee- Php2,000.00</p> <p>Processing Fee- Php2,000.00</p> <p>Certificate of Registration (CR) - Php4,000.00</p> <p>Endorsement to the Bureau of Internal Revenue (BIR) - Php1,000.00</p>	20 minutes	<p><i>Enterprise Regulations Officer</i> Office for Enterprise Regulations</p> <p><i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations</p>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Please transmit copy of the deposit slip to regserv.poropointfreeport@gmail.com				
3. Receive duly signed Certificate of Registration	3. Issue duly signed Certificate of Registration	None	1 working day	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	TOTAL	PhP9,000.00	6 working days	



PORO POINT MANAGEMENT CORPORATION

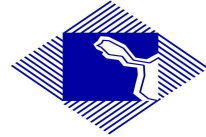
3. Granting of New and Renewal of Existing Certificate of Accreditation or Permit to Operate

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 Enterprise Regulations
Classification:	Complex
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. Valid 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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations



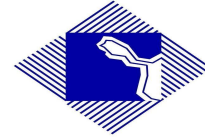
PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Review, evaluate and verify submitted documents	None	1 hour	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	1.3. Prepare Certificate of Accreditation/Permit to Operate, memo recommendation and Statement of Account for recommending approval and signing	None	1 working day	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations <i>Vice President for Airport Management</i> Office for Airport Management
	1.4 Review and sign the Certificate of Accreditation or Permit to Operate	None	5 working days	<i>President & CEO</i> Office of the President and CEO
2. Payment of prescribed Accreditation/Permit to Operate fee OR	2. Receive payment and issue Official Receipt	Processing Fee- Php2,000.00 Endorsement to the Bureau of Internal Revenue (BIR) - Php1,000.00	1 working day	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<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>Certificate of Accreditation or Permit to Operate – Php2,000.00</p>		<p><i>Enterprise Regulations Assistant Office for Enterprise Regulations</i></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 Office for Enterprise Regulations</i></p> <p><i>Enterprise Regulations Assistant Office for Enterprise Regulations</i></p>
	<p>TOTAL</p>	<p>PhP5,000.00</p>	<p>7 working days</p>	



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

PPMC Registered Enterprises or their suppliers and contractors will pay the permit to bring in local article fee of Php250.00 for goods/merchandise and services delivered inside the PPFZ with commodity/service value amounting to above Php3,000.00.

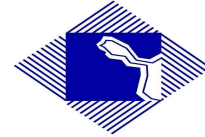
Office or Division:	Office for Enterprise Regulations	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business	
Who may avail:	All duly registered business enterprises inside and accredited enterprises doing business in the PPFZ.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Present 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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	TOTAL	Php250.00	15 minutes	



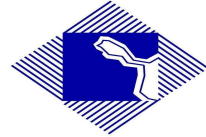
PORO POINT MANAGEMENT CORPORATION

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.

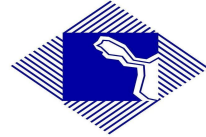
Office or Division:	Office for Enterprise Regulations	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business	
Who may avail:	All duly registered business enterprises doing business in the PPFZ.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Permit to Bring-In (APBI) – four (4) original copies	PPMC Customs Clearance Area – Enterprise Regulations	
2. Upon Application: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations



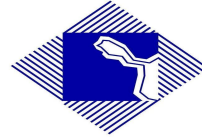
PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Validate submitted documents, affix signature and recommend approval of the President & CEO.	None	2 working days	<i>Vice President for Airport Management</i> <i>Office for Airport Management</i> <i>Enterprise Regulations Officer</i> <i>Office for Enterprise Regulations</i>
	1.2 Review documents, approve and sign the APBI.	None	3 working days	<i>President and CEO</i> <i>Office of the President and CEO</i>
	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> <i>Office for Enterprise Regulations</i> <i>Enterprise Regulations Assistant</i> <i>Office for Enterprise Regulations</i>
2. Pay processing fee.	2. Collect processing fee, issue official receipt, and affix PPMC dry seal to the APBI.	Processing Fee For Commercial Use (Finished Articles for Sale) - PhP250.00 For Non-Commercial use (Raw Materials, Equipment for	3 minutes	<i>Enterprise Regulations Officer</i> <i>Office for Enterprise Regulations</i> <i>Enterprise Regulations Assistant</i>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Processing, or Company Use) - Php100.00 Scrap/ Waste - Php200.00		Office for Enterprise Regulations
	2.1 Release duly approved APBI.	None	5 minutes	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	TOTAL	Processing Fee 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	5 working days	



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

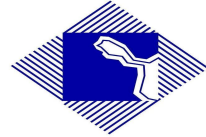
Office or Division:	Office for Enterprise Regulations
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	All duly registered enterprises doing business in the PPFZ.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Permit to Bring-Out (APBO) – four (4) 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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	1.1 Review documents, approve and sign the APBO.	None	1 working day	<i>Vice President for Airport Management</i> Office for Airport Management <i>Enterprise Regulations Officer</i>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Office for Enterprise Regulations
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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	2.1 Release duly approved APBO.	None	5 minutes	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Office for Enterprise Regulations
	3.1 Inspect articles vis-à-vis supporting documents Sign the exit clearance in the APBO	None	3 hours	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations <i>Security Officer</i> Office for Zone Security and Public Safety
	TOTAL	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	1 working day	



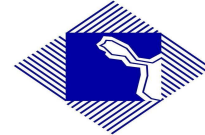
PORO POINT MANAGEMENT CORPORATION

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

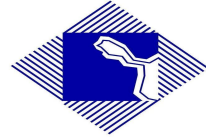
Office or Division:	Office for Enterprise Regulations
Classification:	Complex
Type of Transaction:	G2B - Government to Business
Who may avail:	All duly registered enterprises doing business in the PPFZ.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Permit to Bring-Out (APBO) – four (4) 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 approving signatories	None	1 working day	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Review documents, approve and sign the APBO.	None	3 working days	<p><i>President and CEO</i> Office of the President and CEO</p> <p><i>Vice President for Airport Management</i> Office for Airport Management</p>
2. Pay processing fee.	2. Collect processing fee, issue official receipt, and affix PPMC dry seal.	<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>	5 minutes	<p><i>Enterprise Regulations Officer</i> Office for Enterprise Regulations</p> <p><i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations</p>
	1.1 Release duly approved APBO.	None	5 minutes	<p><i>Enterprise Regulations Officer</i> Office for Enterprise Regulations</p> <p><i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations</p>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	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	4 working days	



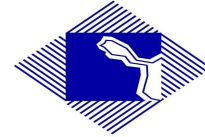
PORO POINT MANAGEMENT CORPORATION

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 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	None	30 minutes	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations



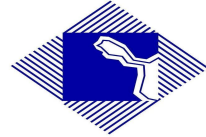
PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Import Permit (AIP).			<i>Enterprise Regulations Assistant Office for Enterprise Regulations</i>
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 Office for Enterprise Regulations</i> <i>Enterprise Regulations Assistant Office for Enterprise Regulations</i>
	2.1 Review documents, approve and sign the AIP.	None	3 working days	<i>President and CEO Office of the President and CEO</i> <i>Vice President for Airport Management Office for Airport Management</i>
	2.2 Notify the applicant/client the approval of application and pay the processing fee	None	30 minutes	<i>Enterprise Regulations Officer Office for Enterprise Regulations</i> <i>Enterprise Regulations Assistant Office for Enterprise Regulations</i>



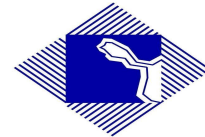
PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																													
3. Pay processing fee.	3. Collect processing fee, issue official receipt, and affix PPMC dry seal.	<p>Processing Fees:</p> <table border="1" data-bbox="762 421 1094 1160"> <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> </table> <table border="1" data-bbox="762 1160 1094 1659"> <tr> <td rowspan="3">With out an App roved Perm it</td> <td>1st O ff e ns e</td> <td>50,000.00 or 1% of the invoice value of goods/items, whichever is higher</td> </tr> <tr> <td>2nd O ff e ns e</td> <td>Php 100,000.00 or 1% of the invoice value of goods/items, whichever is higher</td> </tr> <tr> <td>3rd O ff e ns e</td> <td>200,000.00 and Termination of Lease/Sub-Lease Agreement/Contract</td> </tr> </table> <p><i>Importation of Tax-Exempt Vehicles (TEVs)</i></p> <table border="1" data-bbox="762 1771 1094 2018"> <tr> <td>Processing Fee</td> <td>Php 880.00</td> </tr> <tr> <td>Transfer of Ownership</td> <td>1% on the gross sale and/or compensation received in consideration</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 App roved Perm it	1 st O ff e ns e	50,000.00 or 1% of the invoice value of goods/items, whichever is higher	2 nd O ff e ns e	Php 100,000.00 or 1% of the invoice value of goods/items, whichever is higher	3 rd O ff e ns e	200,000.00 and Termination of Lease/Sub-Lease Agreement/Contract	Processing Fee	Php 880.00	Transfer of Ownership	1% on the gross sale and/or compensation received in consideration	5 minutes	<p><i>Enterprise Regulations Officer</i> Office for Enterprise Regulations</p> <p><i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations</p>
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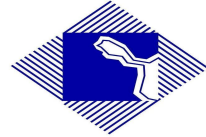
PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			n of the sale, assignment or transfer of any TEV or Php8,800.00, whichever is higher		
	2.2 Release duly approved AIP.	None		5 minutes	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	TOTAL	Processing Fees:		4 working days	
		Processing Fee	Php300.00		
		With No Commercial Value	100.00		
		With Commercial Value Up to US\$1,000.00	100.00		



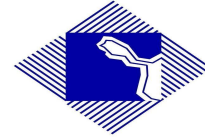
PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE	
		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 O ff e n s e	50,000.00 or 1% of the invoice value of goods/items, whichever is higher		
	2 nd O ff e n s e			Php 100,000.00 or 1% of the invoice value of goods/items, whichever is higher		
	3 rd O ff e n s e			200,000.00 and Termination of Lease/Sub-Lease Agreement/Contr act		
		Importation of Tax-Exempt Vehicles (TEVs)				
		Processing Fee	Php 880.00			
		Transfer of Ownership	1% on the gross sale and/or compensatio n received in consideratio n of the sale,			



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			assignment or transfer of any TEV or Php8,800.00 , whichever is higher		
		<i>Importation of Motor Vehicles</i>			
		TYPE	Processing Fee		
		used Trucks, Special Purpose Vehicle (SPV) and buses	4,000.00 per unit		
		Industrial/ Heavy Equipment	8,000.00 per unit		

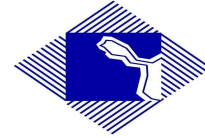


PORO POINT MANAGEMENT CORPORATION

9. Issuance of Export Clearance

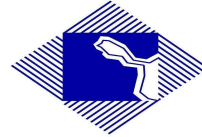
Permit/Clearance issued pursuant to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001) for all exportations needed by the Registered Business Enterprise in 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 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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	1.2 Review documents, approve and sign the AEC.	None	3 working days	<i>President and CEO</i> Office of the President and CEO <i>Vice President for Airport Management</i> Office for Airport Management
2. Receive the approved AEC	2. Release duly approved AEC.	None	10 minutes	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations



PORO POINT MANAGEMENT CORPORATION

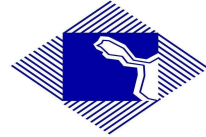
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Enterprise Regulations Assistant Office for Enterprise Regulations</i>
	TOTAL	None	4 working days	

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.

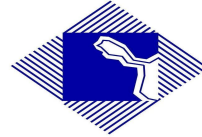
Office or Division:	Office for Enterprise Regulations
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	All suppliers/ contractors/ service providers/ consultants of duly registered/accredited enterprise in the PPFZ.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. 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/	1. Brief applicant of the service Receive and evaluate the application together with the supporting documents	None	5 minutes	<i>Enterprise Regulations Officer Office for Enterprise Regulations Enterprise Regulations Assistant Office for Enterprise Regulations Security Officer</i>



PORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
certification from the PPFZ RBE.				Office for Zone Security and Public Safety
	1.2 Review and validate document. Approve the application	None	5 minutes	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations <i>Security Officer</i> Office for 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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	3.1 Inspect articles/equipment. Release articles/equipment.	None	5 minutes	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i>



PORO POINT MANAGEMENT CORPORATION

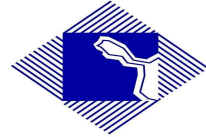
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Office for Enterprise Regulations <i>Security Officer</i> Office for Zone Security and Public Safety
	TOTAL	PhP100.00	18 minutes	

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 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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations



PORORO POINT MANAGEMENT CORPORATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	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 <i>Vice President for Airport Management</i> Office for Airport Management
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> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
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> Office for Enterprise Regulations



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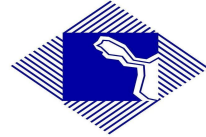
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
	TOTAL	Processing Fee – PhP50.00 per page	30 minutes	

12. REQUEST FOR INSPECTION OF IMPORTED ARTICLES PROCEDURE

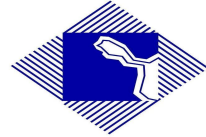
Request for Inspection on permit/s issued in relation to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001), Customs Modernization and Tariff Act or customs 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 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	1. Receive notification and confirm availability	None	3 hours	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i>



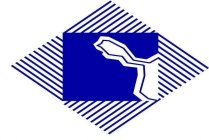
applied articles has arrived at the PPFZ				Office for Enterprise Regulations
2. Secure and submit duly accomplished Request for Inspection (RFI) Form and indicate the applicable permit number, date and time of inspection	1. Issue RFI. Receive duly accomplished RFI with indicated permit number, date and time of inspection	None	5 minutes	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations
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	2. Inspect articles vis-à-vis supporting documents with the Bureau of Customs and other government authority, if necessary	None	1 working day	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations <i>Security Officer</i> Office for Zone Security and Public Safety
	2.1 Release articles and sign the appropriate entry/exit clearance in the permit	None	10 minutes	<i>Enterprise Regulations Officer</i> Office for Enterprise Regulations <i>Enterprise Regulations Assistant</i> Office for Enterprise Regulations



PORO POINT MANAGEMENT CORPORATION

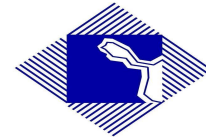
				<i>Security Officer</i> Office for Zone Security and Public Safety
	TOTAL	Processing Fee – NONE	1 working day	

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.



PORO POINT MANAGEMENT CORPORATION

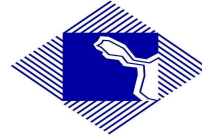
**Office for Regulatory Services
Zone Security and Public Safety
External Services**



1. 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



PORO POINT MANAGEMENT CORPORATION

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	

2. 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</i> Zone Security and Public Safety
TOTAL		None	17 minutes	



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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>



	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	

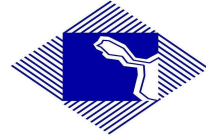
2. Conduct of Performance Evaluation of Security Provider

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>
	1.3 Meeting with Security Officers for the overall	None	2 hours	<i>Senior Security Officer</i>

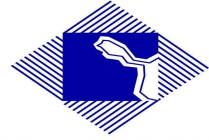


	evaluation of guards' performance duty, skills, bearing, tardiness, completeness of uniform, etc.			Zone Security and Public Safety
	1.4 Check with Security Officers and Detachment Commander if equipment (vehicles, firearms and radios) are complete and functional and in compliance to the TOR of the contract entered into between PPMC and the security service provider.	None	2 hours	Senior Security Officer 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	Senior Security Officer Zone Security and Public Safety Security Officer on Duty Zone Security and Public Safety
	1.6 Check Monthly Accomplishment Report of the Security Provider	None	1 hour	Senior Security Officer Zone Security and Public Safety Security Officer on Duty Zone Security and Public Safety
	1.7 Check List of Violation of Security Guards	None	1 hour	Senior Security Officer Zone Security and Public Safety Security Officer on Duty Zone Security and Public Safety



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

Office for Airport Management External Services



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. E-MAIL 1. Client fills out <i>Airport Hours of Service Extension Request Form</i> (downloadable from https://caap.gov.ph/application-forms/)	Provide client with Form CAAP ORCC AE1-09	None	None	Ground Operations Officer or Duty Officer of the Day Office of Airport Management
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



PORO POINT MANAGEMENT CORPORATION

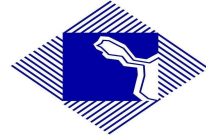
	2.1 Endorse to ATC and wait for approval	None	30 minutes	<i>Ground Operations Officer or Duty Officer of the Day Office of Airport Management Utility Personnel</i>
	2.2 Receive CAAP duly approved Form and send e-copy to Operations Center and await CADAS approval from control tower.	None	30 minutes	<i>Ground Operations Officer or Duty Officer of the Day Office of Airport Management</i>
	2.3 Notify client of the approved the request.	None	6 hours	<i>Ground Operations Officer or Duty Officer of the Day Office of Airport Management</i>
TOTAL		None	Day (8 hours)	

2. Approval of Request to Enter Vehicle at Airside

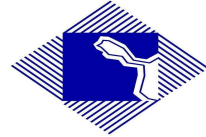
Republic Act No.9497, also known as the Civil Aviation Authority Act of 2008 was enacted on the 23rd of July 2007.

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. 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 Driver'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 or 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 or Duty Officer of the Day</i> Office for Airport Management
	2.2 Notify the Air Traffic Controller through call for approval	None	2 minutes	<i>Ground Handling Officer or Duty Officer of the Day</i> Office for Airport Management



PORO POINT MANAGEMENT CORPORATION

	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	



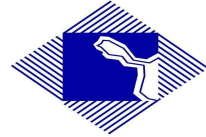
PORO POINT MANAGEMENT CORPORATION

3. Issuance of Notice to Airmen (NOTAM)

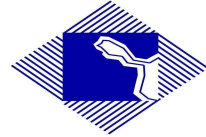
Republic Act No.9497, also known as the Civil Aviation Authority Act of 2008 was enacted on the 23rd of July 2007.

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 Request Form to Ground Handling Officer/Terminal Operations Officer	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



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



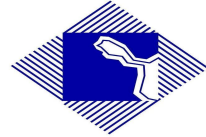
PORO POINT MANAGEMENT CORPORATION

	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

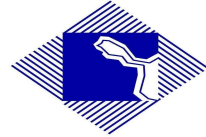
Pursuant to Republic Act 9497 an Act creating the Civil Aviation Authority of the Philippines, authorizing the appropriation of funds therefore, and for other purposes be it enacted by the Senate and House of Representatives of the Philippines in congress assembled this act known as the Civil Aviation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

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.



PORORO POINT MANAGEMENT CORPORATION

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</i> CAAP San Fernando Flight Service Station
	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</i> San Fernando Airport – Crash, Fire and Rescue
	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</i> San Fernando Airport – Crash, Fire and Rescue
	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



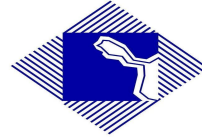
PORO POINT MANAGEMENT CORPORATION

	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	



PORO POINT MANAGEMENT CORPORATION

Office for Human Resources and Administration External Services



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.

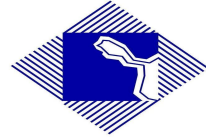
Section 127 Labor Center

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

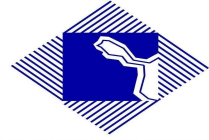
All persons seeking employment within the PPFZ must first register and secure clearance from the PPMC Labor Center. For this purpose, the applicant must provide PPMC information on his / her educational / vocational background and / or work experience and skills, as well as other information as maybe 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	



PORO POINT MANAGEMENT CORPORATION

**Office for Human Resources and
Administration**

Human Resources Management and Development

Internal Services



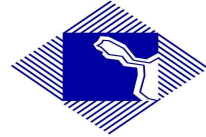
PORO POINT MANAGEMENT CORPORATION

1. Recruitment, Selection and Placement of Personnel

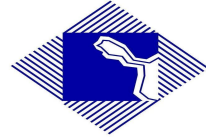
The Company considers its manpower as its important resource. In their hands rest the success of the organization. Each hiring is treated as a long-term investment that has to be protected to ensure efficient performance. Employee selection and placement in the Company is carried out on the basis of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

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

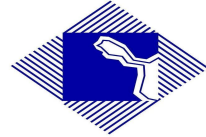
Office or Division:	Office for HR and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Office where there is a need for additional staff/replacement			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSNL Form 2 – Personnel Requisition 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
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> <ul style="list-style-type: none"> • For Heads of Offices: President and CEO; VP for HR and Administration 	None	5 minutes per applicant	<i>HR Assistant</i> Office for HR and Administration



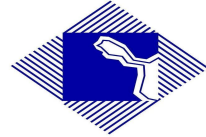
	<ul style="list-style-type: none"> For other positions: VP for HR and Administration; Head of Office Concerned 			
	<p>5.4 Check the completeness of documents submitted and conduct screening of applications</p> <p>After 7 working days of posting the vacancy, prepare a list of applicants who passed the 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
2. Prepare an exam for the applicants	<p>6. Call the applicants for initial interview and examination</p> <p>Prepare examination papers, interview forms and name of reference forms.</p>	None	3 minutes per applicant 15 minutes	<i>HR Assistant</i> Office for HR and Administration
	<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>	None	1 hour	<i>HR Assistant</i> Office for HR and Administration



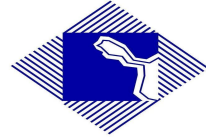
	<i>Concerned or its designated representative)</i>			
	6.2 Conduct initial interview	None	10 minutes per applicant	<i>HR Officer</i> Office for HR and Administration
7. Check the examination	3. Consolidate the results of the examination and initial interview Forward the results to the Head of Office Concerned and VP for HR and Administration	None	15 minutes per applicant	<i>HR Assistant</i> Office for HR and Administration
4. Provide the schedule for the Panel Interview	8. Inform applicants regarding the schedule of Panel Interview Prepare interview forms for the panel interview	None	3 minutes per applicant	<i>HR Assistant</i> Office for HR and Administration
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



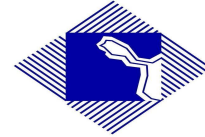
	Prepare a memorandum addressed to the VP for Regulatory Services regarding the conduct of Background Check. Provide the necessary information about the applicant			
	9.3 Contact references for the purpose of background check	None	10 minutes per reference	<i>HR Assistant</i> Office for HR and Administration
	9.4 Conduct market study regarding the conduct of Pre-employment Medical Examination, Drug Testing and Psychological Examination Prepare Purchase Request.	None	1 working day	<i>HR Assistant</i> Office for HR and Administration
	9.5 Conduct Procurement for the conduct of Pre-employment Medical Examination, Drug Testing and Psychological Examination	None	7 working days	Please refer to the procurement process
	9.6 Inform the applicant regarding schedule of Pre-employment Medical Examination, Drug Testing	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>		<p>Depends on the availability of results</p>	
	<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>	<p>None</p>	<p>10 minutes</p>	<p><i>HR Assistant</i> Office for HR and Administration</p>
	<p>9.8 Transmit the endorsement to the Office of the President and CEO and secure approval.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>HR Officer</i> Office for HR and Administration</p>
	<p>9.9 Inform the applicant regarding the schedule of Final Interview</p>	<p>None</p>	<p>3 minutes</p>	<p><i>HR Assistant</i> Office for HR and Administration</p>
	<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>	<p>None</p>	<p>10 minutes</p>	<p><i>HR Officer</i> Office for HR and Administration</p>



	PSNL Form 3 to President and CEO			
	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	



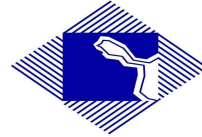
2. Approval of Request for Change of Work Schedule

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		
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</i> Office for HR and Administration
	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</i> Office for HR and Administration
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</i> Office for HR and Administration
	TOTAL:	None	15 minutes	



3. 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	None	4 minutes	<i>Head of Office Concerned</i>
	compensatory time request			
	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>



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	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	

4. 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			
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 Office for HR and Administration</i>
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>



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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	HR Assistant Office for HR and Administration
	3.1 Approval of Application for Leave of Absence	None	5 minutes	Vice President for HR and Administration Office for HR and Administration
	TOTAL:	None	15 minutes	

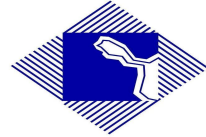
5. Approval of Promotion

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:

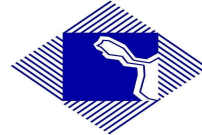
1. A promotion system characterized by strict observance of the merit principles in the selection of employees for promotion to higher position;
2. Equal opportunity for advancement to all qualified and competent employees;
3. A judicious and fair adjudication of protests of aggrieved employees regarding 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 REQUIREMENTS		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 Form (in triplicate copies)				
PSNL Form 27 – Promotion Protest Form (in triplicate copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



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	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</i> Office for HR and Administration
	2.5 Approve PSNL Form 26	None	4 hours	<i>President and CEO</i>
				Office of the President & CEO
	2.6 Prepare employment agreement and PSNL Form 3	None	4 hours	<i>HR Officer</i> Office for HR and Administration
	2.7 Post Notice of Promotion	None	4 hours	<i>HR Assistant</i> Office for HR and Administration
	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</i> Office for HR and Administration
	2.9 Approves employment agreement and PSNL Form 3	None	1 day	<i>President and CEO</i> Office of the President & CEO



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	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	

6. 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 REQUIREMENTS		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



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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>
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	

7. 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)		



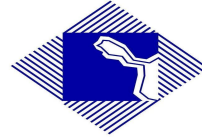
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PSNL Form 28 – Clearance Form (in triplicate copies)		Office for HR and Administration		
PSNL Form 29 – Exit Interview (in triplicate copies)		Office for HR and Administration		
PSNL Form 30 – Release of Quit Claim (in 4 copies)		Office for Finance		
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>
	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	



PORO POINT MANAGEMENT CORPORATION

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



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>



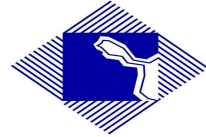
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6. Surrender duly signed RIS Form to the Property Assistant for record purposes	6.1 Receive and file submitted RIS Form Update list of inventory of supplies and materials	None	5 minutes	<i>Property Assistant</i> Office for HR and Administration
	TOTAL: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

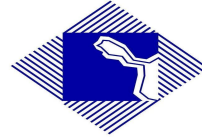


	Prepare Purchase Request			
	2.2 Determine Request if in the Annual Procurement Plan	None	10 minutes	<i>Administrative Officer</i> Office for HR and Administration
	2.3 Procurement Process	None		BAC, BAC Secretariat, Vice President for HR and Administration, President and CEO
	2.4 Prepare Post repair 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

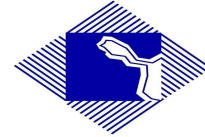
To establish proper procedure in the request for use of vehicles.

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
1. Secure and fill-out Request for Use of Vehicle Form	1. Provide the client with a briefing on the service and its requirements Issue Request for Use of Vehicle Form	None	3 minutes	<i>Administrative Officer</i> Office for HR and Administration



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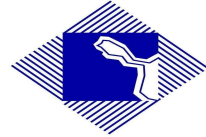
<p>2. A. If within La Union, fill out Vehicle Trip Ticket</p> <p>B. If outside La Union, fill out PSNL Form 11 in triplicate copies and Vehicle Trip Ticket</p>	<p>2. A. Sign duly accomplished Trip Ticket and assign driver (within La Union)</p> <p>2. B. Sign duly accomplished Trip Ticket and PSNL Form 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 Administration upon return</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Driver/Mechanic or Driver/Messenger</i> Office for HR and Administration</p>
	<p>4.2 Prepare Summary of Report of Official travels per month and submit to Administrative Officer</p>	<p>None</p>	<p>6 minutes</p>	<p>BAC, BAC Secretariat, Vice President for HR and Administration, President and CEO</p>
	<p>TOTAL:</p>	<p>None</p>	<p>21 minutes</p>	



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
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



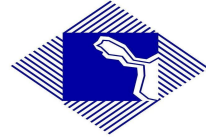
PORORO POINT MANAGEMENT CORPORATION

	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			
CHECKLIST OF 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



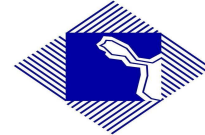
PORORO POINT MANAGEMENT CORPORATION

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	

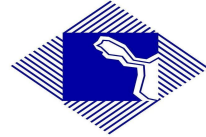
6. Renewal of Insurance for Buildings/ Facilities and Contents

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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



	<p>1. Prepare the following requirements for the renewal of Insurance for Buildings/ Facilities and Contents:</p> <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
	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



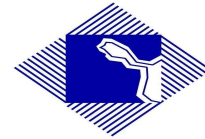
PORO POINT MANAGEMENT CORPORATION

	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	



PORO POINT MANAGEMENT CORPORATION

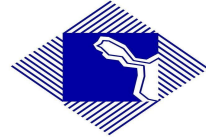
Office for Human Resources and Administration
Procurement
Internal Services



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	
Client: End-User	To be provided by the End-user to the Office for HR and Administration
<ol style="list-style-type: none"> 1. Board Resolution approving the Public Bidding of the Contract 2. Complete Bidding Documents including Technical Specifications 	
Client: Bidders	To be provided by the Bidder to the Bids and Awards Committee
Eligibility Documents	
Class "A" Documents	
<ol style="list-style-type: none"> 1. PhilGEPS Certificate of Registration and Membership 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> 	
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;

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.

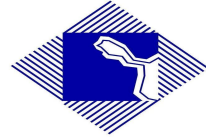
Technical Documents:

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

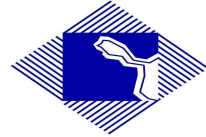
a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is



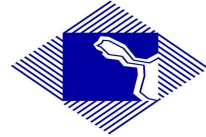
<p>authorized to issue such instruments;</p> <ol style="list-style-type: none"> 2. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and 3. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed 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



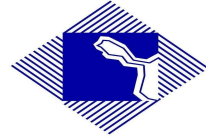
<p>1. Client: End-user</p> <p>Provide the following requirements for the conduct of preprocurement:</p> <ul style="list-style-type: none"> • Board Resolution approving the Public Bidding of the Contract • Complete Bidding Documents including Technical Specifications 	<p>1. Conduct Preprocurement Conference</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																			
500,000 and below	500.00																			
More than 500,000 up to 1 Million	1,000.00																			
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More than 50 Million up to 500 Million	50,000.00																			
More than 500 Million	75,000.00																			
<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
8. Client: Bidders	8. Conduct Bid and Evaluation and determine Lowest	None	1 day	Bids and Awards Committee



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

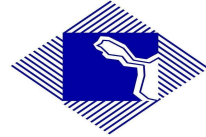


11. Client: Bidders Submit the posted Performance Security	11. Receive the posted Performance Security Prepare the Notice of Proceed and Contract	None	1 day	BAC Secretariat																
12. Client: Bidders Sign conformity on the Notice to Proceed and enter into a contract	12. Issue the Notice to Proceed 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																			
500,000 and below	500.00																			
More than 500,000 up to 1 Million	1,000.00																			
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More than 500 Million	75,000.00																			

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"> 1. Board Resolution approving the Public Bidding of the Contract 2. Complete Bidding Documents including Detailed Engineering Design 	<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>To be provided by the Bidder to the Bids and Awards Committee</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; nature of work;</p>	



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;

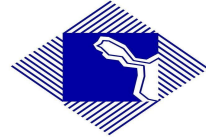
Unless otherwise provided in the **BID DATA SHEET**, a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project; and

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

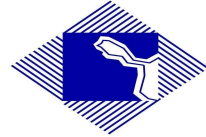
a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;

2. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and

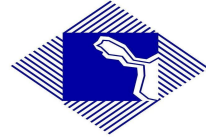
3. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Documents

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:

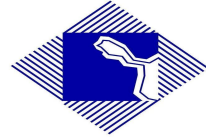


<p>Financial Component</p> <p>Unless otherwise stated in the BID DATA SHEET, the financial component of the bid shall contain the following:</p> <ol style="list-style-type: none"> 1. Financial Bid Form, which includes bid prices and the applicable Price Schedules, if the Bidder claims preference as a 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>		
<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>		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Approved Budget for the Contract in PhP</td> <td style="width: 50%;">Maximum Cost of Bidding Documents in PhP</td> </tr> </table>	Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP	<p>30 minutes</p>	<p>BAC</p>
Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP					



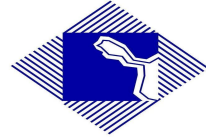
PORO POINT MANAGEMENT CORPORATION

Pay the required fees for the Bidding Documents	3. Issue Bidding Documents	500,000 and below	500.00		Secretariat
		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		
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 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



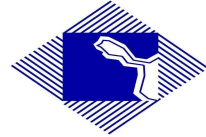
PORO POINT MANAGEMENT CORPORATION

<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>

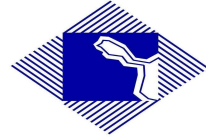


PORO POINT MANAGEMENT CORPORATION

<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 Notice of Award</p>	<p>10. Issue the approved Notice of Award</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
<p>11. Client: Bidders</p> <p>Submit the posted Performance Security</p>	<p>11. Receive the posted Performance Security</p> <p>Prepare the Notice of Proceed and Contract</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
<p>12. Client: Bidders</p> <p>Submit the following supporting documents of the contract:</p> <ul style="list-style-type: none"> • Construction Schedule and S-Curve • Manpower Schedule • Construction Methods • Equipment utilization schedule • Construction 	<p>12. Issue the Notice to Proceed and Contract</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>



<p>Safety and health</p>																				
<p>program approved by DOLE • PERT/CPM of other acceptable tools of project scheduling for infrastructure projects Sign conformity on the Notice to Proceed and enter into a contract</p>																				
	<p>12.1 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>1 day</p>	<p>BAC Secretariat</p>																
	<p>TOTAL:</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>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>	
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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.

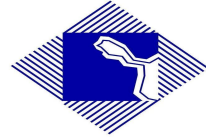
Documents Comprising the Bid:Technical Proposal

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



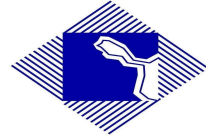
accompanied by a confirmation from a Universal or Commercial Bank; or a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument Information indicated in the paragraphs below must be provided by the Consultant 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.

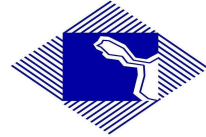


<p>7. The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV. Only one duly notarized CV for each consultant 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>	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the following requirements for the conduct of preprocurement:	1. Conduct Preprocurement Conference	None	1 day	Bids and Awards Committee Technical Working Group
<ul style="list-style-type: none"> · Board Resolution approving the Public Bidding of the Contract · Complete Bidding Documents including Technical Specifications 				End-user Unit BAC Secretariat



<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="804 577 956 645">Approved Budget for the Contract in Php</th> <th data-bbox="963 577 1115 645">Maximum Cost of Bidding Documents in Php</th> </tr> </thead> <tbody> <tr> <td data-bbox="804 656 956 701">500,000 and below</td> <td data-bbox="963 656 1115 701">500.00</td> </tr> <tr> <td data-bbox="804 712 956 757">More than 500,000 up to 1 Million</td> <td data-bbox="963 712 1115 757">1,000.00</td> </tr> <tr> <td data-bbox="804 768 956 813">More than 1 Million up to 5 Million</td> <td data-bbox="963 768 1115 813">5,000.00</td> </tr> <tr> <td data-bbox="804 824 956 869">More than 5 Million up to 10 Million</td> <td data-bbox="963 824 1115 869">10,000.00</td> </tr> <tr> <td data-bbox="804 880 956 925">More than 10 Million up to 50 Million</td> <td data-bbox="963 880 1115 925">25,000.00</td> </tr> <tr> <td data-bbox="804 936 956 981">More than 50 Million up to 500 Million</td> <td data-bbox="963 936 1115 981">50,000.00</td> </tr> <tr> <td data-bbox="804 992 956 1037">More than 500 Million</td> <td data-bbox="963 992 1115 1037">75,000.00</td> </tr> <tr> <td data-bbox="804 1048 956 1066"></td> <td data-bbox="963 1048 1115 1066"></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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More than 500 Million	75,000.00																						
<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>																		



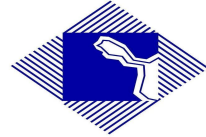
<p>5. Client: Bidders</p> <p>Inquire or secure Supplemental/Bid Bulletin(s), if any</p>	<p>5. Upload Minutes of the Pre-bid Conference at the PPMC Website</p> <p>Prepare and upload Supplemental/Bid Bulletin at PPMC Website, PhilGEPS and Post at Bulletin Boards, if any</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
<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>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</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>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>



	<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>Receive the Notice</p> <p>Receive the Notice</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>



	10.1 Discuss the result of the Post-qualification Submit Recommendation to the Head of Procuring	None	1 day	Bids and Awards Committee Technical Working Group								
	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> </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	Minimum of 36 Calendar Days; Maximum of 180 Calendar Days pursuant to Annex "C" of the 2016 Revised IRR of RA 9184	
Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP											
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More than 500,000 up to 1 Million	1,000.00											
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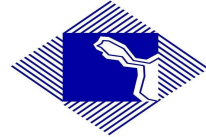
PORO POINT MANAGEMENT CORPORATION

		More than 5 Million up to 10 Million	10,000.00	Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR	
		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		

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

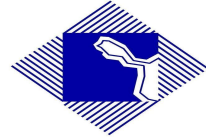
FOR GOODS:

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



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.

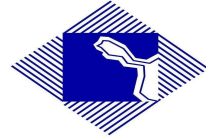
Documents Comprising the Bid:
Financial Component

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



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 –



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

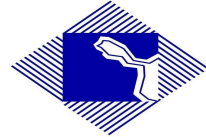
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a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or a surety bond accompanied by a certification coming from the Insurance Commission 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.

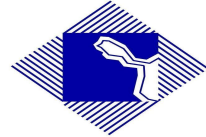
3. A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature. For each project, the outline should indicate inter alia, the project, contract amount and the Consultant's involvement.

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 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.

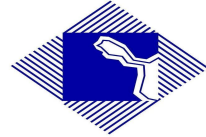
The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. 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.

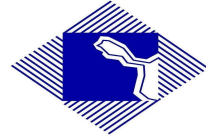
Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed Documents Comprising the Bid:

Financial Proposal

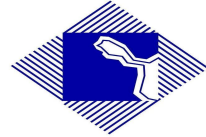
1. The Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6



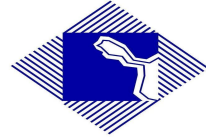
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare justification and recommend to the Head of	None	1 day	Bids and Awards Committee
	Procuring Entity the conduct of Alternative Method of Procurement			BAC Secretariat
<p>2. Client: End-user</p> <p>Provide the following 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>



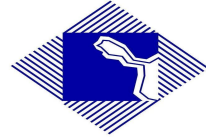
<p>3. Client: End-user</p> <p>Provide the final and complete Bidding Documents including Technical Specifications approved during the Pre-procurement Conference</p>	<p>3. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board</p>	<p>None</p>	<p>7 Calendar Days</p>	<p>BAC Secretariat</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></td> <td>500.00</td> </tr> <tr> <td>500,000 and below</td> <td></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		500.00	500,000 and below		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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More than 50 Million up to 500 Million	50,000.00																					
More than 500 Million	75,000.00																					
<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 Based</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC</p>



	<p>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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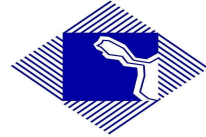
	TOTAL:	Approved Budget for the Contract in PhP	Maximum Cost of Bidding Documents in PhP	For Goods: Minimum of 20 Calendar Days; Maximum of 130 Calendar Days pursuant to Section 49.3 and Annex "H" of the 2016 Revised IRR of RA 9184 For Consulting Services Minimum of 30 Calendar
		500,000 and below	500.00	
		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

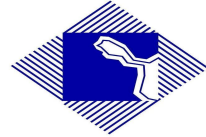
Office or Division:	Office for HR and Administration
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)
Who may avail:	End-Users and Suppliers

CHECKLIST OF REQUIREMENTS	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



<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> <ul style="list-style-type: none"> • Mayor's/Business Permit 	<p>3. Receive the submitted quotation and requirements</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee 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 Technical Working Group Observers</p>
<p>4. Client: Suppliers 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 Submit the Performance Security</p>	<p>5. Receive the posted Performance Security Prepare the Contract</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
<p>6. Client: Suppliers Enter into a contract</p>	<p>6. Issue the Contract</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>



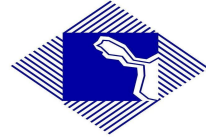
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	6.1 Post a copy of the Notice of Award and Approved Contract at the PhilGEPS and PPMC Website	None	1 day	BAC Secretariat
	TOTAL:	None	Minimum of 9 Calendar Days; Maximum of 20 Calendar Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184 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



<p>1. Client: End-user</p> <p>Provide the following requirements:</p> <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 	<p>1. Prepare justification and recommend to the Head of Procuring Entity the conduct of Alternative Method 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>1 day</p>	<p><i>President and CEO</i> Office of the President and CEO</p>
<p>2. Client: Previous Winning Supplier</p> <p>Receive the Request for Price Quotation</p>	<p>2. Issue Request for Price Quotation to the previous bidder</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
<p>3. Client: Previous Winning Supplier</p> <p>Submit Price Quotation</p>	<p>3. Receive the price quotation</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	<p>3.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award and Contract</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: Previous Winning Supplier</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>



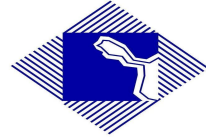
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5. Client: Suppliers Submit the Warranty Security	5. Receive the posted Performance Security Prepare the Contract	None	1 day	BAC Secretariat
6. Client: Suppliers Sign conformity on the Notice to Proceed and enter into a contract	6. Issue the Notice 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)

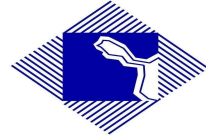
To establish proper procedure in procurement of Goods through Shopping

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



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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"> • 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



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

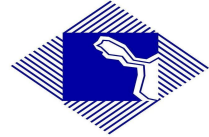
8. Procurement of Goods through Shopping (52.2 (b) – Php 50,000.00 and below)

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: <ul style="list-style-type: none">• 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 Office of the President and CEO</i>



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	



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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: <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 	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</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 following requirements: <ul style="list-style-type: none"> • 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



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

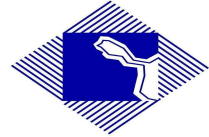
Office or Division:	Office for HR and Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)			
Who may avail:	End-users and Consultants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Client: End-User</p> <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 <p>Client: Consultants</p> <ul style="list-style-type: none"> • Professional License/Curriculum Vitae (Consulting Services) • PhilGEPS Registration Number • BIR Certificate of Registration 		<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> <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 	<p>1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement</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><i>President and CEO</i> Office of the President and CEO</p>



PORO POINT MANAGEMENT CORPORATION

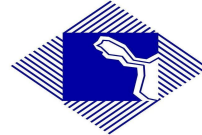
	1.2 Prepare and send letter to Highly Technical Consultant informing him/her the scope of work and inviting him/her for a Negotiation	None	1 day	Bids and Awards Committee
2. Client: Consultant Attend the Negotiation	2. Negotiate with Highly Technical Consultant	None	1 day	Bids and Awards Committee Technical 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 		To be provided by the End-user to the Office for HR and Administration		
Client: Bidders <ul style="list-style-type: none"> PCAB License NFCC 		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 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
	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



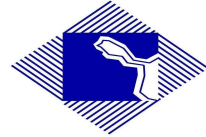
PORO POINT MANAGEMENT CORPORATION

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	
FOR GOODS	



<p>Client: End-User</p> <ol style="list-style-type: none">1. Board Resolution approving the conduct of Negotiated Procurement for the Contract2. 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; and3. 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.

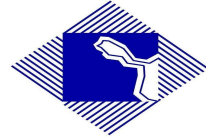
Class "B" Document:

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:

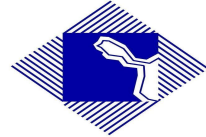
1. Financial Bid Form, which includes bid prices and the applicable Price Schedules
2. If the Bidder claims preference as a Domestic Bidder, a certification from the DTI.

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



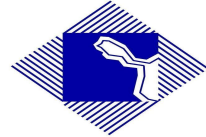
Client: Bidders

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.

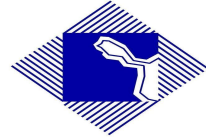
Class "B" Document:

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:

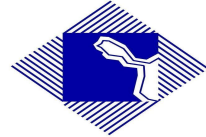
1. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

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.

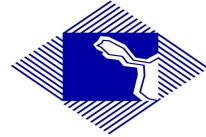
9. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form.

Documents Comprising the Bid: Financial Proposal

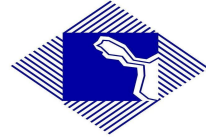
1. The Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6.



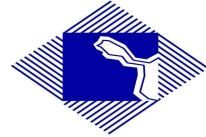
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the requirements as identified above	1. Review the terms and conditions, specifications and cost estimates Revise and agree on the minimum technical specifications and if necessary, adjust the ABC 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 Preprocurement Conference	2. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board	None	7 Calendar Days	BAC Secretariat



<p>3. Client: Bidders Receive the invitation</p>	<p>3. Issue invitation to at least 3 suppliers/ contractor of good standing to negotiate a contract</p>	<p>None</p>	<p>1 day</p>	<p>BAC Secretariat</p>
<p>4. Client: Bidders 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 Technical Working Group End-user Unit BAC Secretariat Observers Prospective Bidders</p>
<p>5. Client: Bidders Attend the Negotiation</p>	<p>5. Conduct Negotiation</p>	<p>None</p>	<p>1 day</p>	<p>Bids and Awards Committee Technical Working Group End-user Unit BAC Secretariat Observers Prospective Bidders</p>
<p>6. Client: Bidders 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 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>
<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>



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

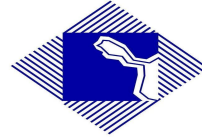


			<p>Minimum of 22 Calendar Days; Maximum of 132 Calendar Days pursuant to Annexes "C" and "H" of the 2016 Revised IRR of RA 9184</p> <p>For Consulting Services:</p> <p>Minimum of 32 Calendar Days; Maximum of 176 Calendar Days</p> <p>pursuant to Annex "C" of the 2016 Revised IRR of RA 9184</p> <p>Justification/ 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	
<p>Client: End-User</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 	To be provided by the End-user to the Office for HR and Administration



<p>Client: Bidders</p> <ul style="list-style-type: none"> • 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>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> <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>



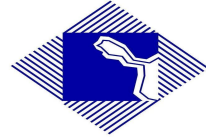
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	2.1 Post a copy of the Notice of Award, Notice to Proceed and Approved Contract at the PhilGEPS and PPMC Website	None	Same Day	BAC Secretariat
	TOTAL:	None	3 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184	

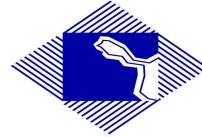
14. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Emergency Cases

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



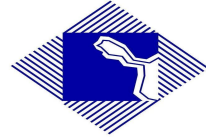
Client: Bidders/ Suppliers/ Contractors: <ul style="list-style-type: none"> • Mayor's/Business Permit • PCAB License • NFCC for ABCs above PhP500,000.00 • Income/Business Tax Return for ABCs above PhP500,000.00 		To be provided by the Bidder to the Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client: End-user Provide the requirements as identified above	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	None	1 day	Bids and Awards Committee BAC Secretariat
	1.1 Approve the BAC Resolution	None	1 day	Head of Procuring Entity



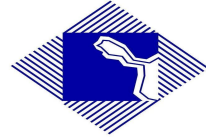
	1.2 Identify and negotiate with technically, legally and financially capable supplier/ contractor/ consultant	None	1 day	Bids and Awards Committee Technical Working Group BAC Secretariat
	1.3 Prepare the BAC Resolution recommending the Award of Contract to supplier/ contractor/ consultant	None	1 day	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



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		
<p>Client: End-User</p> <ul style="list-style-type: none"> Duly approved Purchase Request indicating therein the Mode of Procurement <p>Client: Bidders</p> <ul style="list-style-type: none"> Mayor's/Business Permit PhilGEPS Registration Number Income/Business Tax Return except for government agencies as lessors 		<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
1. Client: End-user Provide the following requirements to the Bids and Awards Committee 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>



PORORO POINT MANAGEMENT CORPORATION

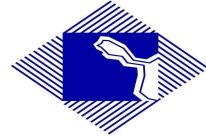
	TOTAL:	None	6 Working Days pursuant to Annex “H” of the 2016 Revised IRR of RA 9184	
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16. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology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

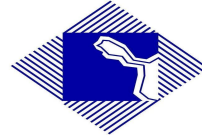
To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

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



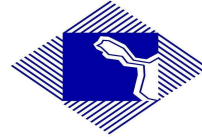
PORO POINT MANAGEMENT CORPORATION

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	

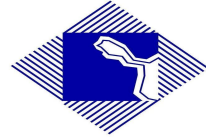
17. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement - Small Value Procurement – Above Php 50,000.00

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	



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 • 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"> • 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>



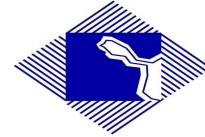
PORO POINT MANAGEMENT CORPORATION

	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	



<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		
<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) 		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 following requirements to the Bids and Awards Committee</p> <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 	<p>1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement</p>	None	1 day	<p>Bids and Awards Committee</p> <p>BAC Secretariat</p>
	1.1 Approve the BAC Resolution	None	Same day	<i>President and CEO</i> Office of the President and CEO



PORO POINT MANAGEMENT CORPORATION

<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>



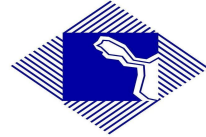
PORORO POINT MANAGEMENT CORPORATION

	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	

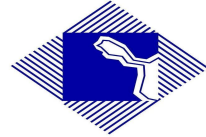
19. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Take-Over Contracts

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		

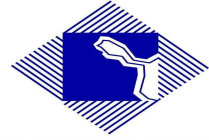


<ul style="list-style-type: none"> Board Resolution approving the Mode of Procurement and authority to negotiate <p>Client: Bidders</p> <ul style="list-style-type: none"> Mayor's/Business Permit Professional License/Curriculum Vitae (Consulting Services) PCAB License (Infrastructure Projects) PhilGEPS 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> <ul style="list-style-type: none"> Board Resolution approving the Mode of Procurement and authority to negotiate 	<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>	<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>Attend the Negotiation and prepare for post qualification</p>	<p>2. Negotiate with 2nd lowest calculated bidder/ 2nd highest rated bidder</p>	<p>None</p>	<p>12 days</p>	<p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p>



PORO 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	



PORO POINT MANAGEMENT CORPORATION

Office for Human Resources and Administration
IT Services
Internal Services

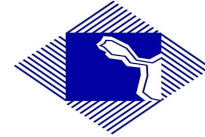


PORO POINT MANAGEMENT CORPORATION

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
	TOTAL:	None	2 working days and 45 minutes	



2. Request for Website Posting

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

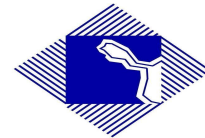
Office or Division:	Office for Human Resources and Administration			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PPMC Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Website Posting Form (2 Copies)		Office for Human Resources and Administration		
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 For	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
	2.5 Approve the Report	None	5 minutes	<i>Vice President for HR and Administration</i> Office for HR and Administration
	TOTAL:	None	1 Hour	



PORO POINT MANAGEMENT CORPORATION

Office of the Legal Counsel

External Services



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	

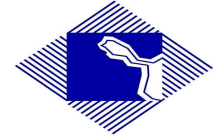


2. Handling Data Privacy Breach and Complaints

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	

3. Granting request for access or correction of personal Information



PORORO POINT MANAGEMENT CORPORATION

To make necessary corrections/access of personal information.

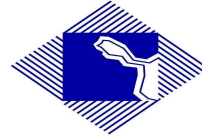
Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizens			
Who may avail:	PPMC Board and Officers, External Client/s/Complainant/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written request for 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	



PORO POINT MANAGEMENT CORPORATION

Office of the Legal Counsel

Internal Services



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.

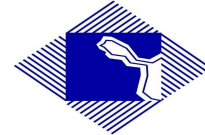
Office or Division:	Office of the Legal Counsel			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PPMC Board of Directors and Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/Memorandum requesting for a specific Legal Document, and/or 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	



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 to the concerned office/division	None	10 Minutes	<i>Legal Researcher</i> Office of the Legal Counsel
	TOTAL	None	7 Working Days	

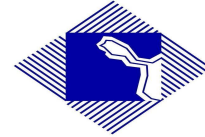


PORO POINT MANAGEMENT CORPORATION

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
	1.3 Sign Secretary's Certificate	None	10 minutes	<i>Legal Counsel/Corporate Secretary</i> Office of the Legal Counsel



PORO POINT MANAGEMENT CORPORATION

	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. 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



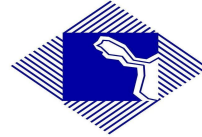
PORO POINT MANAGEMENT CORPORATION

	<p>1.1 Legal review and evaluation</p> <p>Process and make the possible action on the said matter. (Gather all the information/s needed and all the documents)</p>	None	19 working days from issuance of Board Resolution	<p><i>Legal Counsel</i> Office of the Legal Counsel</p> <p><i>Legal Researcher</i> Office of the Legal Counsel</p>
	<p>1.2 Submit all the filed documents in preparation for the pleadings in court</p>	None	30 Minutes	<p><i>Legal Counsel</i> Office of the Legal Counsel</p> <p><i>Legal Researcher</i> Office of the Legal Counsel</p>
	TOTAL	None	20 Working Days	



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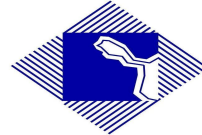
Office for Finance Internal Services



1. Granting of Cash Advance for Travel

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
	1.4 Review the payee name printed on the	None	15 minutes	<i>Accountant</i> Office for Finance

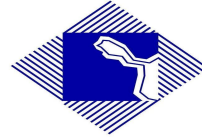


	check versus on cash advance request indicated therein.			
	1.5 Review of documents, sign disbursement voucher and check voucher.	None	1 hour	<i>Finance Manager</i> Office for Finance <i>VP for HR and Administration</i> Office for HR and Administration
	1.6 Review of documents, sign disbursement voucher 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
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	<i>Cashier</i> Office for Finance



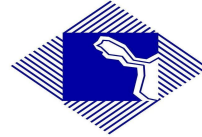
PORORO POINT MANAGEMENT CORPORATION

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	<i>Head of Office of the Requesting Personnel PPMC Offices</i>
3. Secure approval and signature from the head of Finance Office	3. Approve and sign petty cash advance form	None	1 minute	<i>Finance Manager Office for Finance</i>
4. Submit duly signed petty cash advance form	4. Received the approved petty cash advance form request	None	1 minute	<i>Cashier Office for Finance</i>
5. Receive petty cash advance request	5. Release of petty cash advance request	None	1 minute	<i>Cashier Office for Finance</i>
TOTAL		None	5 Minutes	

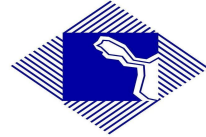
3. Payment of Salaries to Employees

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 Office for Finance</i>



	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
	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



PORO POINT MANAGEMENT CORPORATION

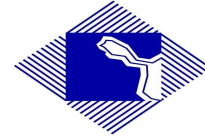
	1.9 Review and sign payroll summary, authorization letter and its corresponding attachments.	None	2 hours	<i>President & CEO</i> Office of the President and CEO <i>Corporate Treasurer</i> PPMC Board
	1.10 Release of signed and approved payroll summary and authorization letter to bank and its corresponding 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	



PORO POINT MANAGEMENT CORPORATION

Office for Infrastructure Management

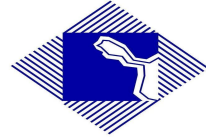
External Services



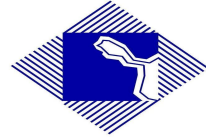
1. Issuance of Building Permit

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.

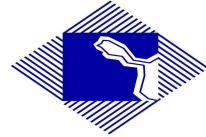
Office or Division:	Office for Infrastructure Management
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen) G2B (Government to Businesses)
Who may avail:	Citizens or Corporations who plans to construct/erect a structure/building within the PPFZ.
CHECKLIST OF REQUIREMENTS	
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 	<ol style="list-style-type: none"> 1. Client availing of the service 2. Department of Environment and Natural Resources (DENR) <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a. Client availing of the service



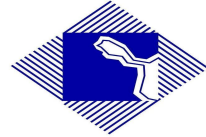
<p>project, including parking areas, driveways, structures, etc.)</p> <ul style="list-style-type: none"> b. Architectural plans signed and sealed by an Architect. c. Structural/civil plans signed and sealed by a Civil Engineer. d. Electrical plans and application duly signed and sealed by a Professional 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>	<ul style="list-style-type: none"> 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 g. Client availing of the service h. Client availing of the service i. 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>
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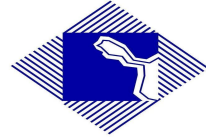
<ol style="list-style-type: none"> 11. Logbook (for use during construction) 12. Photocopy of PRC ID and PTR of Engineer/Architect involved in the project. 13. Photocopy of Tax Identification Number (TIN) of lessee/owner. 14. Air Transportation Office (ATO) Height Clearance (For San Fernando Airport Area only) 15. Construction Safety and Health Program duly approved by DOLE 	<ol style="list-style-type: none"> 11. Client availing of the service 12. Client availing of the service 13. Client availing of the service 14. Civil Aviation Authority of the Philippines (CAAP) 15. Department of Labor and Employment (DOLE)
<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 	<ol style="list-style-type: none"> 1. Client availing of the service 2. PPMC Office for Infrastructure Management/Office of the Building Official 3. Client availing of the service <ol style="list-style-type: none"> a. Client availing of the service b. Client availing of the service
<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 	<ol style="list-style-type: none"> 1. Client availing of the service 2. Client availing of the service



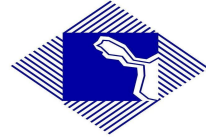
<p>Application duly signed by a licensed Architect/Civil Engineer and concurred by the owner.</p> <p>4. Building plans conforming to Standard form Type A or B of the National Building Code of the Philippines to include:</p> <ol style="list-style-type: none"> a. Location plan and existing site plan signed 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. <p>For Fencing 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 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: <ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 3. PPMC Office for Infrastructure Management/Office of the Building Official 4. Client availing of the service <ol style="list-style-type: none"> a. Client availing of the service b. Client availing of the service c. Client availing of the service <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a. Client availing of the service b. Client availing of the service c. Client availing of the service
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<p>For Repair/Repainting Permit Application, five (5) sets of the following should be submitted:</p> <ol style="list-style-type: none"> 1. Letter from the lessee with corresponding scope of work. 2. Bill of Materials/Construction Cost. 		<ol style="list-style-type: none"> 1. Client availing of the service 2. Client availing of the service 		
CLIENT STEPS	AGENCY ACTIONS	FEEES 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</i> Office for Infrastructure Management <i>Construction and Maintenance Officer</i> Office for Infrastructure Management
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</i> Office for Infrastructure Management <i>Construction and Maintenance Officer</i> Office for Infrastructure Management

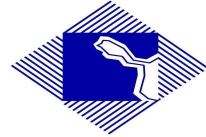


	2.1 Logs Application	None	10 minutes	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.2 Prepares/ Reviews/Signs Transmittal Memorandum	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.3 Transmit plans/requirements 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/	None	1 working day	<i>Construction and Maintenance Officer</i>

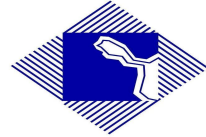


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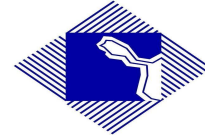
	Architect/Fire Chief			Office for Infrastructure Management
	2.6 Collates assessed corresponding permit fees	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.7 Prepares Building Permit and Assessment Slip for Signature	None	1 hour	<i>Construction 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	3. Receives the payment for the assessed Permit fees	National Building Code (NBC) schedule of fees plus 10% of fees	10 minutes	<i>Cashier</i> Office for Finance



<p>Building Permit fee</p>		<p>NEW SCHEDULE OF FEES AND OTHER CHARGE</p> <p>1. Bases of assessment 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.</p> <p>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</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>		
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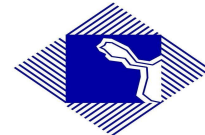
		<p>ii) Additional/renovation/ alteration up to 20.00 sq meters regardless of floor area of original construction – 2.40</p> <p>iii) Above 20.00 sq. meters to 50.00 sq. meters – 3.40</p> <p>iv) Above 50.00 sq. meters to 100.00 sq. meters – 4.80</p> <p>v) Above 100.00 sq. meters 150.00 sq. meters – 6.00</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> <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>		
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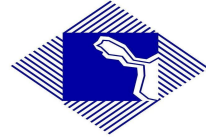
		<p>iii) Above 6000 to 7000 20.50</p> <p>iv) Above 7000 to 8000 19.50</p> <p>v) Above 8000 to 9000 18.00</p> <p>vi) Above 9000 to 10,000 17.00</p> <p>vii) Above 10,000 to 15,000 16.00</p> <p>viii) Above 15,000 to 20,000 15.00</p> <p>ix) Above 20,000 to 30,000 14.00</p> <p>x) Above 30,000 12.00</p> <p>NOTE: Computation of the building fee for item 3.c. is 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>		
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		<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 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>		
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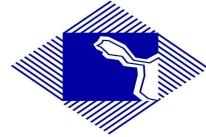
		<p>NOTE: Total Connected Load as shown in the load schedule</p> <p>b Total Transformer/ Uninterrupted Power Supply (UPS)/ Generator Capacity (kVA) Fee, (P)</p> <p>i) 5 kVA or less 40.00</p> <p>ii) Over 5 kVA to 50 kVA – 40.00 + 4.00/kVA</p> <p>iii) Over 50 kVA to 300 kVA – 220.00 + 2.00/kVA</p> <p>iv) 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> <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,</p>		
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		<p>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 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>		
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		<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 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>		
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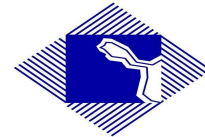
		<p>3.50 kW per ton, for compressor up to 5 tons capacity,</p> <p>3.25 kW per ton, for compressor above 5 up to 50 tons capacity,</p> <p>3.00 kW per ton, for compressor above 50 tons capacity.</p> <p>For Air conditioning (refer to 5.a.iii.)</p> <p>0.90 kW per ton, for compressors 1.2 to 5 tons capacity.</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> <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>		
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		<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> <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>		
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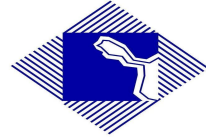
		<p>(c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.</p> <p>e Pressurized water heater, per unit – Fee, (P) 200.00</p> <p>f Water, sump and sewage pumps for commercial/ industrial use, per kW or fraction thereof – Fee, (P) 60.00</p> <p>g Automatic 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> <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>		
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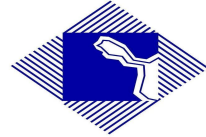
		<p>I Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW: Fee, (P)</p> <p>i) Up to 50 kW – 10.00</p> <p>ii) Above 50 kW to 100 kW – 12.00</p> <p>iii) Every kW above 100 kW or fraction thereof – 3.00</p> <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> <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</p>		
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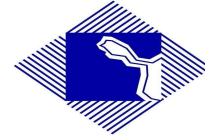
		<p>drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT" (P)24.00</p> <p>b Every fixture in excess of one unit: Fee, (P)</p> <p>i) Each water closet 7.00</p> <p>ii) Each floor 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> <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>		
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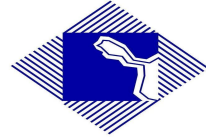
		<p>xii) Each laboratory sink 4.00</p> <p>xiii) Each fixed-type sterilizer 2.00</p> <p>d Each water meter Fee, (P) 2.00</p> <p>i) 12 to 25 mm diameter 8.00</p> <p>ii) Above 25 mm diameter 10.00</p> <p>e Construction of septic tank, applicable in all Groups Fee, (P)</p> <p>i) Up to 5.00 cu. meter of digestion chamber 24.00</p> <p>ii) Every cu. meter or fraction thereof in excess of 5.00 cu. meters – 7.00</p> <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,</p>		
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		<p>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 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</p>		
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		<p>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, 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>		
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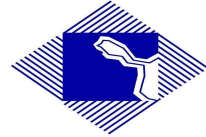
		<p>h Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc. 50.00 Per unit</p> <p>I Poles and attachment:</p> <p>i) Per Pole (to be paid by pole owner) – 20.00</p> <p>ii) Per attachment (to be paid by any entity who attaches 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> <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>		
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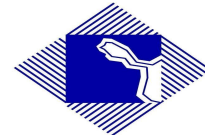
		<p>c Banks and Records Vaults with interior volume up to 20.00 cu. meters - 20.00</p> <p>i) In excess of 20.00 cu. meters 8.00</p> <p>d Swimming Pools, per cu. meters or fraction thereof</p> <p>i) GROUP A Residential- 3.00</p> <p>ii) Commercial/Industrial Groups B, E F, and G- 36.00</p> <p>iii) Social/Recreational/Insti tutional 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>		
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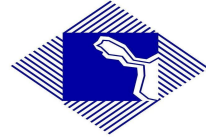
		<p>i) Per sq. meter or fraction thereof – 3.00</p> <p>ii) Provided, that the minimum fee shall be - 48.00</p> <p>f Construction/Erection of towers: Including Radio and TV towers, water tank supporting structures and the like (By Use or Character of Occupancy) Fee, (P)</p> <p>i) Single detached dwelling units; (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</p>		
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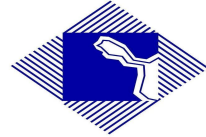
		<p>& every meters or fraction in excess of 10.00 meters – 12.00</p> <p>g Storage Silos, up to 10.00 meters in height - - - 2,400.00</p> <p>i) Every meter or fraction thereof in excess of 10.00 meters - - - 150.00</p> <p>ii) Silos with platforms or floors shall be charged an additional fee in accordance 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> <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>		
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		<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>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>		
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		<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> <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>		
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		<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 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>		
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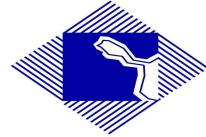
		<p>(d) Per cu. meter of excavation for foundation with basement - - 4.00</p> <p>(e) Excavation other than foundation or basement, per cu. meter - - - 3.00</p> <p>(f) Encroachment of footings or foundations of building/structures to public areas as permitted, per sq meter or fraction thereof of footing 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 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</p>		
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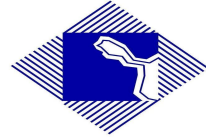
		<p>Occupancy of Sidewalks up to 20.00 sq meter per calendar month - Fee, (P) 240.00</p> <p>i) Every sq. meter or fraction thereof in excess of 20.00 sq. meters - - 12.00</p> <p>g Erection of Scaffoldings Occupying Public Areas, per calendar month; Fee, (P)</p> <p>i) Up to 10.00 meters in length - - 150.00</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 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>		
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		<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 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</p>		
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		<p>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 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</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Land and Assets</i></p>

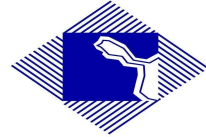


PORO POINT MANAGEMENT CORPORATION

	Official Receipt (Proof of Payment)			<i>Development Assistant Office for Infrastructure Management</i> <i>Construction and Maintenance Officer Office for Infrastructure Management</i>
	3.2 Issues/Releases Building Permit	None	10 minutes	<i>Land and Assets Development Assistant Office for Infrastructure Management</i> <i>Construction and Maintenance Officer Office for Infrastructure Management</i>
	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	10 Working Days, 2 Hours, 10 Minutes	



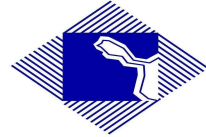
	<p>construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:</p> <p>Table II.G.I.</p> <p>On Fixed Cost of Construction Per Sq. Meter</p> <p>LOCATION GROUP</p> <p>All Cities / Municipalities A, B, C, D, E, G, H & I</p> <p>P 10, 000</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>		
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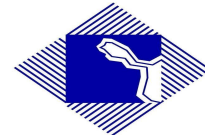
	<p>v) Above 100.00 sq. meters 150.00 sq. meters – 6.00</p> <p>vi) Above 150.00 sq. meters – 7.20</p> <p>Buildings/Structures Fees b Division A-2 Area in sq. meters Fee, (P) Per sq m.</p> <p>i) Original complete construction up to 20.00 sq. meters – 3.00</p> <p>ii) Additional/renovation/ alteration up 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>		
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	<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> <p>vii) Above 10,000 to 15,000 – 7.20</p> <p>viii) Above 15,000 to 20,000 – 6.60</p>		
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	<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 (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>		
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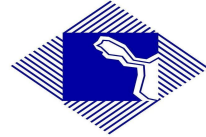
	<p>iii) Over 50 kVA to 300 kVA – 220.00 + 2.00/kVA</p> <p>iv) Over 300 kVA to 1,500 kVA – 720.00 + 1.00/kVA</p> <p>v) Over 1,500 kVA to 6,000 kA – 1,920.00 + 0.50/kVA</p> <p>vi) Over 6,000 kVA – 4,170.00V + 0.25/kVA</p> <p>NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, 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 Electric Meter Wiring Permit</p> <p>Residential P 15.00 P 15.00</p> <p>Commercial/Industrial 60.00 36.00</p>		
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	<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> <p>iv) Every ton or fraction thereof above 100 tons – 40.00</p> <p>v) Window type air conditioners, per unit – 60.00</p>		
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	<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> <p>3.00 kW per ton, for compressor above 50 tons capacity.</p> <p>For Air conditioning (refer to 5.a.iii.)</p>		
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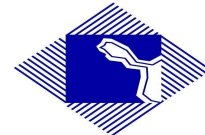
	<p>0.90 kW per ton, for compressors 1.2 to 5 tons capacity.</p> <p>0.80 kW per tons, for above 5 up to 50 tons capacity,</p> <p>0.70 kW per ton, for compressor above 50 tons, capacity.</p> <p>b Escalator and Moving Walks, Funiculars and the like: Fee, (P)</p> <p>i) Escalator and moving walk, per kW or 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> <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>		
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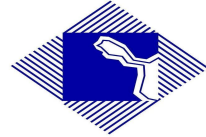
	<p>v) Car elevators – 5,000.00</p> <p>d Boilers, per kW: Fee, (P)</p> <p>i) Up to 7.5 kW – 500.00</p> <p>ii) Above 7.5 kW to 22 kW – 700.00</p> <p>iii) Above 22 kW to 37 kW – 900.00</p> <p>iv) Above 37 kW to 52 kW – 1,200.00</p> <p>v) Above 52 kW to 67 kW – 1,400.00</p> <p>vi) Above 67 kW to 74 kW – 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> <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>		
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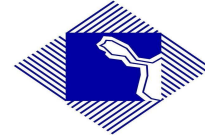
	<p>g Automatic fire sprinkler system, per sprinkler head – Fee, (P) 4.00</p> <p>h Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW: Fee, (P)</p> <p>i) Every kW up to 50 kW – 25.00 419</p> <p>ii) Above 50 kW up to 100 kW – 20.00</p> <p>iii) 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> <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>		
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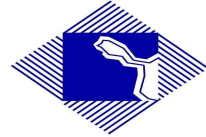
	<p>m Pressure Vessels, per cu. meter or fraction thereof – Fee, (P) 60.00</p> <p>n Other Machinery/Equipment for commercial/ Industrial/ Institutional use not elsewhere specified, per kW or fraction thereof – Fee, (P) 60.00</p> <p>o Pneumatic tubes, Conveyors, Monorails for materials handling and addition 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 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>		
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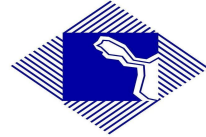
	<ul style="list-style-type: none"> iii) Each sink 3.00 iv) Each lavatory 7.00 v) Each faucet 2.00 vi) Each shower head 2.00 c Special Plumbing Fixtures: Fee, (P) i) Each slop sink 7.00 ii) Each urinal 4.00 iii) Each bath tub 7.00 iv) Each grease trap 7.00 v) Each garage trap 7.00 vi) Each bidet 4.00 420 vii) Each dental cuspidor 4.00 viii) Each gas-fired water heater 4.00 ix) Each drinking fountain 2.00 x) Each bar or soda fountain sink 4.00 xi) Each laundry sink 4.00 xii) Each laboratory sink 4.00 xiii) Each fixed-type sterilizer 2.00 d Each water meter Fee, (P) 2.00 i) 12 to 25 mm diameter 8.00 ii) Above 25 mm diameter 10.00 		
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	<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 centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar.,</p>		
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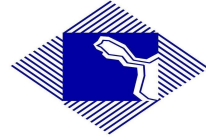
	<p>telemetry, tests and measurements, global positioning and personnel/vehicle location 1,000.00 per port Cont'd</p> <p>c Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, 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> <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</p>		
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	<p>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 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>		
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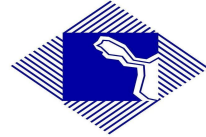
	<p>ii) Per attachment (to be paid by any entity who attaches to the pole of others)- 20.00</p> <p>Other types or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above. 50.00 Per unit</p> <p>8. Accessories of the Building/Structure Fees Pay Items 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> <p>i) In excess of 20.00 cu. meters 8.00</p> <p>d Swimming Pools, per cu. meters or fraction thereof</p>		
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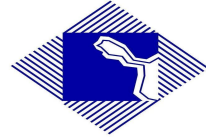
	<p>i) GROUP A Residential- 3.00</p> <p>ii) Commercial/Industrial Groups B, E F, and G- 36.00</p> <p>iii) Social/Recreational/Insti- tutional GROUPS C, D, H and I- 24.00</p> <p>iv) Swimming pools improvised from local indigenous materials such as rocks, stones and or small boulders and with plain cement 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> <p>f Construction/Erection of towers: Including Radio and TV towers, water tank supporting structures and the like (By Use or</p>		
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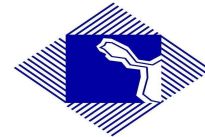
	<p>Character of Occupancy) Fee, (P)</p> <p>i) Single detached dwelling units; (a) Self Supporting - 500.00 (b) Trilon (Guyed) - 150.00</p> <p>ii) Commercial/Industrial (GROUPS B, E, F and G) up to 10.00 meters in height; (a) Self Supporting - 2,400.00 & every meter or fraction in excess of 10.00 meters – 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> <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</p>		
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	<p>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> <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>		
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	<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) 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>		
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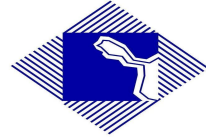
	<p>o Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area; (P)</p> <p>i) Construction of permanent type - - 10.00</p> <p>ii) Construction of temporary type - - 5.00</p> <p>iii) Inspection of knock-down temporary type, per unit----- 24.00</p> <p>p Construction 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> <p>a Establishment of Line and Grade, all sides fronting on abutting streets, esteros, rivers and creeks, first 10.00 meters - 24.00 i)</p>		
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	<p>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 building/structures to public areas as permitted, per sq meter or fraction thereof of footing or foundation encroachment ---- 250.00</p>		
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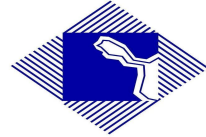
	<p>c Fencing Fees Fee, (P)</p> <p>i) Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof - - - - - 3.00</p> <p>ii) In excess of 1.80 meters in height, per lineal meter or fraction thereof - - - - - 4.00</p> <p>iii) Made of indigenous materials, barbed, chicken 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 faction 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>		
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	<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 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>		
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	<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> <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>		
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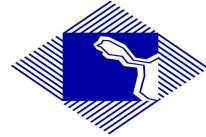


	<p>k Demolition/Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved: Fees: (P)</p> <p>i) Buildings in all Groups per sq. meter floor area - - 3.00</p> <p>ii) Building Systems/Frames or portion thereof per vertical or horizontal dimension, including Fences ----- 4.00</p> <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>		
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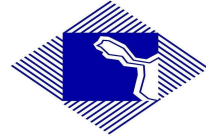
2. Issuance of Occupancy Permit

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		Client availing of the service



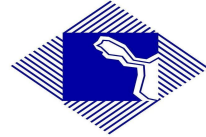
include the day and time of inspection – one (1) original copy				
2. Duly notarized Certificate of Completion signed and sealed by the licensed Engineer/Architect in-charge of the construction – five (5) original copies		Client availing of the service		
3. As-Built Quantities and As-Built plans, signed and sealed by the Architect/Engineer(s) in-charge of the construction/installation. a. reproducible copy (ies) – five (5) copies b. blue-print copy (ies) – five (5) copies		Client availing of the service		
4. Submit Megger Test Result witnessed and signed by licensed Professional Electrical Engineer – five (5) copies		Client availing of the service		
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		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 occupancy 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</i> Office for Infrastructure Management <i>Construction and Maintenance Officer</i> Office for Infrastructure Management
2. Submit the accomplished Certificate of Completion and other supporting documents to the Office for Infrastructure	2. Receive and review application forms and supporting documents based on the check list given.	None	10 minutes	<i>Land and Assets Development Assistant</i> Office for Infrastructure Management



Management signed and sealed by respective signatories.				<i>Construction and Maintenance Officer Office for Infrastructure Management</i>
	2.1 Logs Application	None	10 minutes	<i>Construction and Maintenance Officer Office for Infrastructure Management</i>
	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	None	1 working day	<i>Construction and Maintenance Officer</i>

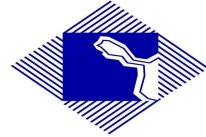


	from all concerned Engineers/Architect /Fire			Office for Infrastructure Management
	2.7 Collates assessed corresponding permit fees	None	1 working day	<i>Construction and Maintenance Officer</i> Office for Infrastructure Management
	2.8 Received request for second inspection	None	10 minutes	<i>Construction 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

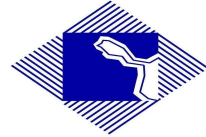


PORO POINT MANAGEMENT CORPORATION

	2.14 Furnish the PPMC Cashier/Finance Office copy of assessment (Order of Payment)	None	10 minutes	Cashier Office for Finance
3. Proceed to PPMC Cashier/Finance Office for payment of assessed Occupancy Permit fee	3. Receives the payment for the assessed Permit fee	<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 P1,200,00.00 - - - - 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>	10 minutes	Cashier Office for Finance



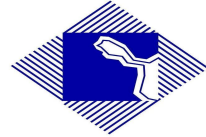
		<p>i) Costing up to P150,000.00 - - 200.00</p> <p>ii) Costing more than P150,000.00 up to P400,000.00 - - - 400.00</p> <p>iii) Costing more than P400,000.00 up to P850,000.00 - - - 800.00</p> <p>iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 1,000.00</p> <p>v) Every million (P1,000,000.00) 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 P400,000.00 - - 250.00</p> <p>iii) Costing more than P400,000.00 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>		
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		<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-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</p>		
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		<p>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 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>		
	<p>3.1 Receives the photocopy of Official Receipt (Proof of Payment). Receives the photocopy of Official Receipt (Proof of Payment).</p>	<p>None</p>	<p>10 minutes</p>	<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>

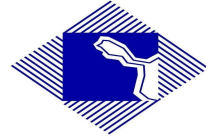


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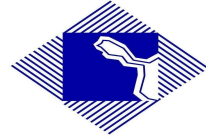
	3.2 Issues/Releases Occupancy Permit	None	10 minutes	<i>Land and Assets Development Assistant Office for Infrastructure Management</i> <i>Construction and Maintenance Officer Office for Infrastructure Management</i>
TOTAL		National Building Code (NBC) schedule of fees plus 10% of fees Certificates of Use or Occupancy (Table II.G.1. for fixed costing) a Division A-1 and A-2 Buildings: Fee, (P) i) Costing up to P150,000.00 - - 100.00 ii) Costing more than P150,000.00 up to P400,000.00 - - - 200.00 iii) Costing more than P400,000.00 up to P850,000.00 - - - 400.00 iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 800.00 v) Every Million (P1,000,000.00) or portion thereof in excess of	14 Working Days, 1 Hour, 20 Minutes	



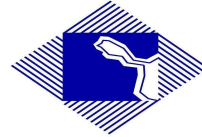
	<p>P1,200,00.00 - - - - 800.00</p> <p>b Divisions B-1/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1 Buildings: Fee, (P)</p> <p>i) Costing up to P150,000.00 - - 200.00</p> <p>ii) Costing more than P150,000.00 up to P400,000.00 - - - 400.00</p> <p>iii) Costing more than P400,000.00 up to P850,000.00 - - - 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</p>		
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	<p>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-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>		
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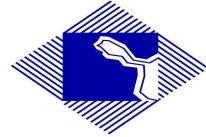
	<p>i) Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building of which they are accessories. As stated</p> <p>ii) Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above - As stated</p> <p>iii) Towers such as for Radio and TV 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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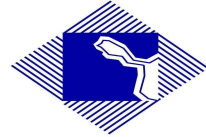
3. Processing of Work Permit for Telecommunication Companies/Individuals

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).

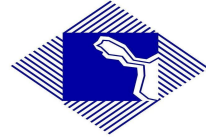
Office or Division:	Office for Infrastructure Management
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen) G2B (Government to Business)
Who may avail:	Telecommunication Companies/Individuals who wish to install and upgrade telecommunication lines within the Poro Point Freeport Zone
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter of Request	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
3. Contract/Agreement between the telecom company and the applicant/end user. – one (1) original copy	Client availing of the service
4. Barangay Permit/s covering the starting point, areas traversed by the project and termination point – one (1) original copy	Client availing of the service
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 Project scope of works; - one (1) original copy	Client availing of the service



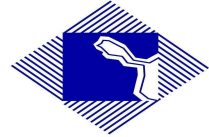
<p>Detailed schedule of works/activities; - one (1) original copy</p> <p>Duration of the activity;- one (1) original copy</p> <p>Manpower schedule; - one (1) original copy</p> <p>List of equipment to be used, if any – one (1) original copy</p>	
<p>6. Notice to Proceed for Pole Attachment from LUECO allowing 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>Execution of a Joint Pole Agreement with PPMC if PPMC poles will be used. - one (1) original copy</p>	<p>Client availing of the service</p>
<p>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</p> <p>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</p>	<p>Client availing of the service</p>
<p>8. Accreditation within the Poro Point Freeport Zone by the telecom company and its subcontractor/s. – one (1) copy</p>	<p>Client availing of the service</p>



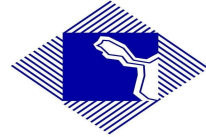
9. Once approved by PPMC, updated project scope of works, updated detailed schedule of works/activities, updated duration of the activity, updated manpower schedule and updated list of equipment to be used, if any and compliance to DPWH Department Order 30 and PPFZ Policy on the Prevention and Control 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
	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	None	1 working day	<i>Vice President for Infrastructure Management</i> Office for Infrastructure Management



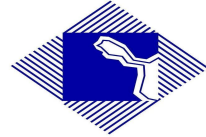
	submitted to the Office of the President			
	1.6 Forward the evaluation report to the Office of the President	None	10 minutes	<i>Vice President for Infrastructure Management Office for Infrastructure Management</i>
	1.7 Review and approval of the evaluation report and recommendation	None	3 working days	<i>President & CEO Office of the President and CEO</i>
	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 Office of the President and CEO</i>
	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 Office of the President</i>
2. Proceed to PPMC Cashier/ Finance Office for payment of assessed Work Permit fee	2. Payment of corresponding work permit fees, if there will be any	National Building Code (NBC) schedule of fees plus 10% of fees Pole/Attachment Location Plan Permit Fee, (P) i) Power Supply Pole Location 30.00/ pole ii) Guying Attachment 30.00/ attachment 7. Electronic Fees Pay Items Description Fee, (P) a Central Office switching equipment, remote switching	10 minutes	<i>Cashier Office for Finance</i>



		<p>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,</p>		
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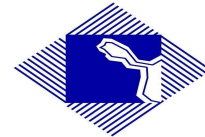
		<p>radar., telemetry, tests and measurements, global positioning and personnel/vehicle location 1,000.00 per port Cont'd</p> <p>c Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding 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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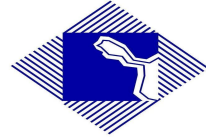
		<p>outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected 2.40 Per outlet</p> <p>e Station/terminal/control point/port/central 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/con</p>		
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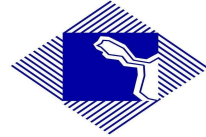
		<p>ference systems and the like, CATV/ MATV/ CCTV and off-air television, electronically controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected. 2.40 Per Termination</p> <p>f 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</p>		
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		<p>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> <p>Pole rental – 1,000.00 per pole per year</p>		
	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	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	None	10 minutes	<i>Executive Secretary Office of the President</i>



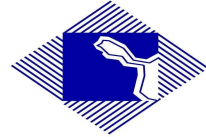
<p>updated list of equipment to be used, if any and compliance to DPWH Department Order 30 and PPFZ Policy on the Prevention and Control of Covid-19</p>	<p>Policy on the Prevention and Control of Covid-19</p>			
	<p>3.1 Review and endorsement of updated project scope of works, updated detailed schedule 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</p>	<p>None</p>	<p>1 working day</p>	<p><i>President & CEO</i> Office of the President and CEO</p>
	<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</i> Office for Infrastructure Management</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</i> Office of the President</p>



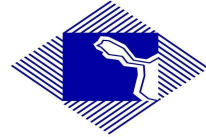
<p style="text-align: center;">TOTAL</p>	<p>National Building Code (NBC) schedule of fees plus 10% of fees</p> <p>Pole/Attachment Location Plan Permit Fee, (P)</p> <p>i) Power Supply Pole Location 30.00/ pole</p> <p>ii) Guying Attachment 30.00/ attachment</p> <p>7. Electronic Fees Pay Items Description Fee, (P)</p> <p>a Central Office switching equipment, remote switching 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>17 Working Days, 1 Hour, 10 minutes</p>	
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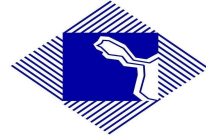
	<p>b Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar 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,</p>		
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	<p>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 outlete Station/terminal/c ontrol point/port/central or remote</p>		
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	<p>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,</p>		
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	<p>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</p>		
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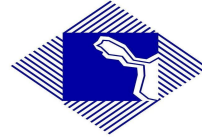
PORO POINT MANAGEMENT CORPORATION

	units not specifically identified above. 50.00 Per unit Pole rental – 1,000.00 per pole per year		
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PORO POINT MANAGEMENT CORPORATION

Seaport Office External Services

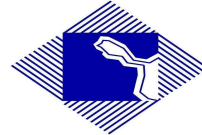


PORO POINT MANAGEMENT CORPORATION

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

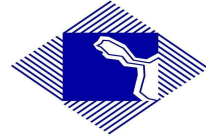
Facilitate entrance formalities of all vessels whether domestic or foreign calling at the port, upon submission of complete documentary requirements.

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	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	



PORO POINT MANAGEMENT CORPORATION

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>
3. Attends the Berthing Meeting	3. Conducts the Berthing Meeting for allocation of berth and discussion and preparation of other important matters.	None	1 hour	<p><i>VP for Airport Management</i> Office for Airport Management</p>
	3.1 Checks/verifies the completeness of the	None	1 hour	<p><i>VP for Airport Management</i></p>



PORO POINT MANAGEMENT CORPORATION

	submitted documents			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	VP for Airport Management Office for Airport Management
	3.3 Review recommendation and approve/disapprove the Application for Berth/Anchorage	None	1 hour	President and CEO 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	VP for Airport Management 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	Cashier Office for Finance
Name of Bank: <i>Landbank of the Philippines, San Fernando, La Union Branch</i> Account Name: <i>Poro Point Management Corporation Current Account</i> Number: <i>0202021824</i>				



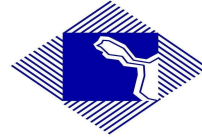
PORO POINT MANAGEMENT CORPORATION

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				
5. Present Official Receipt (OR) for the payment of Berthing Permit fee OR For Online Submission: Email the proof of payment of Berthing Permit fee to <i>poropointfreeportzone@gmail.com</i>	5. Issue duly signed and approved Application for Berth/Anchorage	None	10 minutes	<i>VP for Airport Management Office for Airport Management</i>
TOTAL:		PhP728.00	4 hours and 30 minutes	

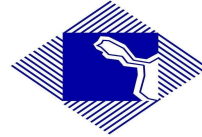
2. ENTRY OF CARGOES (PAYMENT OF WHARFAGE DUES)

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

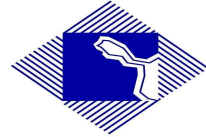


3. PPMC Official Receipts for payment of Wharfage Dues – one (1) original copy		PPMC Office for Finance		
4. BIR Form 2307 (if applicable) – one (1) photocopy		Shipping Lines		
B. Foreign Cargoes				
1. Bill of Lading – one (1) photocopy		Shipping Lines		
2. Computation Sheet – three (3) original copies		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	15 minutes	<i>VP for Airport Management Office for Airport Management Business Development Manager Office for Business Development</i>
OR For Online Submission: Email the Bill of Lading to <i>poropointfreeportzone@gmail.com</i>				<i>Business Development Officer Office for Business Development</i>
	1.1 Prepares Computation Sheet for Wharfage Dues	None	30 minutes	<i>VP for Airport Management Office for Airport Management Finance Manager Office for Finance</i>
	1.2 Provides the client the Computation Sheet and inform client to proceed to the Cashier for payment.	None	10 minutes	<i>VP for Airport Management Office for Airport Management</i>



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>
<p>TOTAL:</p>		<p>Wharfage Dues: 1. Import</p>	<p>1 hour and 15 minutes</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>		
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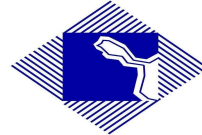


PORO POINT MANAGEMENT CORPORATION

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 <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/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</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> <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>
	<p>2.1 Prepares Computation Sheet for Charges on Vessel</p>	<p>None</p>	<p>30 minutes</p>	<p><i>VP for Airport Management</i> <i>Office for Airport Management</i></p> <p><i>Finance Manager</i> <i>Office for Finance</i></p>



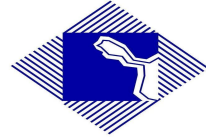
PORO POINT MANAGEMENT CORPORATION

	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 OR Payment may also be done through bank payment; details are as follows: Name of Bank: <i>Landbank of the Philippines, San</i>	3. Cashier checks the Computation Sheet Check for BIR Form 2307 Receives payment and issues Official Receipt	<u>USAGE FEE</u> <u>A. 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>B. Foreign Vessel:</u> 1. Port Dues - US\$0.081 x GRT x	15 minutes	Cashier Office for Finance
<i>Fernando, La Union Branch</i> Account Name: <i>Poro Point Management Corporation</i> Current Account Number: <i>0202021824</i> 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		(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		



PORO POINT MANAGEMENT CORPORATION

4. Present Official Receipt (OR) for the payment of charges on vessels	4. Checks/verifies payment of charges on vessels	None	5 minutes	<i>VP for Airport Management Office for Airport Management</i>
OR For Online Submission: Email the proof of payment Of charges on vessels to poropointfreeportzone@gmail.com	4.1 Prepares Report and Recommendation to the President and CEO for approval of the Undocking Permit	None	30 minutes	<i>VP for Airport Management Office for Airport Management</i>
	4.2 Review recommendation and approve/disapprove the Undocking Permit	None	1 hour	<i>President and CEO Office of the President & CEO</i>
	4.3 Notify the client of the approval or disapproval of the Undocking Permit	None	10 minutes	<i>VP for Airport Management Office for Airport Management</i>
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>



<p>TOTAL:</p>	<p><u>USAGE FEE</u></p> <p><u>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>Foreign Vessel:</u></p> <p>1. Port Dues - US\$0.081 x GRT x (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>3 hours and 20 minutes</p>	
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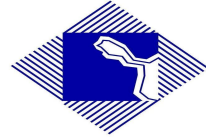


PORO POINT MANAGEMENT CORPORATION

4. DEPARTURE OF TUG AND TOWING BOAT

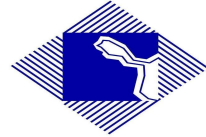
Facilitate departure of Tug and Towing Boat as Accredited Service Provider of the port, upon submission of complete documentary requirements and payment of port fees and charges.

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
1. Submit documents for Undocking Permit OR For Online Submission: Email the complete set of documents for Undocking Permit to poropointfreeportzone@gmail.com	1. Checks/verifies the completeness of the submitted documents Checks for any violation, hold departure order, or such other similar orders or issuances. Issues Docking/Undocking/Shifting	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>



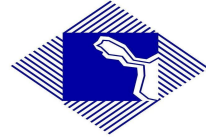
PORO POINT MANAGEMENT CORPORATION

	<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>			Office for Business Development
<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>	None	15 minutes	<p><i>VP for Airport Management</i> Office for Airport Management</p>
	2.1 Prepares Computation Sheet for Charges on Vessel	None	30 minutes	<p><i>VP for Airport Management</i> Office for Airport Management</p> <p><i>Finance Manager</i> Office for Finance</p>
	2.2 Provides the client the Computation Sheet and inform client to proceed to the Cashier for payment.	None	10 minutes	<i>VP for Airport Management</i> Office for Airport Management



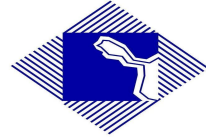
PORO POINT MANAGEMENT CORPORATION

<p>3. Proceeds to Cashier and presents the Computation Sheet for Charges on Vessel for payment</p>	<p>3. Cashier checks the Computation Sheet</p>	<p><u>Usage Fee</u> <u>Domestic Vessel):</u></p>	<p>15 minutes</p>	<p>Cashier Office for Finance</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>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>		
<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 <i>poropointfreeportzone@gmail.com</i></p>	<p>4. Checks/verifies payment of charges on vessels</p>	<p>None</p>	<p>5 minutes</p>	<p>VP for Airport Management Office for Airport Management</p>



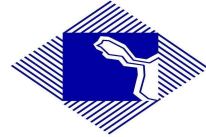
PORORO POINT MANAGEMENT CORPORATION

	4.1 Prepares Report and Recommendation to the President and CEO for approval of the Undocking Permit	None	30 minutes	<i>VP for Airport Management Office for Airport Management</i>
	4.2 Review recommendation and approve/disapprove the Undocking Permit	None	1 hour	<i>President and CEO Office of the President & CEO</i>
	4.3 Notify the client of the approval or disapproval of the Undocking Permit If approved, Stamps the manifest and vessel's roll book "ENTERED"	None	10 minutes	<i>VP for Airport Management Office for Airport Management</i>
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>



PORO POINT MANAGEMENT CORPORATION

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	3 hours and 20 minutes	
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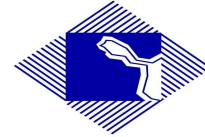


VI. FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Answer the Client Satisfaction Measurement (CSM) 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) 610-4809; 610-4983 - Email: poropointfreeportzone@gmail.com
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



<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; and 2. 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; and d. 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 Union 2. Electronic Mail: poropointfreeportzone@gmail.com



<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>

VII. LIST OF OFFICES



PORO POINT MANAGEMENT CORPORATION

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



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